



# Sunbury College Anaphylaxis Policy

## **PURPOSE**

To explain to Sunbury College parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Sunbury College is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

## **SCOPE**

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

## **POLICY**

### **School Statement**

Sunbury College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

### **Anaphylaxis**

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

### *Symptoms*

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth.

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting.

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.

### *Treatment*

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

### **Individual Anaphylaxis Management Plans**

All students at Sunbury College who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan.

When notified of an anaphylaxis diagnosis, the principal of Sunbury College is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Sunbury College and where possible, before the student's first day.

Parents and carers must:

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline autoinjector for the student that has not expired;
- participate in annual reviews of the student's Plan.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the school
- the name of the person(s) responsible for implementing the risk minimisation strategies, which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

### *Review and updates to Individual Anaphylaxis Management Plans*

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

### **Location of plans and adrenaline autoinjectors**

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at sickbay Whilst some students keep their adrenaline autoinjector on their person, medication for those that do not will be stored and labelled with their name at sickbay together with adrenaline autoinjectors for general use.

### **Risk Minimisation Strategies**

- The risk minimisation strategies put in place at Sunbury College:
- Non-food treats are used where ever possible
- Students are asked if they have any allergies prior to distribution of treats.

#### **Food Technology classes**

- All cooking utensils, preparation dishes, plates, and knives and forks etc are washed and cleaned thoroughly after preparation of food and cooking
- Regular discussions with students about the importance of washing hands, eating their own food and not sharing food
- Class activities to reinforce – i.e. posters etc.

#### **Canteen**

- Food is not distributed to any student visitors to the school
- Canteen food is clearly labelled
- Canteen staff are given photos of students who are on plans
- Common products relating to allergies – i.e. Nuts not used in class parties etc.

#### **Special Events**

- Staff trained in the administration of an Adrenaline Autoinjector to be present
- Only foods clearly labelled to be used as rewards / prizes if required
- Menu preferences sought with parent approval if lunches provided

#### **In the yard**

- Staff made aware that sickbay contains Individual Plan and Adrenaline Autoinjector
- Staff undergo training for using the Adrenaline Autoinjector
- o Communication Plan implemented
- o Call to office via mobile phone to alert sickbay staff
- o Sickbay manned at lunchtime
- Regular mowing rotation
- All outdoor bins are covered.

#### **Field trips/excursions/sporting events**

- At least one staff member (varies with number of known students attending the special event) supervising the special event must be trained in the administration of an Adrenaline Autoinjector.
- All risk assessments to include risk assessment for each individual student attending who is at risk of anaphylaxis.
- Copies of the Individual Management Plan and Adrenaline Autoinjector to be easily accessible on the special event – ie in First Aid kit.
- Sick Bay staff to contact parents and update plan / verify plan prior to event commencing.
- For overnight camps, parent consultation should occur in advance of event to discuss issues that may arise and develop an appropriate menu plan.
- Opportunities where desirable and practicable for parents to attend the event with their child who is at risk of anaphylaxis.
- Risk assessment provided by camp providers.

- Staff to have active mobile phone and if mobile phone access not available an alternative communication device to be considered including a satellite phone.

### **Overseas travel**

As above and:

- Undertake meeting with parent prior to event to discuss potential risks from:
  - o Travel to and from airport
  - o Travel to and from Australia
  - o Accommodation venues
  - o Locations to be visited
  - o Food choices
  - o To go over itinerary and modes of contact
  - o Have recorded details of travel insurance

Work Experience

- Discussion with parent regarding risk management while in the work place.

Storage of Adrenaline Autoinjectors

- Stored in sick bay – clearly marked with student’s name and stored with the student’s Individual Management Plan.
- Place of storage is unlocked and away from direct light.
- An Adrenaline Autoinjector for General Use stored in the same area and clearly labelled.
- Trainer Adrenaline Autoinjectors are stored separately.
- Review of Adrenaline Autoinjectors – Twice yearly – February and July checking the following:
  - o Stored correctly
  - o Storage is unlocked
  - o Labelling correct
  - o Sign in and out documents in place when used for special events.
  - o Clearly labelled
  - o Use by dates
- Staff briefing about practices
- Discussion with Principal/Assistant Principal about past incidents and recommendations about changes to procedure.
- Check that Trainer Adrenaline Autoinjectors kept separate from student and general use Adrenaline Autoinjectors.

### **Adrenaline autoinjectors for general use**

Sunbury College will maintain a supply of adrenaline autoinjectors for general use, as a back-up to those provided by parents and carers for specific students, and also for students who may suffer from a first time reaction at school.

Adrenaline autoinjectors for general use will be stored at sickbay and labelled “general use”. The principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at Sunbury College at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry.

## Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school's general first aid procedures, emergency response procedures and the student's Individual Anaphylaxis Management Plan.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by sickbay attendant and stored at sickbay. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

| Step | Action  |
|------|---|
| 1.   | <ul style="list-style-type: none"><li>· Lay the person flat</li><li>· Do not allow them to stand or walk</li><li>· If breathing is difficult, allow them to sit</li><li>· Be calm and reassuring</li><li>· Do not leave them alone</li><li>· Seek assistance from another staff member or reliable student to locate the student's adrenaline autoinjector or the school's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored at sickbay</li><li>· If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5</li></ul> |
| 2.   | <p>Administer an EpiPen or EpiPen Jr (if the student is under 20kg)</p> <ul style="list-style-type: none"><li>· Remove from plastic container</li><li>· Form a fist around the EpiPen and pull off the blue safety release (cap) · Place orange end against the student's outer mid-thigh (with or without clothing)</li><li>· Push down hard until a click is heard or felt and hold in place for 3 seconds · Remove EpiPen</li><li>· Note the time the EpiPen is administered</li><li>· Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration</li></ul>                                 |
| 3.   | Call an ambulance (000)   |
| 4.   | If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.   |
| 5.   | Contact the student's emergency contacts.   |

If a student appears to be having a severe allergic reaction, but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

Note: If in doubt, it is better to use an adrenaline autoinjector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction. Refer to page 41 of the [Anaphylaxis Guidelines](#)].

### **Communication Plan**

This policy will be available on Sunbury College's website and on Compass so that parents and other members of the school community can easily access information about Sunbury College's anaphylaxis management procedures. The parents and carers of students who are enrolled at Sunbury College and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Sunbury College's procedures for anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

The principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

### **Staff training**

The principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

- First Aid trained staff conduct classes that students with a medical condition that relates to allergy and the potential for anaphylactic reaction; and
- Any further School Staff that are determined by the Principal

Staff who are required to undertake training must have completed:

- An approved face-to-face anaphylaxis management training course in the last three years, or
- An approved online anaphylaxis management training course in the last two years.

Sunbury College uses the following training course- ASCIA eTraining course.

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years including Anaphylaxis trained first aid staff. Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

When a new student enrolls at Sunbury College who is at risk of anaphylaxis, the principal will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.

The principal will ensure that while students at risk of anaphylaxis are under the care or supervision of the school outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

The Principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.

## FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
  - o [Anaphylaxis](#)
  - o [Anaphylaxis management in schools](#)
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)

## REVIEW CYCLE AND EVALUATION

|                            |               |
|----------------------------|---------------|
| Policy last reviewed       | January 2023  |
| Approved by                | Principal     |
| Next scheduled review date | December 2023 |