



Appendix 1 - Anaphylaxis Communication Plan

This plan should be read in conjunction with ILIM COLLEGE's Anaphylaxis Management Policy which is available on the school website. It relates to the prevention and management of anaphylactic events at school or outside school on school related activities.

Rationale

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening.

Aim

This Anaphylaxis Communication Plan is written by ILIM COLLEGE's School Nurse in Charge – Cross Campus, to ensure all persons associated with the college are aware of the procedures for prevention and management of anaphylactic events during internal or external activities which are related to school.

Parent's Duty of Care

It is expected that parent will advise the school without delay when a student is diagnosed by a medical practitioner as being at Risk of Anaphylaxis. It is also the parents'/carers' responsibility to provide the school with a copy the student's ASCIA Action Plan for Anaphylaxis containing the emergency procedures plan (signed by the student's medical practitioner) and an up-to-date photo of the student – to be appended to this plan; and to inform the school immediately if their child's medical condition changes. An Individual Management Plan should accompany the relevant plans. In the absence of the Individual Management Plan the parent and Principal / School Nurse will complete one in agreement with the Ministerial Order 706.

Raising Staff Awareness

In accordance with Clause 12 of Ministerial Order 706 the principal will ensure that the school nurse/delegated staff will undertake an approved anaphylaxis management training course (one of 22099VIC, 22300VIC or 10313NAT) every three years and (ASCIA e-training for Victorian schools every two years) in order to become verifiers.

Verifying staff will ensure all staff training (ASCIA e-training for Victorian schools) is completed by all staff and will organise staff briefings on Anaphylaxis twice per calendar year. These briefings cover the school's Anaphylaxis Management Policy, the causes and symptoms of Anaphylaxis and the students who have been diagnosed with Anaphylaxis, their allergens and where their medications are stored/available specific to each campus.

At the time of enrolment or (if later) diagnosis, the Principal / Vice Principal/School Nurse / General Office staff – First Aid / Level Manager / Mentor/teacher and canteen manager will familiarize themselves with the medical needs of a student with anaphylaxis.

A list of student names who are at Risk of Anaphylaxis, with relevant information such as year level, allergens and a current photo will be displayed at the General Office, General Staff rooms, Library, Gymnasium and the Canteen.

Individual Management Plan

The individual anaphylaxis management plan will be in place as soon as practicable after the student enrolls and where possible before their first day of school. The plan will include:

- ◆ Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).

- ◆ Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, for in-school and out-of-school settings including camps and excursions.
- ◆ The name of the person/s responsible for implementing the strategies.
- ◆ The student's emergency contact details.
- ◆ Information on where the student's medication will be stored.

Location of EpiPen, Action Plan & Individual Management Plan

All Action Plans, Individual Management Plans and EpiPen are placed in an insulated bag and located in General Office of each campus.

Relieving/ Volunteer / Sport or other Activities Staff

Anaphylaxis information will be provided to all Relieving/Volunteer staff regarding students and will be provided by the Daily Organiser at the beginning of the shift.

This information will be; an Action Plan for Anaphylaxis which will contain the student's photo; name and date of birth, allergens to be avoided, contact details and the action required if the student has a mild or serious reaction; Individual Management Plan.

Responding to an Anaphylactic Reaction

Classrooms

In the event of an anaphylactic reaction in the classroom, the teacher is to immediately implement the Student's emergency procedures utilising their action plan. A reliable student should be sent to Reception to bring the EpiPen® and to alert the School Nurse. The teacher is to stay with the student who is experiencing the reaction.

All subject teachers and staff having contact with a Student with Anaphylaxis will have completed an accredited eLearning Anaphylaxis Certificate and be able to demonstrate clear understanding and knowledge with the correct use of the EpiPen. All staff are required to present the completed certificate to the School Nurse/ Anaphylaxis verifier for Verification. Certificates and verification expire in two years of attainment.

Yard duty Teachers

Teachers should not leave any student who is experiencing an anaphylactic reaction unattended. The teacher must direct a reliable student or contact the campus General Office to bring the EpiPen® so that they may alert the School's Nurse with the alert card/pass that was sent with the student.

Special Event Days, Incursions, Excursions and Camps

During the first week of each Term / Semester the School Nurse/delegated staff will provide a current list of Medical Alerts to all Level Managers to be distributed to relevant teachers of that year level. Known allergens which may affect the indicated student and information regarding any other medical issues will also be evident. Prior to any incursion that will go beyond General Office hours of 5pm and prior to leaving the school for any event, excursion or camp the teacher in charge will consult with the School Nurse/General Office staff to identify any student with Anaphylaxis. The General office will provide a Year Level Medical Alert printout to identify students who are at risk of anaphylaxis.

In the event of an anaphylactic reaction away from school the teacher is to immediately implement the student's emergency procedure plan, call an ambulance, and then notify the school. The Principal / Vice Principal should be notified without delay. Principals will arrange for parents or guardians to be notified.

Post-incident Action

It is expected that after an incident has occurred and has been resolved, that staff members involved will engage in the following activities:

- ◆ Completion of an INJURY, ACCIDENT &/or INCIDENT REPORT form available in the First Aid room of every campus.
- ◆ Collection of the student's personal effects for return to school (if the student is transported by ambulance to hospital)
- ◆ Debrief with students directly involved as witnesses to the event and refer to counselling;
- ◆ Debrief of staff involved and refer to counselling;
- ◆ Communication with the Principal / Vice Principal as appropriate regarding the particulars of the incident, actions taken and outcomes;
- ◆ At a later date the Principal / Vice Principal to discuss with parents what occurred and advise parents to seek medical attention to prevent incident occurring in future;
- ◆ Principal / Vice Principal and School Nurse/delegated staff to review the student's individual Management Plan with the agreement of parent /carer;
- ◆ Implement updated risk prevention strategies (where applicable).

Administration of an EpiPen®

- ◆ Lay person flat, do not stand or walk. If breathing is difficult allow to sit.
- ◆ Check and administer EpiPen® (or EpiPen®(Jnr if under 20kgs)as per training
- ◆ Phone ambulance (call 000).
- ◆ Contact family or emergency contact.
- ◆ A further Adrenalin dose may be given if there is no response after 5 minutes (use a non-prescription General Use Adrenalin Auto-injector if required).
- ◆ Note the time of administration and advise paramedics when they arrive. Hand the paramedics the used Adrenalin Auto-injector(s).