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Belong to
something bigger.

Anaphylaxis Management Policy

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Anaphylaxis Management Policy

College Commitment

Ilim College is committed to providing a safe and inclusive environment for students who have or may develop severe, life-threatening allergies. Ilim College will demonstrate its commitment by planning for safety and participation of members of its community and complying with the Victorian Government Ministerial Order 706 Anaphylaxis Management in Schools 2014 and guidelines related to anaphylaxis management in schools as published and amended by the Department of Education and Training from time to time.

Ministerial Order 706 – Anaphylaxis Management in Schools obligations

Anaphylaxis Management in Schools Obligations are:

- ▶ Development of School Anaphylaxis Management Policy
- ▶ Development of Communication Plan
- ▶ Implementation of Staff Training
- ▶ Development of emergency responses
- ▶ Undertake an Annual Risk Management Checklist

Definitions

Anaphylaxis is the most severe form of allergic reaction. Individuals can have a mild, moderate, or severe allergy. Anaphylaxis is severe, rapidly progressive life-threatening. The most common allergens in school-aged children are

peanuts, cow's milk, egg, tree nuts (e.g. Cashews and walnuts), fish and shellfish (e.g. Prawn and crab), wheat, soy, sesame, lupin and certain insect bites and stings (particularly bees, wasps, ants and ticks).

Adrenaline Auto Injector

An approved device by the Commonwealth Government Therapeutic Goods Administration, can include EpiPen (300 mc), EpiPen Jr (150 mc), AnaPen (150 mc, 300mc, 500 mc)

Ilim College's Policy

Ilim College is committed to providing a safe learning environment for all our students.

The College recognises that while policies and procedures to reduce the risk of an allergic reaction can be developed and maintained they cannot achieve a completely risk-free environment. The risk of anaphylaxis can be reduced, however not eliminated.

It is critical that staff can recognise an allergic reaction and a potential anaphylaxis risk and treat it appropriately. Anaphylaxis must always be treated as an emergency.

It is our Policy to:

- ▶ Provide as far as practicable, a safe and supportive environment in which students at risk of Anaphylaxis can participate equally in all aspects of schooling.
- ▶ Raise awareness of food and insect allergy, the risk of anaphylaxis and the college's anaphylaxis management policy in the college community.

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- ▶ Actively engage with parents/guardians of each student at risk of anaphylaxis when assessing risks and developing risk minimisation strategies for the student.
- ▶ Ensure that staff have knowledge about allergies, can recognise allergic reactions including anaphylaxis and understand the college's guidelines and procedures in responding to anaphylaxis.

Our Duty of Care

The college has a common law duty of care to put in place strategies to manage students at risk of anaphylaxis while they are at the college and engaged in college-related activities.

When a student is diagnosed as being at risk of anaphylaxis, the exercise of the college's duty of care requires:

- ▶ The development of an Individual Anaphylaxis Management Plan.
- ▶ Administration of medication through our Medication Administration Policy.
- ▶ Students at risk of anaphylaxis or allergic reactions could also be singled out or subjected to bullying behaviour within the wider college community. As part of our Bullying Prevention and Intervention policy, the college maintains an atmosphere of respectful relationships and actively develops and implements programs for bullying prevention, provides support for any student who is at risk of being bullied and empowers the whole college community to recognise and respond appropriately to bullying and behave as responsible bystanders.

- ▶ The importance of all staff to undertake training that includes preventative measures to minimise the risk of an anaphylactic reaction and to recognise the signs and symptoms of anaphylaxis and emergency treatment (including administration of an Adrenaline Auto-Injector)
- ▶ Risk minimisation strategies to be undertaken by the college are monitored to ensure they are in place. These strategies cover during classroom activities and special events, such as sporting events, excursions, camps, incursions with and beyond college hours, the college canteen whilst students are at recess and lunch.
- ▶ Information is sent out to parents of the student's year level with the known allergens via text, email or post informing to be mindful and avoid sending certain items/products with their child to the college.

College nurses provide educational activities, worksheets, short videos and information about allergies, risk of anaphylaxis and strategies to help students annually or during National Food Allergy Week.

Identification of Students at Risk

Parents/guardians are requested to notify the college of all medical conditions including allergies at time of enrolment or as soon as diagnosis is confirmed.

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Students who are identified as at risk of anaphylaxis are considered high risk. For each of these students, an Individual Anaphylaxis Management Plan is developed and regularly reviewed and updated.

For students who are showing signs of an allergic reaction or an anaphylactic reaction for the first time and do not have an Individual ASCIA Action Plan, the college must call 000 immediately, follow instructions given by the emergency services, as well as the college's first aid emergency procedures.

Where the student requires a first aid response that is not the standard first aid response for the college, staff must refer to the student's Individual Action Plan.

If a staff member administering first aid is required to use an adrenaline autoinjector from the college's first aid kit they must refer to the ASCIA Action Plan for Anaphylaxis General Use (Orange) stored with the first aid kit for instructions on administering adrenaline.

Individuals with an allergy that have only ever had mild/moderate allergic reactions are at low risk of having an anaphylactic reaction, however there is still a risk. They are often not prescribed an adrenaline autoinjector but must have an ASCIA Action Plan for Allergic Reactions (Green)

Individuals that have had a previous severe allergic reaction/anaphylaxis to triggers (other than medications) and those deemed to be at high risk by their doctor or medical practitioner are prescribed an adrenaline autoinjector and given an ASCIA Action Plan for Anaphylaxis (Red)

Students with an ASCIA Action Plan for Allergic Reactions (Green) must still have strategies implemented to reduce risk as

detailed on their individual Management Plan.

Signs and Symptoms for a Mild to Moderate Allergic Reaction

Signs and symptoms for a mild to moderate allergic reaction may include:

- ▶ Swelling of lips, face or eyes
- ▶ Hives or welts
- ▶ Tingling mouth

Abdominal pain, vomiting (these are signs of anaphylaxis)

Signs and Symptoms for Anaphylaxis

Signs and symptoms for anaphylaxis may include:

- ▶ Difficult/noisy breathing
- ▶ Swelling of tongue
- ▶ Swelling/tightness in throat
- ▶ Wheeze or persistent cough
- ▶ Difficulty talking and/or hoarse voice
- ▶ Persistent dizziness or collapse
- ▶ Pale and floppy (usually in younger children)

Individual Anaphylaxis Management Plans

An individual Anaphylaxis Management Plan must be developed in consultation with the student's parents/guardians, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis. This forms a subset of a student's Individual Management Plan.

The Individual Management Plan will be in place as soon as practicable after the

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student enrolls, and where possible before their first day of the college. However, student's parent who have indicated that their child has anaphylaxis cannot attend the college without a current Action Plan and in date Autoinjector device (EpiPen, Anapen)

Each Individual Anaphylaxis Management Plan includes:

- ▶ Information about the student's medical condition that relates to allergy and the potential of anaphylactic reaction, including the type of allergy/allergies the student has (based on a written diagnosis from a Medical Practitioner)
- ▶ Strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of college staff, for in college and out of college settings including the college yard, at camps and excursions, or at special events conducted, organised or attended by the college.
- ▶ The name of the person/s responsible for implementing the strategies.
- ▶ Information on where the student's medications will be stored.
- ▶ The student's emergency contact details

ASCIA Action Plans are stored with the Individual Anaphylaxis Management Plan.

Each Individual Anaphylaxis Management Plan contains daily management strategies specific to the student it is written for and recommended to be signed off by the parent/guardian and a designated staff member.

Individual Anaphylaxis Management Plans will be reviewed in consultation with the student's parents/guardians:

- ▶ Annually, and as applicable,
- ▶ If the student's condition changes,
- ▶ Immediately after the student has an anaphylaxis episode,
- ▶ Supply a current photo,
- ▶ Share as much detailed information as possible. For example, circumstances surrounding previous anaphylaxis, diagnosis of asthma, medications taken at home,
- ▶ Inform the college if their child's medical condition changes and if relevant provide an updated ASCIA Action Plan. The ASCIA Action Plan must be completed and signed by a medical practitioner.

Adrenaline Auto-Injector Device for General Use

Each campus principal is responsible for arranging the purchase of additional Adrenaline Auto-Injectors for general use and as backup to those supplied by parents.

The campus principal/ delegate has determined the number of additional Adrenaline Auto-Injector devices as follows:

Dallas Secondary Girls & Dallas Primary Campus (11 units in Total)

- ▶ 2 EpiPens- First Aid Room Administration Building,
- ▶ 2 EpiPens- First Aid Room allocated for camps per department
- ▶ 1 EpiPen- Primary Senior Vice Principal's Office E Block,

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- ▶ 1 EpiPen- Primary Senior Co-Ordinator's Office C Block, room C8,
- ▶ 1 EpiPen- Primary General Staff Room – Level 1 primary new building,
- ▶ 1 EpiPen- Primary Junior Vice Principal's Office, Ground Floor primary new building,
- ▶ 1 EpiPen- First Aid Cabinet in Secondary J Block room J6
- ▶ 1 EpiPen- First Aid Cabinet in Secondary D Block room D14
- ▶ 1 EpiPen- First Aid Cabinet in Canteen

Glenroy Primary Campus (4 Units in Total)

- ▶ 1 EpiPen- First Aid Room
- ▶ 1 EpiPen – General Administration Office
- ▶ 1 EpiPen- First Aid Cabinet in Swimming Pool Area.
- ▶ 1 EpiPen- First Aid Cabinet in Canteen.

Kiewa Boys Secondary Campus (8 Units in Total)

- ▶ 3 EpiPens- First Aid Room A Block
- ▶ 1 EpiPen- First Aid Cabinet C Block
- ▶ 1 EpiPen- First Aid Cabinet Male Staff Room Level 1 D Block
- ▶ 1 EpiPen- First Aid Cabinet Female Staff Room B Block room B7
- ▶ 1 EpiPen- First Aid Cabinet in Library
- ▶ 1 EpiPen- First Aid Cabinet in Canteen

Doveton Prep-12 Campus (3 Units in Total)

- ▶ 2 EpiPens- First Aid Room
- ▶ 1 EpiPen- First Aid Cabinet in canteen.

The campus principal will determine the number and type of Adrenaline Autoinjector devices for general use to purchase and in doing so will consider the following:

- ▶ The number of students enrolled at the college that have been diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction.
- ▶ The accessibility of Adrenaline Auto-Injectors that have been provided by parents,
- ▶ The availability of a sufficient supply of Adrenaline-Auto-Injectors for "General Use" in specified locations at the college including:
 - In the college yard, at excursions, camps and special events conducted or organised or attended by the college,
- ▶ That Adrenaline Auto-Injectors have a limited life, usually expiring with 12-18 months, and will need to be replaced at the college's expense, either at the time of use or expiry whichever is first.

The Adrenaline Auto-Injector for general use can be used:

- ▶ On someone not previously diagnosed
- ▶ On an individual known to be at risk of anaphylaxis that does not have their own device immediately

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accessible, or the device is out-of-date.

- ▶ When a second dose of adrenaline is required before an ambulance has arrived
- ▶ If an individual's device has misfired or accidentally been discharged.

Anaphylaxis Communication Plan

The campus principal must ensure that the Campus nurse/ delegated staff member distributes an up-to-date Anaphylaxis Communication Plan for the purpose of college staff, students and parents to gain an understanding of the process's which are in place at all campuses to ensure effective management for students with risk of Anaphylaxis.

Anaphylaxis Communication Plan will be provided to parents who have indicated at enrolment risk of an anaphylaxis reaction, or their child has been diagnosed with anaphylaxis as a student at the college.

All college staff are made aware of the Communication Plan in conjunction with the Anaphylaxis Management Policy.

Casual Relief/Volunteers/Canteen Staff

All casual relief staff will be fully trained in the management, recognition and emergency treatment of anaphylaxis. Volunteers must be trained if they deal with students at risk of anaphylaxis as part of their role at the college.

Casual relief staff are provided with a copy of the individual Student Anaphylaxis Management Plan by the relevant daily organiser. Casual Relief Staff are required to complete an Anaphylaxis Awareness Online Training. The accredited campus nurse or accredited staff member is the designated supervisor to verify knowledge and usage of the Adrenaline Auto-injector Devices.

Volunteers/parents are supervised by a staff member who has a valid verified Anaphylaxis Management training accreditation.

All food prepared in the canteen is made in accordance with safe food handling guidelines. Canteen staff are required to complete an approved Anaphylaxis Management E- Training and to be verified by the accredited campus nurse or accredited staff member every 2 years and subsequent refresher training as required by Ministerial Order 706.

The campus nurse/general office staff will identify students at Risk of Anaphylaxis and communicate the names of these students and their medical information to the canteen manager.

First Aid trained staff are present at all sporting events. Identified students with the risk of Anaphylaxis, Action Plan Packs are taken to events.

Staff Training/Responsibilities

Whenever a student at risk of anaphylaxis is under the care or supervision of Ilim College, including excursions, yard duty, camps and special event days, the college must ensure that there are a sufficient number of staff present who have up to date anaphylaxis training and

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know how to prevent, recognise and treat anaphylaxis.

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

The college will ensure ASCIA e-training for Victorian schools is completed by all staff. All staff are responsible to have verification obtained within 30 days of certificate attainment.

Verifying staff will organise staff briefings on Anaphylaxis twice per calendar year, with the first briefing scheduled at the beginning of the new year and the second briefing at the commencement of the second semester.

These briefings will cover:

- The college’s Anaphylaxis Management Policy,
- The cause of the symptoms and treatment of Anaphylaxis,
- Identifies the students who have been diagnosed with Anaphylaxis, details of their medical conditions and where their medications are stored/available specific to each campus.
- How to use an Adrenaline Auto-Injector Device including practicing with a “trainer” Adrenaline Auto-Injector Device.
- The college’s general first aid and emergency response procedures.

- The location of and access to, Adrenaline Auto-Injectors that have been provided by parents/guardians or purchased by the college for “general use”.

If for any reason training and briefing has not yet occurred in accordance with the requirements set out above under 'Staff Training/Responsibilities Section', the campus principal must develop an interim plan in consultation with the parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction, and training must occur as soon as possible thereafter.

Staff will implement and monitor the student’s Anaphylaxis Management Plan.

The students individual Anaphylaxis Management Plan will be reviewed, in consultation with the student’s parents in all the following circumstances:

- ▶ Annually
- ▶ If the students’ medical condition, relating to allergy and the potential for anaphylactic reaction changes,
- ▶ As soon as practicable after the student has an anaphylactic reaction at the college and,

When the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised, or attended by the college (e.g., class parties, elective subjects, cultural days, cake stalls, incursions)

Emergency First Aid for Students at Risk of Anaphylaxis

In the event of an Anaphylaxis reaction, the emergency response procedures

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MUST be followed together with the college's general first aid, emergency response procedures and the students ASCIA Action Plan.

For students having anaphylaxis, the following first aid steps must be followed:

- ▶ Lay the student flat and do not allow them to stand or walk. If breathing is difficult, allow the student to sit,
- ▶ Ensure the student is no longer exposed to the allergen or trigger,
- ▶ Call for assistance to obtain the nearest general use Auto-Injector device,
- ▶ Send a runner to the general office to call the ambulance,
- ▶ Request assistance to collect students individual action plan pack (back up)
- ▶ Alert the student's parents/guardians,
- ▶ Further adrenaline autoinjector doses may be given if no response after five minutes,
- ▶ Reassure the student experiencing the reaction as they are likely to be feeling anxious and frightened as a result of the reaction and the side effects of the adrenaline.
- ▶ Watch the student closely in case of a worsening condition.
- ▶ Request for another staff member to move other students away and reassure them elsewhere.
- ▶ Commence CPR at any time if the student is unresponsive and not breathing normally.

For other incidents, refer to our Critical Incident Management Plan and First Aid Policy.

Medication and Adrenaline Auto-Injector Storage and Location

All individual adrenaline auto-injector devices and medication are stored in the general office and are checked regularly to ensure that they have not expired or become discoloured.

For all student's, adrenaline autoinjector devices for general use must be stored in various location around the college which are easily accessible, central, and unlocked. A copy of the ASCIA Action Plan for Anaphylaxis for General Use must also be stored with the adrenaline autoinjector devices for general use.

Whenever a student at risk of anaphylaxis participates in activities outside of the college such as excursions and camps, the students individual ASCIA Action Plan and both the student's prescribed devices must be taken. One of the college's adrenaline auto-injectors for general use must be taken with an ASCIA Action Plan for Anaphylaxis for general use.

Other Risk Minimisation Strategies

Ilim College may implement the following risk minimisation strategies designed to identify allergens, prevent exposure to them and enhance our response in case of anaphylaxis.

In the Classroom

In the classroom teachers must:

- Ensure they are aware of the identity of any student/s who

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are at risk of anaphylaxis. Facial recognition in class groups is encouraged.

- Be familiar with location and use of the student’s ASCIA Action Plan and adrenaline auto-injector (e.g., EpiPen/Anapen)
- Ensure that medication is readily accessible (unlocked cupboard or location)
- Be familiar with how to respond to anaphylaxis using our first aid procedures as detailed in this policy.
- Liaise with parents/guardians about food-related activities ahead of time.
- Use non-food treats where possible. If food treats are used in class, it is recommended that parents/guardians provide a box of safe treats for the student at risk of anaphylaxis. Treat boxes must be clearly labelled.
- Never give food to a student who is at risk of anaphylaxis without consulting a parent/guardian.
- Be aware of the possibility of allergens including hidden allergens in cooking, food technology, science, and art classes.
- Have regular discussions with students about the importance of washing hands, eating their own food, and not sharing food.

In the Canteen

In the event the college uses an external/contracted food service provider, the provider must be able to demonstrate satisfactory

- training in the area of food allergen management and its implications for food handling.
- Canteen staff including volunteers must be briefed about students at risk of anaphylaxis,
- The college may have the student’s name, photo, and the foods they are allergic to displayed in the canteen (facing away from easy sight of students visiting the canteen) as a reminder to staff and volunteers.
- Food banning is not recommended however we may choose not to stock peanut and tree nut products (including nut spreads), or replace foods which contain known allergens for our students with other suitable foods,
- Products labelled as containing known allergens or labelled as “may Contain...” allergens for our students will not be served to students with those allergies.
- Staff must be aware of the potential for cross-contamination when storing, preparing, handling, displaying, and serving food,
- Staff must ensure tables and surfaces are wiped clean regularly,
- Disposable paper cloths must be used to clean surfaces where

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students at risk of anaphylaxis will eat or have their food prepared.

- Staff must be strongly encouraged to do free training for food service staff related to allergen awareness and handling,

Incursions/College Events on-site

Campus principals must ensure prior to any incursion in the college setting that may also go beyond general office hours, the teacher responsible will consult with the campus nurse/general office staff to identify any students with Anaphylaxis and ensure that the Action Plan pack will be with the teacher/s responsible during the incursion.

Prior to the event, the general office will provide a year level medical alert printout to identify students who are at risk of anaphylaxis.

During on-site events:

- Class teachers must consult parents/guardians in advance to either develop an appropriate food menu or request the parents/guardians to send a meal for the student,
- Parents/guardians of other students must be informed in advance about foods that may cause allergic reactions,
- All staff must be aware of the common allergens during the onsite event.
- Although total food bans cannot be adhered to in the college environment, staff must consider alternative foods that

pose less risk for any college activities which must involve food.

- Staff must know where the adrenaline auto injector devices and ASCIA Action Plans for each at risk student are located.

Camps/Excursions- College Events Off-site

Campus principals must ensure organising teacher must retrieve Action pack prior to offsite events. All staff attending are verified anaphylaxis trained. An updated year level medical alert printout to identify students who are risk of anaphylaxis must be obtained prior to every excursion/ camp or offsite event.

- When planning college camps and excursions, risk management plans must be developed in consultation with parents/ guardians and facilitator managers.
- Prior to the camp/ excursion, all staff attending must have a briefing on the students at risk, signs and symptoms of an allergic reaction and practice with an adrenaline autoinjector training device,
- A team of staff who have been trained in management of the risk of anaphylaxis, the recognition of an allergic reaction administration of the adrenaline autoinjector must accompany the student on camp. All staff present need to be aware if there is a student at risk of anaphylaxis and must be able to recognise the student by face.

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- Students at risk of anaphylaxis must always be in a group with a staff member trained in the recognition and emergency treatment of anaphylaxis.
- Staff must be aware of what local emergency services are in the area and how to access them. It is recommended that the college liaise with the local emergency services prior to the event.
- The student’s adrenaline autoinjector devices (two is recommended), ASCIA Action Plan and a means of contacting emergency assistance must be taken and always easily accessible. The Adrenaline autoinjectors must remain close to the student at risk.
Staff must develop an emergency procedure including a risk assessment management plan that sets out clear roles and responsibilities in the event of an anaphylaxis during the specific excursions/ camps.
- Mobile phone reception must be a priority and there must be at least two people on the off-site excursion/camp who have mobile phone reception with two separate networks if possible.
- Staff will be responsible for notifying students’ parents/guardians if there is an allergic reaction or an anaphylaxis,
- Facilitators of excursions/ camps must be informed of any student at risk of anaphylaxis and must avoid stocking peanut or tree nut products including nut spreads.
- Off site event facilitators and college staff must liaise with parents/guardians to develop appropriate menus or allow students to bring their own meals.
- Staff need to check that food is appropriate for students with food allergies at all mealtimes and remain present.
- It is recommended that students with food allergies must bring their own soaps, lotions and sunscreen as guided by the parent/guardian.
- Students with allergies to insect bites and stings are recommended to wear closed shoes when outdoors.

Staff Responsibilities

All staff must follow the anaphylaxis management guidelines set out in this policy.

Parent Responsibilities

It is the parents’ responsibility to ensure the following:

- Provide the ASCIA Action Plan
- Inform the college in writing if their child’s medical condition relating to allergies and the potential for an anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan.

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- Provide an up to date phot for the ASCIA Action Plan when the Plan is provided to the college and when it is reviewed,
- Provide the college with an Adrenaline Auto-injector device that is within date for their child.
- ▶ Remove Anapen.
- ▶ Note the time you administered the AnaPen,
- ▶ The used Auto-Injector device must be handed to the ambulance paramedics along with the time of administration.

How to Administer the EpiPen

- ▶ Remove from plastic container,
- ▶ Check the window to ensure the fluid is clear,
- ▶ Check the expiry date,
- ▶ Form a fist around EpiPen and pull off the Blue Safety Release cap,
- ▶ Hold leg still and place orange end against outer mid-thigh (with or without clothing)
- ▶ Push down hard until a click is heard or felt and hold in place for 3 seconds,
- ▶ Remove EpiPen,
- ▶ Note the time you administered the EpiPen,
- ▶ The used Auto-Injector device must be handed to the ambulance paramedics along with the time of administration.

How to Administer Anapen

- ▶ Pull of Black Needle Shield
- ▶ Pull off grey safety cap from red button,
- ▶ Place needle end firmly against outer mid-thigh at 90-degree angle (with or without clothing)
- ▶ Press red button so it clicks and hold for 3 seconds.

Annual Risk Management Checklist

The Campus Principal must complete an annual Risk Management Checklist to monitor compliance with their obligations as published and amended by the Department of Education and Training from time to time.

Implementation

This policy is implemented through a combination of:

- Staff training and supervision
- Maintenance of student medical records
- Effective incident notification procedures
- Effective communication with the student at risk and their parent/guardian
- Effective communication procedures with the college community including all students' parents/guardian.
- Initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where staff member breaches this policy, Ilim College may take disciplinary action.