

# **PRESTON NORTH EAST PRIMARY SCHOOL**

## **SCHOOL ANAPHYLAXIS MANAGEMENT POLICY**

Preston North East Primary School is committed to providing a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of their schooling. The school will comply with Ministerial Order 706 and the Associated Guidelines.

### **School Responsibilities:**

- We are committed to raising awareness about allergies and anaphylaxis in the school community.
- Actively involving the parents of each student at risk of anaphylaxis in assessing risks and developing risk minimisation and management strategies for the student.
- Ensuring that every staff member has adequate knowledge of allergies, anaphylaxis and emergency procedures.
- The Anaphylaxis policy works in conjunction with the First Aide procedure at the school. All staff are aware of the severity of issues related to Anaphylaxis and will act in accordance of the priority that Anaphylaxis is seen at our school.
- The displaying of the appropriate students' particulars and identifiable photo will be displayed in the appropriate areas of the school.
- 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 the signature of the treating Doctor and up to date contact details of the parent/guardian.
- It will be reviewed EVERY 12 months maximum.

### **Principal Responsibilities**

The Principal will ensure that an Individual Anaphylaxis Management Plan is developed, in consultation with the student's Parents, for any student who has been diagnosed by a Medical Practitioner as being at risk of anaphylaxis.

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 Individual Anaphylaxis Management Plan will set out the following:

- information about the student's medical condition that relates to allergy and the potential for 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 School Staff, for in-school and out-of-

school settings 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 strategies;
- information on where the student's medication will be stored;
- the student's emergency contact details; and
- an ASCIA Action Plan.

### **Parent responsibilities**

- Immediately inform the school in writing if there is change in their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, and if relevant 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's reviewed.
- Provide the school with an adrenaline auto injector that is current (ie the device has not expired) for their child.
- Participate in annual reviews of their child's Plan.
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### **Risk Minimisation Strategies**

- 5 spare autoinjectors are placed in first aid cabinets around the school. Hall. Library, (2) South building, BER.
- Before and After School Care sign out/in the appropriate students autoinjector.
- Liaise with parents about food-related activities ahead of time.
- Never give food from an outside source.
- Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts. Products labelled 'may contain milk or egg' should not be served to students with milk or egg allergy and so forth.
- Ensure all cooking utensils, preparation dishes, plates and knives and forks etc are washed and cleaned thoroughly after preparation of food and cooking.
- Have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.
- Use non-food treats where possible, but if food treats are used in class it is recommended that parents of students with food allergy provide a treat box with alternative treats. Alternative treat boxes should be clearly labelled and only handled by the student.
- For special events involving food, school staff should consult parents in advance to either develop an alternative food menu or request the parents to send a meal for the student.

- The adrenaline autoinjector and a copy of the individual ASCIA Action Plan for anaphylaxis must accompany any student at risk of anaphylaxis on field trips or excursions.

### **Adrenaline Autoinjectors for General Use**

The Principal will purchase Adrenaline Autoinjector(s) for General Use (purchased by the School) and as a back up to those supplied by Parents.

The Principal will determine the number of additional Adrenaline Autoinjector(s) required. In doing so, the Principal will take into account the following relevant considerations:

- the number of students enrolled at the School who have been diagnosed as being at risk of anaphylaxis;
- the accessibility of Adrenaline Autoinjectors that have been provided by Parents of students who have been diagnosed as being at risk of anaphylaxis;
- the availability and sufficient supply of Adrenaline Autoinjectors for General Use in specified locations at the School, including
- in the school yard, and at excursions, camps and special events conducted or organised by the School; and
- the Adrenaline Autoinjectors for General Use have a limited life, usually expiring within 12-18 months, and will need to be replaced at the School's expense, either at the time of use or expiry, whichever is first.

### **School Communication Planning and emergency response**

Anaphylaxis Management plans and ASCIA Action Plans for Anaphylaxis are located in;

- First Aid Office
- Canteen
- Library
- BER
- Hall
- Student's room

All specialists rooms

- Spare copies of student's plans to be taken to camps, special events and excursions are kept in a pink folder in double cupboard in first aid office.
- There is a generic autoinjector in the first aid office up on the wall next to plans.
- Students at risk with plans as of 30/1/17 are:

Aidan Angarano  
Grayson Tyrrell  
Jack Tyrrell

### **Communication Plan Procedures - General**

1. If you are unsure of whether a child is having an Anaphylactic reaction please do not hesitate to send a student to First Aid.

#### **Yard Duty Procedures**

1. When on yard duty, **staff can hand students a card to indicate they require First Aid treatment.** As it is a major injury the student should not be left on their own.
2. If a child **cannot be moved**, please send another student in for a First Aider who will come outside with a First Aid back pack. Please stay with the student for reassurance and to keep other students from crowding around.
3. First Aide will immediately call the parent/carer and contact an Ambulance.

#### **Classroom Procedures**

1. If a child has an Anaphylactic reaction in class contact the office staff and send the student with a partner to the office or the First Aider will go the student whichever is more appropriate.

#### **Immovable Person**

1. If a child **cannot be moved**, please take or send the nearest Epipen. Make sure there is a yard duty teacher there to assist in keeping other children/people at bay so as not to distress the injured person.

#### **Contacting Parents / Emergency Numbers**

1. If a student is having a severe Anaphylactic reaction an epipen should be used before contacting the parents.
2. A list of home and emergency numbers is kept in the First Aid Room and the office. Parents are to be contacted first if considered necessary. If no response, the emergency contacts should be used.
3. If no response is gained from any of the numbers, including work numbers, inform the Principal or Assistant Principal who will provide direction.
4. If a child is to be collected by either a parent or emergency contact, please inform the office and the child's teacher.
5. Ensure supervision is maintained by either self or office personnel.

#### **Anaphylaxis on Excursions / Camps**

1. Principals need to ensure that excursion staff have the appropriate levels of First Aid training for the excursion activities and location.
2. In the event of an emergency, an accident or an injury to a participant, staff on the excursion should notify the Principal who will notify the Office of Emergency Management.
3. Parents should be advised of the telephone numbers of the designated school contact for an excursion held out of school hours.
4. On an excursion staff should have a general epipen and one for any student who is diagnosed as Anaphylactic.

### **Staff Training**

The following School Staff will be appropriately trained:

- School Staff who 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.

The identified School Staff will undertake the following training:

- an Anaphylaxis Management Training Course in the three years prior; and
- participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) on:
  - o the School's Anaphylaxis Management Policy;
  - o the causes, symptoms and treatment of anaphylaxis;
  - o the identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, and where their medication is located;
  - o how to use an Adrenaline Autoinjector, including hands on practise with a trainer Adrenaline Autoinjector device;
  - o the School's general first aid and emergency response procedures; and
  - o the location of, and access to, Adrenaline Autoinjector that have been provided by Parents or purchased by the School for general use.

The briefing must be conducted by a member of School Staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months.

In the event that the relevant training and briefing has not occurred, the Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the Parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction. Training will be provided to relevant School Staff as soon as practicable after the student enrolls, and preferably before the student's first day at School.

The Principal will ensure that while the student is under the care or supervision of the School, including excursions, yard duty, camps and special event days, there is a sufficient

number of School Staff present who have successfully completed an Anaphylaxis Management Training Course in the three years prior.

All staff complete online training course <https://etrainingvic.allergy.org.au/>

Once completed staff capability must be tested within 30 days of completion of online training course.

### **Annual Risk Management Checklist**

The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.

This policy will next be reviewed in March 2018