



OAK PARK PRIMARY SCHOOL ANAPHYLAXIS POLICY

Ratified by School Council June 2014

BACKGROUND

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at the school.

Adrenaline given through an EpiPen® autoinjector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

PURPOSE

- 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 the student's schooling.
- To raise awareness about anaphylaxis and the school's anaphylaxis management policy in the school community
- To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
- To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

The key reference and support for the school regarding anaphylaxis is the [DEECD Anaphylaxis Guidelines](#)

INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

Note: A template of an individual anaphylaxis management plan can be found on Page 26 [DEECD Anaphylaxis Guidelines](#)

The principal will ensure that an individual 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 at the school.

The individual anaphylaxis management plan will set out the following:

- 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.

Note: Appendix 2 of the Anaphylaxis Guidelines contains advice about a range of prevention strategies that can be put in place.

- 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.
- An emergency procedures plan (ASCIA Action Plan), provided by the parent, that:
 - sets out the emergency procedures to be taken in the event of an allergic reaction;
 - is signed by a medical practitioner who was treating the child on the date the practitioner signs the emergency procedures plan; and
 - includes an up to date photograph of the student.

Note: The red and blue 'ASCIA Action Plan' is the most common form of emergency procedures plan that is provided by medical practitioners to parents when a child is diagnosed as being at risk of anaphylaxis.

- Download from [DEECD Health Support Planning Policy](#)

The student's individual management plan will be reviewed, in consultation with the student's parents/ carers:

- annually, and as applicable,
- if the student's condition changes, or
- immediately after a student has an anaphylactic reaction at school.

It is the responsibility of the parent to:

- provide the emergency procedures plan (ASCIA Action Plan).
- inform the school if their child's medical condition changes, and if relevant provide an updated emergency procedures plan (ASCIA Action Plan).
- provide an up to date photo for the emergency procedures plan (ASCIA Action Plan) when the plan is provided to the school and when it is reviewed.

COMMUNICATION PLAN

Note: the Anaphylaxis Guidelines provides advice about strategies to raise staff and student awareness, working with parents/carers and engaging the broader school community

The principal will be responsible for ensuring that a communication plan is developed to provide information to all staff, students and parents about anaphylaxis and the school's anaphylaxis management policy.

The communication plan will include information about what steps will be taken to respond to an anaphylactic reaction by a student in a classroom, in the school yard, on school excursions, on school camps and special event days.

Volunteers and casual relief staff of students at risk of anaphylaxis will be informed of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care by the assistant principal or student wellbeing officer.

All staff will be briefed once each semester by a staff member who has up to date anaphylaxis management training on:

- the school's anaphylaxis management policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students diagnosed at risk of anaphylaxis and where their medication is located
- how to use an autoadrenaline injecting device
- the school's first aid and emergency response procedures

Note: An information DVD will be used for this purpose at staff briefings.

STAFF TRAINING AND EMERGENCY RESPONSE

Teachers and other school staff who conduct classes which students at risk of anaphylaxis attend, or give instruction to students at risk of anaphylaxis must have up to date training in an anaphylaxis management training course.

At other times while the student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, the principal must ensure that there is a sufficient number of staff present who have up to date training in an anaphylaxis management training course.

The principal will identify the school staff to be trained based on a risk assessment.

Note: A risk assessment tool has been included in this information pack to assist principals and can be downloaded from [DEECD Health Support Planning Policy](#)

Training will be provided to these staff as soon as practicable after the student enrolls.

Wherever possible, training will take place before the student's first day at school. Where this is not possible, an interim plan will be developed in consultation with the parents.

The school's first aid procedures and students emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.

Appendices :

- Anaphylaxis Risk Management Checklist
- Anaphylaxis Management Plan

References :

- [DEECD Anaphylaxis Policy](#)
- [DEECD Health Support Planning Policy](#)

Date Implemented	
Author	
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	
Responsible for Review	Assistant Principal
Review Date	
References	<ul style="list-style-type: none"> • <u>DEECD Anaphylaxis Policy</u> • <u>DEECD Health Support Planning Policy</u>

ANAPHYLAXIS RISK MANAGEMENT CHECKLIST

School Name

Address:

Date of Review:

Time:

School Contact Person: Name:

(Who provided information collected)

Position:

Review given to: Name:
(If different from above)

Position:

Comments:

1. How many current students are diagnosed with anaphylaxis?.....

2. Have any students ever had an allergic reaction while at school?

YES NO

If Yes, how many times?

3. Have any students had an Anaphylactic Reaction at school?

YES NO

If Yes, how many times?

4. Has a staff member been required to administer an EpiPen® to a student?

YES NO

If yes, how many times?

ANAPHYLAXIS RISK MANAGEMENT CHECKLIST

Section 1 Anaphylaxis management Plans and ASCIA Action Plans

1. Does every student who has been diagnosed at risk of anaphylaxis have an individual Anaphylaxis Management Plan in place? (see Section 4.1 and Appendix 1, Anaphylaxis Guidelines)?

YES NO

2. Are all Anaphylaxis Management Plans reviewed regularly with parents (at least annually)?

YES NO

3. Do they set out strategies to minimise the risk of exposure to allergens for in-school and out of class settings? During classroom activities, including elective classes etc?

YES NO

During lunch or snack times?

YES NO

Before and after school, in the school yard and during breaks?

YES NO

For special events, such as excursions, sport days, class parties and extra curricular activities?

YES NO

For excursions and camps?

YES NO

Other

4. Do all students who suffer from anaphylaxis have a copy of their ASCIA Action Plan kept at school (provided by the parent)?

YES NO

5. Where are they kept?.....
6. Do the anaphylaxis action plans have a recent photo of the student with them?
- YES NO

Comments

Section 2 Storage and accessibility of the EpiPen

1. Where are the students EpiPen's® Stored?
2. How are the EpiPens® stored?
3. Is the storage safe (out of reach of students)?
- YES NO
4. Is the storage unlocked and accessible to staff at all times?
- YES NO

Comments

5. Is the EpiPen® easy to find?
- YES NO

Comments

6. Is a copy of students' ASCIA Action Plans kept together with their EpiPen®?
- YES NO

Comments

7. Are EpiPen's® and Action Plans clearly labelled with students' names?

YES NO

Comments

8. Has someone been designated to check the EpiPen's® expiry dates on regular basis?

YES NO

Who?.....

Comments

9. Has the school signed up to EpiClub (a free reminder service)?

YES NO

10. Do all staff know where the EpiPens® and Action Plans are Stored?

YES NO

Comments

11. Is there a spare EpiPen®?

YES NO

If Yes, what Type?.....

12. Where is it stored?

13. Is it clearly labelled as the 'backup EpiPen®'?

YES NO

Section 3 Prevention Strategies

1. Have you done a risk assessment of the potential for accidental exposure to allergens for a student with anaphylaxis?

YES NO

2. Has the school implemented any of the prevention strategies (in Appendix 2 of the Guidelines)?

YES NO

3. Which ones?

4. Others:

5. Is there always a trained staff member on yard duty?

YES NO

6. How many staff have completed training?.....

Section 4 Training and Emergency Response

1. Have all staff responsible for the care of students with anaphylaxis been trained?

YES NO

2. When does their training need to be renewed?.....

3. Do all staff have an understanding of the causes, signs and symptoms of anaphylaxis and of their role in the school's first aid and emergency response procedures?

YES NO

4. Have you planned how the alarm will be raised if an allergic reaction occurs?
In the class room?

YES NO

How?

In the school yard?

YES NO

How?

At school camps and excursions?

YES NO

How?

On special event days, such as sports days?

YES NO

How?

5. Does your plan include who will call the Ambulance?

YES NO

How?

6. In an emergency is there a plan for who will be sent to collect the EpiPen® and Action Plan?

YES NO

Who will this be when in the class room?.....

Who will this be when in the school yard?.....

Who will this be at sporting activities?.....

7. Have you checked how long will it take to get to the EpiPen® and Action Plan to a student from various areas of the school?

YES NO

How long?.....
When in the class room?

YES NO

How long?.....

When in the school yard?

YES NO

How long?.....

When at sports fields?

YES NO

How long?.....

8. On excursions or other out of school event is there a plan for who will look after the EpiPen® and Action Plan?

YES NO

Who will do this on excursions?.....

Who will do this on camps?.....

Who will do this on sporting activities?.....

9. Is there a process for post incident support in place?

YES NO

10. Have all staff been briefed on:-

the school's Anaphylaxis Management Policy?

YES NO

the causes, symptoms and treatments of anaphylaxis?

YES NO

the identities of students diagnosed at risk of anaphylaxis and where their medication is located?

YES NO

how to use an adrenaline auto-injecting device, including hands on practice with a trainer adrenaline auto-injecting device

YES NO

the school's first aid and emergency response procedures

YES NO

Section 5: Communicating with staff, students and parents / carers

1. Is there a communication plan in place to provide information about anaphylaxis and the school's policies to staff, students and parents/ carers?

YES NO

2. Are there procedures in place for informing casual relief teachers of students at risk of anaphylaxis and the steps required for prevention and emergency response?

YES NO

Comments

1. Do all staff know which students suffer from anaphylaxis?

YES NO

Comments

How is this information kept up to date?

4. Are there strategies in place to increase awareness about severe allergies among students?

YES NO

Comments

Anaphylaxis Management Plan

Cover Sheet

This Plan is to be completed by the principal or nominee on the basis of information from the student's medical practitioner provided by the parent/carer

SCHOOL		
Phone Number		
Student's name:		
Date of birth:	Year level:	
Severely allergic to:		
Other health conditions:		
Medication at school:		
Parent/carer contact:	Parent/carer information (1)	Parent/carer information (2)
	Name:	Name:
	Relationship:	Relationship:
	Home phone:	Home phone:
	Work phone:	Work phone:
	Mobile:	Mobile:
	Address:	Address:
Other (if parent/carer not available):	emergency	contacts
Medical practitioner contact:		
Emergency care to be provided at school:		
EpiPen® storage:		
The following Anaphylaxis Management Plan has been developed with my knowledge and input and will be reviewed on:		
Signature of parent:	Date:	
Signature of principal (or nominee):	Date:	

