

## **Anaphylaxis Policy and Implementation**

### **Purpose**

To provide, as far as practicable, a supportive environment in which any student at risk of anaphylaxis will be safe and able to fully participate as a member of the school community.

### **Aims**

#### **All school staff will:**

- Understand the severity of anaphylaxis
- Be able to recognise the signs and symptoms of anaphylaxis
- Be able to treat the student during anaphylaxis, including the administration of emergency oral medication and Epipen if applicable
- Be able to identify known students who are at risk of anaphylaxis
- Understand their role in an emergency
- Eliminate/reduce risk factors where possible
- Undertake approved training and education in anaphylaxis and attend regular updates

### **Implementation**

#### **MANAGEMENT AND REDUCTION OF RISK FACTORS**

##### **Parent / Legal guardian:**

- Inform the school on enrolment/ diagnosis of their child being at risk of anaphylaxis
- Provide a completed ASCIA (Australasian Society of Clinical Immunology and Allergy) plan from their doctor at the beginning of each school year
- Provide all medical details regarding severity, trigger factors, medication, contact details and any further information which may be valid to the provision of emergency care
- Provide all medication required in an emergency to be kept at school
- Ensure details are correct on emergency plan provided by school First Aider
- Update school First Aider regarding any changes to condition, medication or contact numbers
- Discuss any concerns that arise with school First Aider, class teacher or head teachers promptly
- Reinforce safe practices as agreed with teachers and incorporated on individual plan
- Provide alternative food options for their child when needed
- Assist in planning and preparation prior to camps/ excursions or special events as requested by school staff
- Clearly label all food and drink containers belonging to their child

- Inform class teacher if child is not to be involved in food fund-raisers
- Be aware of food items sold through school canteen and provide written authorization for their child to have lunch orders requested by legal guardian only

**Principal/Assistant Principal:**

- Ensure policy in place incorporating up to date legislation for the safety of students with anaphylaxis whilst under the care of the school
- Review policy every 2 years or as required
- Ensure all staff are aware of role in emergency situation
- Arrange for appropriate staff to attend up to date anaphylaxis management training
- Ensure casual/relief staff are aware of any student at risk of anaphylaxis and where information is kept in relation to their management
- Ensure casual/relief teacher folders contain all details relating to any student at risk of anaphylaxis in that class
- Raise staff, student and community awareness about severe allergies and the school's policy on anaphylaxis
- Assist in the provision of counselling post-incident should the need arise
- Ensure canteen staff are trained in the area of anaphylaxis and its implications on food handling practices
- Obtain written authorization from legal guardian on an annual basis for safe utilization of the school canteen

**School First Aider:**

- Obtain training and regular updates on anaphylaxis management
- Obtain details from legal guardian relating to all aspects of anaphylaxis for their child
- Construct emergency care plan incorporating ASCIA plan. Ensure it contains a photograph for identification, trigger factors, risk reduction, signs and symptoms, treatment and contact numbers
- Ensure plans are distributed to the following areas for easy access:
  1. Sick bay wall
  2. Class teacher
  3. Yard duty folders
  4. Sport/art/music complex
  5. Excursion folder
  6. Office folder
  7. Canteen
  8. With emergency medication

9. Staff room

- Obtain permission from legal guardian to display plan on sick bay and class teacher's office wall
- Conduct risk assessment of potential exposure to allergens while student is under care of the school in conjunction with teachers
- Obtain emergency medication from legal guardian
- Ensure staff are updated at the beginning of the school year of any students at risk of anaphylaxis and the emergency treatment required
- Ensure staff are aware of any changes to emergency treatment
- Ensure all staff know where emergency medication is kept and easily accessible (Currently kept in First Aider desk cupboard in sick bay)
- Ensure medication has not expired and inform legal guardian a month beforehand if replacement is required
- Regularly check Epipen to make sure it is not cloudy
- Ensure container with emergency medication is clearly labelled with student's name and dispenser is included
- Inform and educate staff regarding anaphylaxis, including recognition, trigger factors, treatment and use of Epipen, policy and communication plans every semester
- Ensure medication accompanies student on excursions/camps and is returned to sick bay following excursion (teacher to sign emergency medication out and in)
- Assist to increase staff, student and community awareness about severe allergies and the school's policy on anaphylaxis
- Assist in the provision of counselling post-incident should the need arise
- Review plans on an annual basis at the beginning of the school year or should the student's circumstances change
- Ensure surfaces in sick bay are washed/wiped on daily basis to prevent any cross contamination from other students who may have been in contact with allergens

**Class/specialist teachers:**

- Know identity of students who are at risk
- Have emergency plans and medication request cards in an easily accessible area
- Know the students trigger factors
- Carry out a risk assessment at beginning of school year
- Undertake strategies to avoid allergens where possible
- Educate other students in regard to safety issues
- Notice to all class parents at beginning of school year to inform them of trigger factors relating to student with anaphylaxis requesting co-operation to minimise risk factors

- Liaise with legal guardian/school First Aider regarding class protocols or concerns
- Ensure emergency medication accompanies student on any excursion/camp and is returned to correct storage location
- Sign medication 'out' on removal and 'in' on return to sick bay in record book
- Ensure there are procedures in place to inform casual relief teachers of students with anaphylaxis and steps required for prevention and emergency response
- Feel competent at administering emergency medication including Epipen if required
- Practise using trainer Epipen at the beginning of each term or as often as necessary
- Avoid knowingly working or cooking with any trigger factors as a class activity
- Check with legal guardian before sending home any fund raising foods which may contain allergens
- Affected student to only eat the food/drinks provided for them at school
- Teacher to stress the importance of eating trigger foods away from affected student
- Teacher to be informed of written authorisation obtained from legal guardian at the beginning of the school year before use of school canteen permissible
- Lunch orders to be requested by legal guardian only
- Student to eat snack/lunch at their own table or in set place at all times and not to be used by another student
- Emergency request card to be taken outside if anaphylaxis related to outside factors, eg. bee stings

### **In art/music/sport complex:**

- Where practicable no donated containers to be utilised in the art room that have contained nut products
- Have emergency plans and medication request cards in an easily accessible area
- Affected student to only eat the food/drinks provided for them at school
- Legal guardian to inform teacher of any concerns relating specifically to their child in art/music/sport environment
- No trigger factors to be knowingly used in class activities
- Regular and thorough wiping of work areas to remove potential trigger factors
- Sport teacher to carry first aid belt bag and emergency red cards when activities outside if anaphylaxis related to outside factors, eg. bee stings

### **Canteen staff:**

- Know identity of students who are at risk
- Aware of any triggers in relation to food served at the canteen

- Have emergency plans and medication request cards in an easily accessible area
- Be aware of and take precautions in relation to cross-contamination risk when preparing, handling and displaying food
- Make sure work surfaces are wiped regularly and wash hands, gloves changed when finished handling trigger foods
- Feel competent at administering emergency medication including Epipen if required
- Obtain written authorization from legal guardian of student with anaphylaxis for their child to use the school canteen for lunch orders
- No orders to be knowingly taken by someone other than the student's legal guardian

**In yard area/special event/before and after school:**

- Yard duty staff aware of students at risk and their trigger factors
- Emergency plans and first aid belt bags containing emergency request cards readily accessible at all times
- Affected student to only eat the food/drinks provided for them at school
- Legal guardian to inform teacher/First Aider of any concerns relating specifically to their child and outside environment

**On excursion:**

- Staff aware of students at risk and their trigger factors
- Emergency medication and plan with trigger factor details readily accessible at all times for reference
- Education of other students on excursion in relation to safety issues
- Separation of affected student and other students consuming known trigger factors in their food
- Affected student to only eat the food/drinks provided for them on excursion
- Places of excursions to be arranged taking trigger factors into account.
- Student not to attend any excursion which has unacceptable or unavoidable risk of coming into contact with trigger factors

**On camp:**

- Staff aware of student's condition and trigger factors
- Emergency plan and medication readily accessible at all times for reference
- Catering staff at camp site to be informed of food trigger factors prior to arrival
- School staff to be confident of steps taken by catering staff in relation to risk minimisation
- Education of other students on camp in relation to safety issues
- Separation of affected student and other students consuming known trigger factors in their food

- Affected student to only eat the food/drinks provided for them at camp and en-route
- Camp locations to be arranged taking trigger factors into account
- Student not to attend any camp which has unacceptable or unavoidable risk of coming into contact with trigger factors
- Ensure up to date details are included on camp forms completed by legal guardian, returned to teacher and accompany student on camp
- Legal guardian to inform teacher of any concerns relating specifically to their child and camp environment and for these to be addressed prior to departure

### **COMMUNICATION PLAN IN EMERGENCY SITUATIONS**

#### **In class:**

- Teacher 1 to remain with student at all times
- Teacher 1 to send named, red 'class' alert card with student/ available staff member to office requesting emergency medication for student
- Teacher 2 in adjoining class to remove all other students from the classroom until student removed
- Office staff member to take red card to sick bay and inform First Aider if present who will take emergency medication to classroom. If First Aider not available, office member to take emergency medication to classroom
- First Aider/teacher to administer medication as per plan. Move to sick bay only if condition permits and continuously monitor student until ambulance arrives
- Office staff member to contact ambulance, principal and legal guardian. Where possible, cordless phone to be used to facilitate better communication with staff member responsible for student care
- Office member to meet ambulance staff and guide to emergency area
- If legal guardian not contactable, principal or designated staff member to accompany student to hospital and another emergency contact informed where possible. Efforts made to contact legal guardian regularly until successful
- Principal/teacher/First Aider to provide or arrange counselling for any students affected by situation
- First Aider to ensure emergency medication replaced for student's return to school
- Principal/teacher to send written notification to legal guardian of classmates regarding emergency situation so ongoing support can be provided if required after school concludes

#### **In school yard/ special event during school hours:**

- Staff to have yard duty folder and belt bag during time on duty

- Yard duty teacher 1 to remain with student at all times
- Yard duty teacher 2 to move all students from vicinity
- Teacher 1 to send named, red 'yard duty' alert card from yard duty first aid bag with student/ available staff member to office requesting emergency medication for student
- Office staff member to take red card to sick bay and inform First Aider if present who will take emergency medication to required area in school yard. If First Aider not available, office member to take emergency medication to required area in school yard.
- First Aider/teacher 1 to administer medication as per plan. Move to sick bay only if condition permits and continuously monitor student until ambulance arrives
- Office staff member to contact ambulance, principal and legal guardian
- If legal guardian not contactable, principal or designated staff member to accompany student to hospital and another emergency contact informed where possible. Efforts made to contact legal guardian regularly until successful
- Office member to meet ambulance staff and guide to emergency area
- Principal/teacher/First Aider to provide or arrange counselling for any students affected by situation
- First Aider to ensure emergency medication replaced for student's return to school
- Principal/teacher to send written notification to legal guardian of classmates regarding emergency situation so ongoing support can be provided if required after school concludes

**In canteen/ sport/ art/ music complex:**

- Teacher 1 to remain with student at all times
- Teacher 1 to send named, red 'canteen' or 'sport/art/music' alert card with student/ available staff member to office requesting emergency medication for student
- Teacher 2 in adjoining room to remove all other students from the area until student removed
- Office staff member to take red card to sick bay and inform First Aider if present who will take emergency medication to required room. If First Aider not available, office member to take emergency medication to required room
- First Aider/teacher to administer medication as per plan. Move to sick bay only if condition permits and continuously monitor student until ambulance arrives
- Office staff member to contact ambulance, principal and parent/guardian
- Office member to meet ambulance staff and guide to emergency area
- Principal/teacher/First Aider to provide or arrange counselling for any students affected by situation

- If legal guardian not contactable, principal or designated staff member to accompany student to hospital and another emergency contact informed where possible. Efforts made to contact legal guardian regularly until successful
- First Aider to ensure emergency medication replaced for student's return to school
- Principal/teacher to send written notification to legal guardian of classmates regarding emergency situation so ongoing support can be provided if required after school concludes

**During excursion/camp:**

- Teacher 1 to remain with student at all times
- Teacher 2 to call for ambulance and relay any necessary information
- Teacher 3/camp assistant/excursion assistant to move and supervise other students from nearby vicinity if possible
- Teacher 1 to administer medication as per plan and continuously monitor student until ambulance arrives
- Teacher 2 to contact office staff member to report emergency situation, location and action taken. Principal to be contacted directly during out of school hours
- Teacher 2 responsible for guiding ambulance staff to location
- Office staff member to contact principal and parent/guardian
- If legal guardian not contactable, principal or designated staff member to accompany student to hospital and another emergency contact informed where possible. Efforts made to contact legal guardian regularly until successful
- Principal/teacher/First Aider to provide or arrange counselling for any students affected by situation
- First Aider to ensure emergency medication replaced for student's return to school
- Principal/teacher to send written notification to legal guardian of classmates regarding emergency situation so ongoing support can be provided if required after school concludes

**Before and after school:**

- Staff to have yard duty folder and belt bags during time on duty
- Teacher to remain with student at all times
- Teacher to send named, red 'yard duty' alert card from yard duty first aid bag with student/available staff member or parent to office requesting emergency medication for student
- Teacher to request nearest available adult to remove all other persons from the area
- Office staff member to take red card to sick bay and inform First Aider if present who will take emergency medication to required area in school yard. If First Aider not available, office member to take emergency medication to required area in school yard



- First Aider/teacher to administer medication as per plan. Move to sick bay only if condition permits and continuously monitor student until ambulance arrives
- Office staff member to contact ambulance, principal and legal guardian
- If legal guardian not contactable, principal or designated staff member to accompany student to hospital and another emergency contact informed where possible. Efforts made to contact legal guardian regularly until successful
- Office member to meet ambulance staff and guide to emergency area
- Principal/teacher/First Aider to provide or arrange counselling for any students affected by situation
- First Aider to ensure emergency medication replaced for student's return to school
- Principal/teacher to send written notification to legal guardian of classmates regarding emergency situation so ongoing support can be provided if required after school concludes.