



Exford Primary School

ANAPHYLAXIS POLICY (2016)

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APPROVED BY COUNCIL:	18 May 2016
REVIEWED:	May 2017

AIM:

Staff and students enrolled at our school who suffer from significant health problems deserve and require a supportive and flexible school environment that understands and responds to their individual needs. The aim of this policy is to put procedures into place that minimize the risk of an anaphylactic reaction by students under our care.

STATEMENT:

In accordance with the Victorian Government Anaphylaxis Ministerial Order 706, Exford PS is committed to providing, as far as is practicable, a safe, supportive environment, in which students at risk of anaphylaxis, can participate equally in all aspects of their schooling.

The school is also committed to the provision of competent and prompt emergency care, to ensure the health and optimum outcome of all students who may experience an anaphylactic reaction, whether on or off school premises. The key to prevention of anaphylaxis in school is the knowledge of students who are at risk, awareness of triggers (allergens) and prevention of exposure to these allergens.

Anaphylaxis is a severe, rapidly progressive allergic reaction, that is potentially life threatening. Although allergic reactions are common among children, severe reactions are uncommon and death is rare. However, deaths have occurred and anaphylaxis must be treated as a medical emergency at all times.

The most common allergens in school age children are nuts (all varieties), eggs, cow's milk, fish and shell fish, wheat, soy, sesame, latex, certain insect stings and some medication. Anaphylaxis is treated with adrenaline, which is given as an injection, known as an Epipen or Anapen. This pen is injected in to the muscle of the outer mid-thigh.

STATEMENT GUIDELINES:

- To provide prompt and competent care to all students who may be experiencing an anaphylactic reaction
- To proactively seek information about allergies from parents / guardians
- To ensure all staff know the identity of all students who are at risk of anaphylaxis
- To ensure all staff are aware of the location of all Epipens
- To provide staff with training in how to recognise and respond to an anaphylactic reaction, including the administration of an Epipen. This is to be done twice annually and a full course 3 yearly, and be provided to all new staff.

- Provide information to staff, students and parents / guardians, to raise awareness of severe allergies and the school's policy
- To provide alternative care plans, in consultation with parents / guardians, for students on camps, excursions and off-campus sporting events.

IMPLEMENTATION:

- All students' Epipens and ASCIA (Australian Society of Clinical immunology and Allergy Inc.) Action Plans for anaphylaxis, will be kept and displayed in the First Aid room. All Epipens are clearly labelled and stored in a labelled, unlocked cupboard in clear view for all staff
- A copy of individual student's ASCIA (Australian Society of Clinical immunology and Allergy Inc.) Action Plan is to be displayed in their classroom.
- A list of students who are anaphylactic and their photos will be displayed in the First Aid room, Canteen (inside a lockable cupboard for privacy) and, where necessary, throughout the school
- Each Action / Care Plan is developed and signed by the child's practitioner or allergy specialist, and displays a current photo
- Parents of each student will conduct an interview with the School Nurse / Welfare Co-ordinator to collaborate an Individual Anaphylaxis Management Plan in line with the Victorian Government Anaphylaxis Ministerial Order 706. This management plan will contain details of the students' needs in the event of an anaphylactic episode.
- All Epipens will be checked at the beginning and end of each term for expiration date and cloudiness of the fluid. Parents / Guardians will be notified by phone one month prior to expiration. It is the parents' /carers' responsibility to provide an up to date Epipen.
- Training will be provided twice yearly to all staff in how to recognise and respond to an anaphylactic reaction, understand the causes, symptoms and treatment of anaphylaxis, practice using an Epipen with a training device and know where the Epipens are located
- The school will keep an up to date register of students at risk of anaphylaxis and their emergency contact details. This is based on the provision that parents / guardians provide up to date information
- ASICA Action / Care Plans will be updated annually as well as recent photos of the students
- The nurse / student welfare will work with staff to develop strategies to raise staff, student and community awareness about allergies and prevention strategies
- The school will encourage ongoing communication between parents / guardians, the school staff and primarily, the First Aid staff, about the current status of the students' allergies, the school policies and their implementation. The policy will be made available to all families so that they are informed of the role of the school, the role of the nurse and the expectations of families.
- Special arrangements may be made for students who suffer from Anaphylactic episodes for class parties.
- When a student is off campus for an excursion, camp or sporting event, the Teacher-in-Charge will be required to sign the student's Epipen out of the First Aid room, along with their ASCIA Action / Care Plan, and then sign it back into the First Aid room on their return.
- At the end of the school year, the parent / guardian must also sign out their child's Epipen and sign it back in on return in the next academic year.

PURPOSE:

1. To raise awareness of anaphylaxis and the school's Anaphylaxis Management Policy within the school community.
2. To ensure all staff have adequate knowledge of anaphylaxis, allergens (triggers) and the school's policy and procedures in responding to an anaphylactic reaction.
3. To engage with parents/guardians of students who are at risk of anaphylaxis, in assessing risks and developing risk minimisation strategies and management strategies for each individual student.

ASCIA Action / Plan requirements:

4. In addition to the ASCIA Action / Care Plan, individual care plans will be written for each child. This will be done in consultation with the child’s parents / guardians, with a focus on: reducing the risk of exposure to triggers; planned emergency treatment that is relevant to each child; and, an emphasis on education within each child’s class room as well as, the school community, in raising awareness of anaphylaxis.
- Child’s full name, date of birth and grade
 - Current photo
 - Known allergies
 - Parents / Carers contact details, primarily emergency numbers
 - Doctor’s name, signature and date
 - Any medication required and / or type of EpiPen
 - Any additional information

STRATEGIES TO AVOID ALLERGIES

Risk	Strategy	Who
Severe Allergies	<ul style="list-style-type: none"> • A timetabled staff meeting each semester and facilitated by the First Aid staff, to inform all staff of students with severe allergies / anaphylaxis, student action plans and administration of medications / EpiPens • Timetabled information sessions / discussions facilitated by the First Aid team with all classes about severe allergies / anaphylaxis and the importance of eating their own food and not sharing • All classes to eat lunch in their own classroom, with a focus on supervision • Advise all parents that class parties are not permitted, due to the high level of children with severe allergies / anaphylaxis • Food for a child with a severe allergy / anaphylaxis should only be supplied by that child’s parent • Lunch orders for children with severe allergies / anaphylaxis are under the discretion of the child’s parent • A list of children with severe allergies / anaphylaxis and their photos is to be displayed in the Canteen (see above). Canteen staff to be educated on severe allergy /anaphylaxis and emergency care • Be aware that craft items can be at-risk-items, e.g. milk containers, peanut butter jars • Avoid the use of party balloons • Avoid contact with swimming caps • Only use latex free gloves • Only use latex free band aids 	<ul style="list-style-type: none"> • Principal • First Aid Officer • School Leaders • Class room teacher • Specialist teachers • Teacher Aides • Ancillary staff (Admin., grounds & cleaning staff) • Parent Helpers

5. School Management and Emergency Response in the event of an Anaphylactic Episode

- Student has an anaphylactic episode - lay the student down, don’t ask them to stand or walk to the first aid room, remain with student and seek assistance using the RED ALERT card which is inside the yard duty folder

- A staff member will collect the students own EPIPEN from the First Aid room, then advise the office staff of the emergency situation instructing 000 to be called
- The injection will be administered via correct Epipen / Anapen, noting the time of the injection and the injection point
- Office staff will immediately call 000 stating that the student is having an anaphylactic episode and that the situation is critical. Office staff will also state the time the Epipen was administered. Office staff will also notify the parents and/or emergency contact and advise them of the situation
- Office staff will ensure senior staff are aware of the medical emergency and place a representative at the front of the school grounds to wait for arrival of emergency services.
- The student will remain under constant supervision until medical assistance arrives
- A second administration of Epipen may be given after 5 minutes if there is no response. The second injection must come from the school's back up auto injector which is also stored in the Epipen cupboard.
- All used auto injectors must be given to the ambulance officers with the student enrolment record and time in which the auto injectors were administered
- An anaphylaxis event record should be completed
- Contact Emergency management on 03 9589 6266 and provide details of the incident/emergency

6. School First Aid Room Anaphylaxis Procedures

- Know the identity of students who are at risk of anaphylaxis
- Ensure the correct paperwork is obtained from parents e.g. Anaphylaxis Management Plan and Action Plan from ASCIA with current photo and signed by the family doctor
- Display action plan and photo of student in First Aid room, staffroom noticeboard, classrooms and canteen
- Obtain Epipen from parents and log the expiry date
- Name and store Epipen in a clearly labelled insulated container in an unlocked suitable cupboard in which all staff know the whereabouts
- Check expiry dates regularly and at the start of each term to ensure conditioning of the product.
- Develop an Anaphylaxis Emergency procedure and circulate to all staff members within the facility
- Classroom teachers to ensure that whenever the student participates in off-site activities e.g. Camps, excursions, sport etc... Epipens and action plans **MUST** be signed out from the first aid room and taken with the teacher in charge of the activity. Upon returning to the facility the Epipen and action plan **MUST** be signed back into the First Aid room
- Regularly review school management strategies and practice scenarios for responding to an emergency.
- Review students Anaphylaxis Management Plans annually or if the students condition changes.
- Maintain accessible storage of a SCHOOL EPIPEN in an insulated container for use in an emergency situation.

ANAPHYLACTIC EPISODE SYMPTOMS

- Cough or Wheeze
- Swelling of the tongue
- Swelling or tightness in throat
- Difficulty breathing
- Breathing stops
- Loss of consciousness or collapse
- **If in doubt administer the Epipen**

HOW TO ADMINISTER EPIPEN

- Remove blue safety cap
- Place orange tip on child's outer thigh (with or without clothing) at a right angle
- Push hard and hold in place and count slowly to ten, then remove
- Massage the injection site for 10-20 seconds
- **Child must go to hospital if an Epipen has been administered**