

# Anaphylaxis Management & Emergency Response Policy

## And

## Communication Plan

INITIAL COPY

31/08/2008

RATIFIED

29/04/2020

### 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 & Emergency Policy and Communication Plan to 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.

### GUIDELINES

- 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.
- As part of the duty of care owed to students, staff are required to administer first aid when necessary and within the limits of their skills, expertise and training. In the case of anaphylaxis, this includes following a student's ASCIA Action Plan and administering an EpiPen® if necessary.
- Individual Student Management plans will be developed using the Anaphylaxis Guidelines for Victorian Government Schools or the Department's website <http://www.sofweb.vic.edu.au/wellbeing/support/anaphyl.htm>
- 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 school.
- Chalcot Lodge Primary School will comply with MO706 and associated guidelines.

### IMPLEMENTATION

#### **Storage and Accessibility of the Auto Injectors (EpiPen)**

- An update register of students at risk of anaphylaxis will be maintained by the First Aid Officer.
- All Auto Injectors will be stored in named plastic boxes in the overhead cupboards of the First Aid Room accessible to all staff at all times.
- Each student's Auto Injector will be kept in a separate named plastic box (supplied by parents) with a current copy of their ASCIA Action plan, their Student Enrolment Information Form and a copy of the school's Emergency Response procedure. Their photo and name will be clearly visible on the outside of the box.
- The school will purchase two General Auto Injectors to be labelled as 'General'. One to be stored in the First Aid room and the other in the Kitchen Classroom.
- The First Aid Officer has the responsibility for ensuring that Auto Injectors are always stored correctly, are accounted for and have not passed their used by date.
- All staff will be briefed twice a year on the location, storage & administration of an Auto Injector and students who are at risk of anaphylaxis.
- An Auto Injector register will be established by the First Aid Officer. Auto Injectors will be signed in and out when removed from the First Aid room.

## Individual Anaphylaxis Management Plan

All students at risk of anaphylaxis will have a current Individual Anaphylaxis Management Plan that includes:

- information about their diagnosis, including the types of allergies the student has based on the diagnosis of a professional medical practitioner;
- strategies to minimise the risk of exposures to allergens while the student is under the care and supervision of school staff, for in school and out of school settings including camps and excursions;
- the name or title of the person/s responsible for implementing the strategies;
- the student's emergency contact detail; and
- an ASCIA Action Plan provided by the parent that sets out the emergency procedure to be taken in the event of an allergic reaction, is signed by the medical practitioner and includes and up to date photo of the child.

## Communication Plan and Prevention Strategies

- A risk assessment of potential for accidental exposure to allergens for a student with anaphylaxis will be completed at the commencement of each year and updated on their Individual Management Plans.
- The First Aid Coordinator in conjunction with the school Principal will complete the Annual Anaphylaxis Risk Management Checklist.
- A copy of each student's ASCIA Action Plan will be displayed in the classroom relevant to that student, the school's First Aid room, staffroom, the Hall, the Art room, ICT Lab, Library, the Kitchen classroom and the canteen.
- All staff members (teachers, Specialists and Educational Support Officers) will receive a copy of all students at risk ASCIA Action Plans at the beginning of each year.
- All staff members (teachers, Specialists and Educational Support Officers) receive a copy of the school's Anaphylaxis Management and Emergency Response Plan.
- Emergency Response procedures will be placed in all student's Anaphylaxis boxes.
- Each teacher of a student at risk of anaphylaxis (including specialists) are also given the student's Management Plans.
- The school's Emergency Response procedure will be displayed in all teaching areas of the school.
- Anaphylactic Alert Cards with each students' photo and name will be kept in all Yard Duty bags and carried at all times by yard duty teachers.
- Casual Relief Teachers (CRTs) will be informed of all students at risk of anaphylaxis through the CRT information sheet and policy procedures through the CRT induction process (OH&S) checklist.
- Volunteers working in the school's kitchen and canteen will be informed of all students who are at risk of Anaphylaxis through the Action Plans displayed in these areas and through information sent home to the community at the beginning of each year.
- At the beginning of each year, the school community will be informed of students at risk of anaphylaxis through the "Anaphylaxis Safety Measures" notice. The notice will highlight student names, allergies and recommendations such as students not sharing food and food allergens to avoid sending to school.
- Parents/carers of anaphylactic students will be contacted annually to ensure we have the most up-to-date anaphylactic management plan available.

## Training

- All staff will complete the online ASCIA e-training course. The course will be take approximately one hour and can be accessed from ASCIA site at :[anaphylaxise-training:Victorian Schools](http://anaphylaxise-training:Victorian Schools).
- Three staff members will undertake face to face training to provide competency checks to assess staffs ability to use an auto injector and become School Anaphylaxis Supervisors.
- All school staff will participate in an Anaphylaxis Management Briefing and Emergency Response scenarios twice per calendar year, with the first briefing to occur in Term 1. The briefings to be led by staff trained in Anaphylaxis Management 10313NAT (Monica Ghirxi, Paul Poliviou or Sharyn Paulka).

## Emergency Response

In the event of an anaphylactic reaction, the school's first aid and emergency management response procedures and the students Individual Anaphylactic Management Plan must be followed.

### How to Administer the Auto Injector (EpiPen)

1. Remove from plastic container
2. Check the window to make sure it is clear; and check the expiry date
3. Form a fist around the EpiPen and pull off the blue safety cap
4. Place orange end against student's outer mid-thigh (with or without clothing)
5. Push down hard until you hear or feel a 'click' and hold in place for 3 seconds.
6. Remove EpiPen
7. Note the time you administered the EpiPen
8. The used Auto Injector must be handed to the ambulance paramedic along with the time of administration.

### Classroom

- The teacher in charge will use the internal telephone system to contact the front office (ext 10). Two administration officer and/or Principal Class Officer (in their absences a staff member in the office) will bring the child's Auto Injector box, school's General Auto Injector and a mobile phone to the classroom. If the internal phone is not operating the supervising teacher will alert the office by sending down the Student's Anaphylaxis Alert card.
- All other students from the class will be taken into the adjoining classroom and supervised by another staff member.
- A staff member trained in the administration of an Auto Injector will administer the EpiPen and note the time of administration.
- Once the EpiPen has been administered a staff member at the scene is to contact 000 advising them that a student has experienced an anaphylactic reaction and that an Auto Injector has been administered.
- Principal class or a staff member from the Leadership team will coordinate emergency procedures.
  - A staff member to meet and direct the ambulance to the emergency site.
  - A staff member to contact the parents of the student.
  - A staff member to escort the student to hospital with the ambulance.
  - After the incident, a member of the leadership team to contact Emergency Management, Department of Education and Training.
  - A member of the leadership team is to organise counselling for staff and student if required.

### School Yard

- If the student is having an anaphylactic reaction, the yard duty staff member is to stay with the student and notify the office by phone (all teachers on duty must carry a mobile phone). School Number: 9700 4455 or 97004949.
- If the staff member is unable to contact the office by phone, notify the office by sending the child's Anaphylaxis Alert card located in the First Aid bag.
- Two staff members trained in administering an Auto Injector, will collect the Student's EpiPen box, the General EpiPen, (both located in the First Aid Room overhead cupboards) and a mobile phone and immediately proceed to the site of the emergency.
- Trained staff member to administer the Auto Injector.
- A staff member with a mobile phone to ring 000 and advise that a student has experienced an anaphylactic reaction and that an Auto Injector has been administered.
- Office/Leadership to coordinate emergency procedures:
  - School bell to be rung and all students to return to their classrooms.
  - A staff member to meet and direct the ambulance to the emergency site.
  - A staff member to contact the parents of the student.
  - A staff member to escort the student to hospital with the ambulance. After the incident, a member of the leadership team to contact Emergency Management, Department of Education and Training.
  - A member of the leadership team to organise counselling for staff and student if required.

### School Excursion/Sporting Events

- A designated staff member trained in the Management of Anaphylaxis, and administering an Adrenaline Auto injector will assume responsibility for the transport and security of the Adrenaline Auto injectors when student diagnosed at risk of anaphylaxis are attending an excursion.
- Two Adrenaline Auto injectors (EpiPens) must be taken on an excursion for each anaphylactic child. It is the parent's responsibility to provide an extra EpiPen to be taken with the child on the excursion. Anaphylactic students who do not have two EpiPens will not be permitted to attend the excursion.
- In the event of a student diagnosed at risk of anaphylaxis has an anaphylactic reaction the following Emergency Procedures will be followed:
  - A trained staff member will administer the Adrenaline Auto injector, following the first aid procedures for the anaphylactic reaction, recording the time administered, and will have the second injector ready in case signs and symptoms of anaphylaxis do not subside.
  - Another staff member will call 000 and advise where the address and location of the ambulance is needed and wait for it to arrive.
  - The other teachers and parents to move to another area away from the incident.
  - Another teacher to contact the parents of the child having the reaction, and the school.
  - A member of the leadership team will contact Emergency Service Management.
  - A member of the leadership team to organise counselling for staff and student if required.

### School Camps

- A designated staff member trained in the Management of Anaphylaxis, and administering an Adrenaline Auto injector will assume responsibility for the transport and security of the Adrenaline Auto injectors when student diagnosed at risk of anaphylaxis are attending a school camp.
- Two Adrenaline Auto injectors must be taken on the camp for each anaphylactic child. It is the parent's responsibility to provide an extra EpiPen to be taken with the child on the camp. Anaphylactic students who do not have two EpiPens will not be permitted to attend the camp.
- In the event of a student diagnosed at risk of anaphylaxis has an anaphylactic reaction the following Emergency Procedures will be followed:
  - A trained staff member will administer the Adrenaline Auto injector, following the first aid procedures for the anaphylactic reaction, recording the time administered, and will have the second injector ready in case signs and symptoms of anaphylaxis do not subside.
  - Another staff member will call 000 and advise where the address and location of the ambulance is needed and wait for it to arrive.
  - The other teachers and parents to move to another area away from the incident.
  - Another teacher to contact the parents of the child having the reaction, and the school.
  - A member of the leadership team will contact Emergency Service Management.
  - A member of the leadership team to organise counselling for staff and student if required.

### EVALUATION

The Anaphylaxis Management & Emergency Response Policy and Communication Plan will be reviewed by the First Aid Officer and staff in consultation with the Education Policy committee, every three years or sooner if required.