



St Peter's College Anaphylaxis Policy

Rationale

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

The purpose of this policy is:

- 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,
- To develop 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.

Definitions

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.

Implementation

General and Individual Anaphylaxis Management Plans

The principal will ensure that a general student management plan is developed for Anaphylaxis Management at St Peter's College. 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 general student anaphylaxis management plan will set out the following:

- Strategies to minimise the general risk of exposure to allergens while the students are under the care or supervision of school staff, for in-school and out of school settings including camps and excursions.

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 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. 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:-
 - a. sets out the emergency procedures to be taken in the event of an allergic reaction;
 - b. is signed by a medical practitioner who was treating the child on the date the practitioner signs the emergency procedures plan; and
 - c. 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. An example can be downloaded from <http://www.sofweb.vic.edu.au/wellbeing/support/anaphyl.htm>

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 in writing if their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant provide an updated 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; and
- provide the school with an adrenaline autoinjector that is current and not expired for their child.

Communication Plan

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. This will be published in the staff handbook each year. In addition a copy of the Action Plan for Anaphylaxis and a copy of each student with anaphylaxis action plans will be displayed on the staff noticeboard.

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 via the CRT Information Sheet given to all CRTs, or in the case of camps or excursions, by the teacher in charge.

All staff will be briefed once each semester (with the first briefing to be held at the beginning of the school year) 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 medications located
- how to use an auto adrenaline injecting device
- the school's first aid and emergency response procedures

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.

All school teaching staff are to be trained and selected school officers to be trained based on their level of student involvement. Training will be provided to these staff as soon as practicable after the staff member commences employment. Wherever possible, training will take place in the teacher's first term of employment. Where this is not possible, an interim plan will be developed (i.e. ASCIA online anaphylaxis e-training).

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

The principal is responsible for arranging for the purchase of two additional adrenaline autoinjectors (one for each campus) for general use and as a back up to those supplied by parents. These will be kept in the General Office.

ASCIA General Anaphylaxis Action Plan 2013

Mild to Moderate Allergic Reaction

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

Action

- For insect allergy, flick out sting if visible. Do not remove ticks.
- Stay with person and call for help
- Locate adrenaline autoinjector (i.e. EpiPen, Anapen)
- Phone family/emergency contact

Mild to moderate allergic reactions may or may not precede anaphylaxis Watch for any one of the following signs of Anaphylaxis

Anaphylaxis (Severe Allergic Reaction)

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (young children)

Action

- Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.
- Give Adrenaline Autoinjector (i.e. EpiPen, Anapen)

- Phone ambulance - 000, 112 (mobile)
- Phone family/emergency contact
- Further adrenaline doses may be given if no response after 5 minutes (if another adrenaline Autoinjector is available)

If in doubt, give adrenaline autoinjector

After giving adrenaline:

- Commence CPR if there are no signs of life
- Give asthma medication if unsure whether it is asthma or anaphylaxis

General Anaphylaxis Management at St Peter's College

Individual Rescue kits

Each individual student with anaphylaxis is to be provided by parents with an individual 'Rescue Kit' for use at the College.

Each Rescue Kit contains:

- 2 x photos of student
- 1 x ASCIA Anaphylaxis Action Plan
- 1 x Student prescribed auto-injector
- Emergency instructions for student
- Emergency contact details for student
- Other medication for allergic reaction (i.e. antihistamines, asthma inhaler)

The individual Rescue Kits are located in the Front Office at the student's relevant campus in an easily accessible location.

Communication

- A confidential Anaphylaxis Alert Sheet will be distributed via email by the Office Manager to all campus staff with a photo and name of all students with Anaphylaxis at the beginning of each school year and in the event that any alterations are made.
- On a daily basis, new relief teaching staff will be directed by the Daily Organiser to familiarise themselves with the Anaphylaxis Alert Sheet with the photos and names of all students with Anaphylaxis located on the notice board in the staff room.
- For students participating in Food Technology an Anaphylaxis Alert Sheet will be discretely displayed in the food preparation areas. Food Technology staff follow the procedures for 'Anaphylaxis and Allergy Management in Food Technology'.
- An Anaphylaxis Alert sheet or card holder with the photo and name of all students with anaphylaxis will be taken by all staff when on yard duty and will remain hidden from student view.

Camps and Excursions

- Staff members in charge of camps and excursions are required to check student permission forms for anaphylactic students prior to all excursions and camps involving food handling, distribution or consumption. This also assists in identifying any special requirements for the student.
- The individual Rescue Kits will be taken by the allocated first aid attendant or teacher in charge on all excursions and camps.
- To facilitate an effective anaphylaxis emergency management plan, the College requires that all students with anaphylaxis carry an additional auto-injector from home when going on excursion or camp. Students are required to wear their personal auto-injector somewhere on their person AT ALL TIMES (exceptions will be made for swimming and specific sporting activities where it may be appropriately placed in a bag nearby). Each student must also have an ASCIA Anaphylaxis Management Plan held together with the auto-injector including

instructions on how to administer the auto-injector. The student must inform a staff member where the medication is located on the body prior to departure or commencing the activity.

- Students who do not have emergency medication may not be permitted to attend a particular excursion/camp if they are not carrying their own auto-injector.
- We recommend that students select an auto-injector pouch that is insulated as many of our school activities are located outdoors.

Training

- As per Ministerial Order 706, all teaching staff at St Peter's College, and selected school officers (based on their level of student involvement), are required to undergo Anaphylaxis Awareness Training on a 6 monthly basis.
- CRT staff must provide their own anaphylaxis training as per Ministerial Order 706. An Anaphylaxis Awareness course must be completed every 3 years and subsequent 6 monthly Anaphylaxis refresher training. Proof of this training should be supplied to the College.

Individual Anaphylaxis Management Plans

- The Head of Campus will request a meeting with each diagnosed student and their parent/guardian to discuss the College Anaphylaxis Management Plan and to obtain further information regarding the student's condition and any special requirements they may need. The campus Office Manager or designated school officer will also attend this meeting.
- The above meeting will be requested prior to attendance or as soon as possible after informing the College of the condition.
- Parents will be requested to bring the following along to the meeting;
 - A recent photo of the student (head and shoulders only)
 - Family Update Form
 - Student Medication Management Plan, signed by a doctor
 - ASCIA Anaphylaxis Management Plan, signed by a doctor
 - All required medications (to be left at the College)
- At the meeting the Head of Campus and campus Office Manager will go through the College Anaphylaxis Management Plan with the student and the parent/guardian. The following items will be discussed and documented using an Anaphylaxis Interview Sheet:
 - Emergency contact details
 - Individual triggers for Anaphylaxis
 - Students history and past reactions
 - Students level of confidence with management and recognising triggers
 - Treatment and medication for reactions
 - Other Allergies
 - St Peter's College Staff training
 - Rescue kits and response system at St Peter's College
 - Shown location of sick bay and rescue kits
 - Communication to staff by Anaphylaxis Alert sheets via email and on yard duty
 - Anaphylaxis management in Food Technology
 - Staff requirement to check medical information on permission slips
 - Requirements and process for excursions and camps
 - School canteen not restricted.
 - Supply of medication times and process
 - Any specific requirements or control measures for the individual student that should be put in place to help reduce the risk of exposure to allergens while the student is under the care or supervision of school staff.
- At the close of this meeting students and parents will be requested to sign an Anaphylaxis Management Agreement to state that they understand and agree to the College Anaphylaxis Management Plan.
- Any specific requirements will be passed on to relevant staff where required.

Anaphylaxis and Allergy Management in Food Technology

Food Technology requires students to participate in the study of food, therefore careful management of allergies and anaphylaxis is required.

Food Technology Teaching and Assistant Staff Requirements

- Food Technology teachers are to check with the Office Manager at the start of each semester to identify students with Anaphylaxis. A list of all these students should be printed on an Anaphylaxis Alert Sheet and supplied to the Food Technology assistant/s to be kept in the food preparation areas.
- This list of Anaphylaxis students with photos is to be displayed in a discreet location in the food preparation area for teachers, food assistants & CRT's. These should be checked against the updates emailed to staff regularly.
- Students who have not returned their Family Update Forms are NOT to participate in food preparation until the form is returned. This is followed up by the teachers with the Office Manager.
- Individual management plans are designed and followed through for specific student needs. These written plans are stored for easy access in the front office and are prepared following consultation with the parent/s and private discussion with the student. Teachers request letters from parents if there is a need for any additional information.
- Food Technology teacher provides guidance on how to manage work areas and equipment for students that have been identified as anaphylactic. Separate cooking areas and equipment are made available for students with specific requirements.
- In some instances, prior to a class session, recipes may be sent home for parents to review and advise the College of any concerns, so they can be modified accordingly. Substitutions and alternatives are made for students where practicable.
- Prior to class commencement, when an anaphylactic student will be present, Food Assistant should thoroughly clean and check the work areas and equipment (i.e. the bench specifically allocated for use by students with anaphylaxis).
- Staff and students are not to bring foods into the food technology area without permission from the Technology Coach.
- Food Technology should discuss and educate students at the beginning of each semester on the differences between allergy and anaphylaxis and what the signs and symptoms are. Food Technology teacher should also discuss with students the nature of Anaphylaxis and discuss the risks of sharing food with other students.
- Food Technology Staff must be trained in Anaphylaxis Awareness and remain up to date with a refresher course 6 monthly.
- Food Technology Staff, Assistants and CRT's are to read this procedure upon employment, at the beginning of each semester or prior to a CRT class. The Technology Coach is responsible for ensuring that this is completed.
- Generic Epi pens are located in the front office for access if required. In the instance that one is required the front office must be notified immediately.
- Food Technology do not supply nuts or nut products to students.

ST PETER'S COLLEGE ANAPHYLAXIS MANAGEMENT AGREEMENT

Your signatures are required to indicate that you and your student have been consulted and agree to the St Peter's College Anaphylaxis Policy. Please fill out the following agreement and return to St Peter's College.

STUDENT NAME: _____ **DOB:** _____ **DATE:** _____.

Student Permission:

I, _____ understand and agree to the details in the St Peter's College Anaphylaxis Policy.

I hereby give permission for St Peter's College to display my name, photograph, allergen and relevant treatment details in the areas listed. I understand that although these areas are predominantly staff areas some students do enter these areas and may see these details displayed.

I agree to ensure that I wear my medication on my body at all times when on excursion or camp. I will inform a staff member where the medication is located. I understand that I may not be permitted to attend if this medication is not supplied as agreed.

Signed _____

Date: _____

Parent/Guardian Permission:

I, _____ understand and agree to the details in the St Peter's College Anaphylaxis Policy.

I hereby give permission for St Peter's College to display my students name, photograph, allergen and relevant treatment details in the areas listed. I understand that although these areas are predominantly staff areas some students do enter these areas and may see these details displayed.

I agree to ensure that my student has access to a reasonable way to carry medication on his/her person when attending school excursions or camps. I understand that he/she may not be permitted to attend if this medication is not supplied as agreed.

If the student's condition changes at any time I will inform the College in writing immediately.

Signed _____

Date: _____

Resources

[Australasian Society of Clinical Immunology and Allergy \(ASCIA\)](http://www.allergy.org.au/) (<http://www.allergy.org.au/>)

[ASCIA Guidelines for prevention of food anaphylactic reactions in schools, preschools and childcare centres](http://www.allergy.org.au/pospapers/anaphylaxis.htm)
(<http://www.allergy.org.au/pospapers/anaphylaxis.htm>)

Evaluation

This policy will be reviewed as part of the school's five-year review cycle or as required.

Ratification

This policy was last ratified by the Leadership Group in 2015.