

EAST LODDON P-12 COLLEGE ANAPHYLAXIS MANAGEMENT POLICY

Ministerial Order 706 – Anaphylaxis Management in Schools

School Name: East Loddon P-12 College

School Statement

East Loddon P-12 College will comply with Ministerial Order 706 and the associated Guidelines published and any related amendments released by the Department. East Loddon P-12 College will continue to develop and maintain its Anaphylaxis Management Policy.

Individual Anaphylaxis Management Plans

The Principal will ensure that an Individual Anaphylaxis 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 discussed and issued when the student enrolls, and in place before their first day of school.

The Individual Anaphylaxis Management Plan will set out the following:

- information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has (based on a written diagnosis from a Medical Practitioner);
- strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of School Staff, for in-school and out-of-school settings including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the School;
- 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; and
- an ASCIA Action Plan.

School Staff will then implement and monitor the student's Individual Anaphylaxis Management Plan.

The student's Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student's Parents in all of the following circumstances:

- annually;
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes;
- as soon as practicable after the student has an anaphylactic reaction at School; and
- when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the School (eg. class parties, elective subjects, cultural days, fetes, incursions).

It is the responsibility of the Parents to:

- provide the 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 ASCIA Action Plan when that Plan is provided to the School and when it is reviewed; and
- provide the School and Bus company with an Adrenaline Autoinjector that is current and not expired for their child.

Prevention Strategies

Risk Minimisation and Prevention Strategies that East Loddon P-12 College will put in place for all relevant in-school and out-of-school settings which include (but are not limited to) the following:

- during classroom activities (including class rotations, specialist and elective classes);

- A copy of the student's Individual Anaphylaxis Management Plan is kept in the Administration area and the ASCIA Action Plan is easily accessible for reference on the Student Medical Board
- Will liaise with Parents about food-related activities ahead of time.
- Be aware of the possibility of hidden allergens in food and other substances used in cooking, food technology, science and art classes (e.g. egg or milk cartons, empty peanut butter jars).
- A designated staff member should inform casual relief teachers, specialist teachers and volunteers of the names of any students at risk of anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and Adrenaline Autoinjector, the School's Anaphylaxis Management Policy, and each individual person's responsibility in managing an incident i.e. seeking a trained staff member.
- in canteen;
 - Display the student's name and photo in the canteen as a reminder to Staff and Volunteers
 - Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts.
 - Canteen staff, including volunteers, should be briefed about students at risk of anaphylaxis and, where the Principal determines in accordance with clause 12.1.2 of the Order, have up to date training in an Anaphylaxis Management Training Course as soon as practical after a student enrolls.
- during recess and lunchtimes; between classes and other breaks;
 - The Adrenaline Autoinjector and each student's Individual Anaphylaxis Management Plan are easily accessible from the yard, and staff should be aware of their exact location.
 - Students with anaphylactic responses to insects should be encouraged to stay away from water or flowering plants. School Staff should liaise with Parents to encourage students to wear light or dark rather than bright colours, as well as closed shoes and long-sleeved garments when outdoors.
 - Keep lawns and clover mowed and outdoor bins covered.
- before and after school; and bus travel
 - School Staff should consult with Parents of students at risk of anaphylaxis and the bus service provider to ensure that appropriate risk minimisation and prevention strategies and processes are in place to address an anaphylactic reaction should it occur on the way to and from School on the bus. This includes the availability and administration of an Adrenaline Autoinjector. The Adrenaline Autoinjector and ASCIA Action Plan for Anaphylaxis must be with the student even if this child is deemed too young to carry an Adrenaline Autoinjector on their person at School.
 - School Staff will consult with the bus drivers and invite them to attend education sessions and briefing updates.
- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.
 - A School Staff member or team of School Staff trained in the recognition of anaphylaxis and the administration of the Adrenaline Autoinjector must accompany any student at risk of anaphylaxis on field trips or excursions
 - The Adrenaline Autoinjector and a copy of the Individual Anaphylaxis Management Plan for each student at risk of anaphylaxis should be easily accessible and School Staff must be aware of their exact location. For each field trip, excursion etc, a risk assessment should be undertaken for each individual student attending who is at risk of anaphylaxis. The risks may vary according to the number of anaphylactic students attending, the nature of the excursion/sporting event, size of venue, distance from medical assistance, the structure of excursion and corresponding staff-student ratio.
 - All School Staff members present during the field trip or excursion need to be aware of the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face.
 - Prior to the excursion taking place School Staff should consult with the student's Parents and Medical Practitioner (if necessary) to review the student's Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the particular excursion activity.
 - Prior to engaging a camp owner/operator's services the School should make enquiries as to whether it can provide food that is safe for anaphylactic students. If a camp owner/operator cannot provide this confirmation to the School, then the School should consider using an alternative service provider.

- Prior to the camp taking place School Staff should consult with the student's Parents to review the students Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the circumstances of the particular camp.
- For additional information, please consult the DEECD Anaphylaxis Guidelines 2014.

School Management and Emergency Response

The East Loddon P-12 College's Emergency Response to anaphylactic reactions includes the following procedures:

- a complete and up to date list of students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction; (see attachments)
- details of Individual Anaphylaxis Management Plans and ASCIA Action Plans and where these are located:
 - in a classroom, with the Individual Teacher
 - in the school yard; Duty Teacher to inform Administration Staff immediately.
 - in school buildings: information location in First Aid Room or Staff Board
 - on school excursions; With the Staff Members in attendance who have attended the appropriate training.
 - on school camps; With the Staff Members in attendance and
 - at special events conducted, organised or attended by the school; With the Staff Members in attendance
- Staff are informed about the storage and accessibility of Adrenaline Autoinjectors at the twice yearly briefings;
- Staff, students and Parents are informed of the Communication Plan either in discussion when developing individual plans or during the twice yearly briefing.

Adrenaline Autoinjectors for General Use

The Principal will purchase Adrenaline Autoinjector(s) for General Use (purchased by the School) and as a back up to those supplied by Parents.

The Principal will determine the number of additional Adrenaline Autoinjector(s) required. In doing so, the Principal will take into account the following relevant considerations:

- the number of students enrolled at the School who have been diagnosed as being at risk of anaphylaxis;
- the accessibility of Adrenaline Autoinjectors that have been provided by Parents of students who have been diagnosed as being at risk of anaphylaxis;
- the availability and sufficient supply of Adrenaline Autoinjectors for General Use in specified locations at the School, including
- in the school yard, and at excursions, camps and special events conducted or organised by the School; and
- the Adrenaline Autoinjectors for General Use have a limited life, usually expiring within 12-18 months, and will need to be replaced at the School's expense, either at the time of use or expiry, whichever is first.

Communication Plan

The Communication Plan includes the following strategies for advising School Staff, students and Parents about how to respond to an anaphylactic reaction by a student in various environments including:

during normal school activities including in the classroom, in the school yard, in all school buildings and sites, if a student should suffer from an Anaphylactic Reaction, the General Office is to be immediately notified and they will activate

1. Follow ASCIA Action Plan and commence First Aid as directed in Action Plan
2. Ambulance, phone 000
3. The Dingee Bush Nursing Service
4. Contact Parents

During off-site or out of school activities, including on excursions, school camps and at special events conducted or organised by the School

- Staff will follow the student's ASCIA Anaphylaxis Action Plan
- The Principal will be informed

Casual Relief Staff will be given a procedure sheet which includes

- names and details of students who have Anaphylaxis Management Plans if they should be in their supervision.
- the location of Adrenaline Autoinjectors
- and appropriate First Aid in the case of anaphylactic reaction

Volunteers will be acting with support and supervision of trained School Staff and are not left by themselves. They will be informed of emergency action

It is the responsibility of the Principal of the School to ensure that relevant School Staff are:

- trained every three years; and
- briefed at least twice per calendar year.
- Staff will be briefed whenever there is an update of the Anaphylaxis Management Policy or change to the student management plans.

Staff Training

The following School Staff will be appropriately trained:

- School Staff who conduct classes that students with a medical condition that relates to allergy and the potential for anaphylactic reaction; and
- Any further School Staff, including Bus Drivers that are determined by the Principal.

The identified School Staff will undertake the following training:

- an Anaphylaxis Management Training Course in the three years prior; and
- participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) on:
 - the School's Anaphylaxis Management Policy;
 - the causes, symptoms and treatment of anaphylaxis;
 - the identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, and where their medication is located; (this is displayed on the staff board and in the First Aid Room)
 - how to use an Adrenaline Autoinjector, including hands on practise with a trainer Adrenaline Autoinjector device;
 - the School's general first aid and emergency response procedures; and
 - the location of, and access to, Adrenaline Autoinjector that have been provided by Parents or purchased by the School for general use.

The briefing will be conducted by a member of School Staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months.

In the event that the relevant training and briefing has not occurred, the Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the Parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction. Training will be provided to relevant School Staff as soon as practicable after the student enrolls, and preferably before the student's first day at School.

The Principal will ensure that while the student is under the care or supervision of the School, including excursions, yard duty, camps and special event days, there is a sufficient number of School Staff present who have successfully completed an Anaphylaxis Management Training Course in the three years prior.

Annual Risk Management Checklist

The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.

Evaluation:

- This policy will be reviewed annually as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

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