

LOCKWOOD PRIMARY SCHOOL

ANAPHYLAXIS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office at Lockwood Primary School.

Telephone: (03) 5435 3224 E-mail: lockwood.ps@education.vic.gov.au

PURPOSE

To outline to Lockwood Primary School parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Lockwood Primary School is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

POLICY

School Statement

Lockwood Primary School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Symptoms

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth.

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting.

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.

Treatment

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

LOCKWOOD PRIMARY SCHOOL

ANAPHYLAXIS POLICY



Individual Anaphylaxis Management Plans

All students at Lockwood Primary School who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the principal of Lockwood Primary School is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Lockwood Primary School and where possible, before the student's first day.

Parents and carers must:

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline autoinjector for the student that has not expired;
- participate in annual reviews of the student's Plan.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, 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 risk minimisation strategies, which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

Review and updates to Individual Anaphylaxis Management Plans

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

Location of plans and adrenaline autoinjectors

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in the First Aid rooms medication cabinet, together with the student's adrenaline autoinjector. This kit is commonly referred to as the students "Anaphylaxis kit". Both medication and documents are kept inside a secure container which is labelled with the student's name.

LOCKWOOD PRIMARY SCHOOL

ANAPHYLAXIS POLICY



Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Lockwood Primary School, we have put in place the following strategies:

Classroom

- Office staff will ensure that a copy of the student's Individual Anaphylaxis Management Plan is in the classroom folder. The classroom teacher will ensure the ASCIA Action Plan is easily accessible even if the adrenaline auto-injector is kept in another location.
- Parents of other students in the grade will be informed by office staff in writing about foods that may cause allergic reactions in students at risk of anaphylaxis and request that they avoid sending these foods to school.
- Classroom teachers will liaise with parents about food-related activities ahead of time.
- Lockwood Primary School uses non-food treats where possible, but if food treats are used in class it is recommended that parents of students with food allergy/intolerances provide a treat box with alternative treats. Treat boxes should be clearly labelled and only handled by the student.
- Teachers will never give food from outside sources to a student who is at risk of anaphylaxis.
- All staff members at Lockwood Primary School are reminded to 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).
- Classroom teachers will ensure all cooking utensils, preparation dishes, plates, knives and forks etc. are washed and cleaned thoroughly after preparation of food and cooking.
- Teachers will have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.
- The Principal will 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 Auto-injector, the School's Anaphylaxis Management Policy, and each individual person's responsibility in managing an incident. i.e. seeking a trained staff member.

Canteen

- Our Canteen volunteers are briefed about students at risk of anaphylaxis and, where the Principal determines, have up-to-date training in an Anaphylaxis Management Training Course.
- The First Aid Officer ensures that an up-to-date list of students with anaphylaxis alongside their photo is displayed in the canteen to act as a reminder to staff.
- If required we will display a student's name and photo who does not have parent's approval to purchase food from the canteen.
- Canteen volunteers make sure that tables and surfaces are **disinfected** regularly.
- All canteen volunteers are wary of contamination of other foods when preparing, handling or displaying food.

LOCKWOOD PRIMARY SCHOOL

ANAPHYLAXIS POLICY



Yard

- The Principal will ensure that sufficient school staff on yard duty are trained in the administration of an EpiPen.
- Student anaphylaxis kits are easily accessible from the yard, and staff should be aware of their exact location.
- All yard duty staff are to carry a yard duty folder with anaphylaxis alerts. All staff on yard duty must be aware of the school's Emergency Response Procedures and notify the office/first aid officer of an anaphylactic reaction in the yard.
- Yard duty staff must also be able to identify, by face, those students at risk of anaphylaxis.

Special events (sporting events, excursions, incursions etc)

- Lockwood Primary School ensures that sufficient school staff supervising special events are trained in the administration of an EpiPen.
- Anaphylaxis kits 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.
- The School will consult parents of anaphylactic students in advance to discuss issues that may arise; to develop an alternative food menu; or request the Parents provide a meal (if required).
- School Staff avoid using food in activities or games, including as rewards.
- Party balloons should not be used if any student is allergic to latex.

School Camps

- Prior to engaging a camp owner/operator's services the school will 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 will consider using an alternative service provider.
- The camp management should be able to demonstrate satisfactory training in food allergen management and its implications on food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc.
- Lockwood Primary School will conduct a risk assessment and develop a risk management strategy for students at risk of anaphylaxis. This will be developed in consultation with parents of students at risk of anaphylaxis and camp owners/operators prior to the camp dates.
- The student's Anaphylaxis kit will be taken on camp.
- Prior to the camp taking place School staff will consult with the student's parents to review the students Individual Anaphylaxis Management Plan, ensuring that it is up-to-date and relevant to the circumstances of the particular camp.
- School Staff participating in the camp should be clear about their roles and responsibilities in the event of an anaphylactic reaction. The staff member organising the camp will check the emergency response procedures that the camp provider has in place. Ensuring that these are sufficient in the event of an anaphylactic reaction and that all School Staff participating in the camp are clear about their roles and responsibilities.

LOCKWOOD PRIMARY SCHOOL

ANAPHYLAXIS POLICY



- All adrenaline auto-injectors should remain close to the students requiring them and School staff must always be aware of their location.
- Lockwood Primary School will take an additional autoinjector for general use, to all off site activities. This autoinjector is to be used if a student suffers a “first time” reaction or as a back-up device in the event of an emergency.
- The adrenaline auto-injectors should be carried in the school first aid kit; however, the school principal may consider allowing students, to carry their adrenaline auto-injector on camp in severe cases.

Adrenaline autoinjectors for general use

Lockwood Primary School will maintain an adrenaline autoinjector for general use, as a back-up to those provided by parents and carers for specific students, and also for students who may suffer from a first time reaction at school.

Adrenaline autoinjectors for general use will be stored in the First Aid Cabinet in the First Aid Room and labelled “general use”.

The principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at Example School at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry.

Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school’s general first aid procedures, emergency response procedures and the student’s Individual Anaphylaxis Management Plan.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by Business Manager / First Aid Officer and stored at the First Aid Room. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

Step	Action
1.	<ul style="list-style-type: none"> • Lay the person flat • Do not allow them to stand or walk • If breathing is difficult, allow them to sit • Be calm and reassuring • Do not leave them alone • Seek assistance from another staff member or reliable student to locate the student’s adrenaline autoinjector or the school’s general use autoinjector, and the student’s Individual Anaphylaxis Management Plan, stored at the First Aid Room. • If the student’s plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5
0.	Administer an EpiPen or EpiPen Jr (if the student is under 20kg) <ul style="list-style-type: none"> • Remove from plastic container • Form a fist around the EpiPen and pull off the blue safety release (cap) • Place orange end against the student’s outer mid-thigh (with or without clothing) • Push down hard until a click is heard or felt and hold in place for 3 seconds

LOCKWOOD PRIMARY SCHOOL ANAPHYLAXIS POLICY



	<ul style="list-style-type: none"> ● Remove EpiPen ● Note the time the EpiPen is administered ● Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration <p>Or</p> <p>Administer an Anapen® 500, Anapen® 300, or Anapen® Jr.</p> <ul style="list-style-type: none"> ● Pull off the black needle shield ● Pull off grey safety cap (from the red button) ● Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing) ● Press red button so it clicks and hold for 10 seconds ● Remove Anapen® ● Note the time the Anapen is administered <p>Retain the used Anapen to be handed to ambulance paramedics along with the time of administration</p>
0.	Call an ambulance (000)
0.	If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.
0.	Contact the student's emergency contacts.

If a student appears to be having a severe allergic reaction, but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

[Note: If in doubt, it is better to use an adrenaline autoinjector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction. Refer to page 41 of the [Anaphylaxis Guidelines](#)].

Communication Plan

This policy will be available on Lockwood Primary School's website so that parents and other members of the school community can easily access information about Lockwood Primary School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Lockwood Primary School and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Lockwood Primary School's procedures for anaphylaxis management.

Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

The principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

Staff training

The principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

- School staff who conduct classes attended by students who are at risk of anaphylaxis and any other member of school staff as required by the Principal based on a risk assessment.

Staff who are required to undertake training must have completed:

- an approved face-to-face anaphylaxis management training course in the last three years, or
- an approved online anaphylaxis management training course in the last two years.

LOCKWOOD PRIMARY SCHOOL

ANAPHYLAXIS POLICY



- Lockwood Primary School will use the following training course [ASCIA anaphylaxis e-training VIC \(allergy.org.au\)](https://allergy.org.au/ascia-anaphylaxis-e-training-vic)

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years. Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

A record of staff training courses and briefings will be maintained on the OHS Training Register and through the school's online Emergency Management Plan.

When a new student enrolls at Lockwood Primary School who is at risk of anaphylaxis, the principal will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.

The principal will ensure that while students at risk of anaphylaxis are under the care or supervision of the school outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Anaphylaxis](#)
 - [Anaphylaxis management in schools](#)
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)

REVIEW CYCLE AND EVALUATION

This policy was last reviewed and updated on 15th February 2022 and is scheduled for review in February, 2023.

The principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.