



### **Anaphylaxis Policy**

#### **CONTEXT**

Anaphylaxis is a severe, rapidly progressive allergic reaction that is life threatening. The most common allergens for 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 medications. New allergies can emerge and it is recommended that children should not try food at school that they have not eaten at home.

The Department is committed to protecting the wellbeing of children and young people with severe allergies. This commitment is enshrined in *the Education Training and Reform Act 2006* and more specifically in *Ministerial Order 706 - Anaphylaxis Management in Victorian Schools*, which outlines requirements for schools in the management of anaphylaxis.

Donburn will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time in relation to the management of anaphylaxis in school. This includes the development and maintenance of an anaphylaxis management policy.

Approximately 80 per cent of all Victorian government schools have a child enrolled who is at risk of anaphylaxis. The keys to preventing an anaphylactic reaction are planning, risk identification and minimisation, awareness and education.

Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at school.

In the event of an anaphylactic reaction, the administration of adrenaline via an adrenaline autoinjector into the muscle of the outer mid-thigh, is the most effective recommended first aid treatment for anaphylaxis.

This policy should be read in conjunction with the Donburn First Aid and Medication Policies.

#### **AIM**

- 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 schooling.
- To raise awareness of 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, developing risk minimisation strategies and management strategies for each 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.

### POLICY

#### 1. Staff Training and Emergency Response

School staff must complete one of the following options to meet the anaphylaxis training requirements of MO706 (indicate which of these options your school will adopt) and record the dates that training has occurred:

The school will ensure that teachers and school staff who conduct classes in which students at risk of anaphylaxis attend, or give instruction to students at risk of anaphylaxis must have current training in an anaphylaxis management.

In addition, all staff are to 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:

- Title and legal requirements as outlined in Ministerial Order 706.
- Pictures of the students at school at risk of anaphylaxis, their allergens, year levels and risk management plans that are in place.
- Signs and symptoms of anaphylaxis.
- ASCIA Anaphylaxis e-training.
- ASCIA Action Plan for Anaphylaxis and how to administer an EpiPen®.
- Donburn's First Aid policy and emergency response procedures.
- On-going support and training.

The briefing must be conducted by a member of the school staff, preferably the person nominated as the School Anaphylaxis Supervisor, who has successfully completed an approved anaphylaxis management training course in the last 2 years.

The Principal will identify the school staff to be trained based on risk assessment. Training will be provided to these staff as soon as practicable after the student enrolls.

In the event that the relevant training has not occurred for a member of staff who has a child in their class at risk of anaphylaxis, the principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the parents of any affected student. 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.



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

### 2. Individual Anaphylaxis Management Plans

The principal will ensure that 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 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.

#### 2.1. 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 and 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, 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 Assistant Principal is responsible for implementing the risk minimisation strategies which have been identified in the plan.
- Student's medication will be stored in the First Aid Room medication cupboard.
- The student's emergency contact details.
- An up-to-date emergency procedures (ASCIA) Action Plan for Anaphylaxis completed by the student's medical practitioner and provided by the parent, that:
  - Sets out the emergency procedures to be taken in the event of an allergic reaction.
  - Is signed by a medical practitioner who was treating the child on the date the practitioner signs the emergency procedures plan and includes an up to date photograph of the student.

Note: The red and blue 'ASCIA Action Plan for Anaphylaxis' is the recognised form for emergency procedure plans that is provided by medical practitioners to parents when a child is diagnosed as being at risk of anaphylaxis. An example can be found in Appendix E of the Anaphylaxis Guidelines or downloaded from:

[www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx](http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx)

- School staff will then implement and monitor the student's Individual Anaphylaxis Management Plan as required.
- The student's Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student's parents in all of the following circumstances:



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- 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,
- 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 and work experience, cultural days, fetes, concerts, events at other schools, competitions or incursions).

### 2.2. It is the responsibility of the parent to:

- Obtain the 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 change in their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, and if relevant 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 an adrenaline autoinjector that is current (i.e. the device has not expired) for their child. And dispose of any expired adrenaline autoinjector.
- To provide and participate in annual reviews of their child's Plan.

### 3. Risk Minimisation Strategies

Donburn Primary School adheres to risk minimisation strategies as outlined in chapter 8 of the Anaphylaxis Guidelines for Vic

This section should detail the Risk Minimisation Strategies that your school 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)
- between classes and other breaks
- in canteens
- during recess and lunchtimes



- before and after school
- camps and excursions, or at special events conducted, organised or attended by the school (e.g. class parties, elective subjects and work experience, cultural days, fetes, concerts, events at other schools, competitions or incursions).

#### 4. School Planning and Emergency Response

The school's Anaphylaxis Management Policy must include Emergency Response Procedures relating to anaphylactic reactions including:

- A complete and up to date list of students identified as being at risk of anaphylaxis in the first aid room.
- Details of Individual Anaphylaxis Management Plans and ASCIA Action Plans for Anaphylaxis and located in the first aid room.
- During school excursions, school camps and special events conducted, organised or attended by the school student ASCIA Action Plan for Anaphylaxis will be located in the First Aid Room, and at administration.
- The storage and accessibility of adrenaline autoinjectors, including those for general use and students own are stored in the first aid room, details are noted in the Donburn First Aid policy.

#### 5. 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.

It is the responsibility of the School to arrange replacement and disposal of any unused adrenaline autoinjectors prior to the anticipated expiry date.

The principal will also need to determine the **number** of additional adrenaline autoinjector(s) required to be purchased by the school. In doing so, the principal should 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, organised or attended by the school.



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- The adrenaline autoinjectors for general use have a limited life, and will usually expire 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.
- The expiry date of adrenaline autoinjectors should be checked regularly to ensure they are ready for use.

Note: adrenaline autoinjectors for general use are available for purchase at any chemist. No prescriptions are necessary.

### 6. Communication Plan

This section should set out a Communication Plan to provide information to all school staff, students and parents about anaphylaxis and the school's Anaphylaxis Management Policy.

The Communication Plan must include 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 including gymnasiums and halls
- during off-site or out of school activities, including on excursions, school camps and at special events conducted or organised by the school.

The Communication Plan must include procedures to inform volunteers and casual relief staff of students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to an anaphylactic reaction by a student in their care.

Note: Chapter 11 of the Anaphylaxis Guidelines for Victorian government schools has advice about strategies to raise staff and student awareness, working with parents and engaging the broader school community.

The communication plan will include information about what steps will be taken to respond to an anaphylactic reaction by a student in a classroom, in the school yard, on school excursions, on school camps and special event days.

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 by the Assistant Principal.

It is the responsibility of the principal of the school to ensure that relevant school staff are:

- Adequately trained (either through face-to face or online training) **AND**
- Briefed at least twice per calendar year through an in-house school briefing.

All staff will be briefed once each semester by a staff member who has current anaphylaxis management training on:

- The school's anaphylaxis management policy.
- The causes, symptoms and treatment of anaphylaxis.



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- The identities of students diagnosed at risk of anaphylaxis and where their medication is located.
- How to use an autoadrenaline injecting device.
- The school's first aid and emergency response procedures.

### 7. Annual Risk Management Checklist

The principal will complete an annual Risk Management Checklist as published by the Department of Education and Training to monitor compliance with their obligations. The annual checklist is designed to step schools through each area of their responsibilities in relation to the management of anaphylaxis in schools.

Note: The Risk Management Checklist can be found at Appendix F of the Anaphylaxis Guidelines for Victorian Schools on the Department's website:

[www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx](http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx)

### BREACH OF POLICY

Students, teachers and parents have a responsibility to ensure safe management of anaphylaxis through the annual supply of a current ASCIA Action Plan for Anaphylaxis from the student's medical practitioner, first aid training and equipment, awareness of basic regulations pertaining to food handling, sharing and allocation at all times during school hours and at out of school events.

Students will not be able to attend activities if an up to date ASCIA Action Plan for Anaphylaxis from the student's medical practitioner is not supplied when requested. This is to ensure the safety of the student.

### OTHER CONSIDERATIONS & RELATED DONBURN POLICIES

Where possible students should be educated on and be aware of the anaphylaxis principles.

Donburn Primary School, Medication Policy  
Donburn Primary School First Aid Policy  
Donburn Primary School, Duty of Care Policy  
Donburn Primary School, Camps & Excursions Policy

### REFERENCES

*Education Training and Reform Act 2006 - Ministerial Order 706 - Anaphylaxis Management in Victorian Schools*, Government of Victoria. 2006. Available from:

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<http://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx> [12

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<http://www.education.vic.gov.au/Documents/school/principals/management/firstaidkitschecklist.docx> [15

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### DEFINITIONS

Term	Definition
<b>Anaphylaxis</b>	Anaphylaxis is a severe, rapidly progressive allergic reaction that is life threatening.
<b>Adrenaline autoinjector</b>	An adrenaline autoinjector device, approved for use by the Commonwealth Government Therapeutic Goods Administration, which can be used to administer a single pre-measured dose of adrenaline to those experiencing a severe allergic reaction (anaphylaxis). These may include EpiPen® or EpiPen® Jr.
<b>Adrenaline autoinjector for general use</b>	A 'back up' or 'unassigned' adrenaline autoinjector purchased by a school.
<b>ASCIA</b>	Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.
<b>ASCIA Action Plan for Anaphylaxis</b>	This plan is a nationally recognised action plan for anaphylaxis developed by ASCIA. These plans are device- specific; that is, they list the student's prescribed adrenaline autoinjector (EpiPen® or EpiPen® Jr) and must be completed by the student's medical practitioner. Should a different adrenaline autoinjector become available in Australia, then a different ASCIA Action Plan specific to that device would be developed. This plan is one of the components of the student's Individual Anaphylaxis Management Plan.



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Term	Definition
<b>Individual Anaphylaxis Management Plan</b>	An individual plan for each student at risk of anaphylaxis, developed in consultation with the student's parents. The Individual Anaphylaxis Management Plan includes the ASCIA Action Plan which describes the student's allergies, symptoms, and the emergency response to administer the student's adrenaline autoinjector should the student display symptoms of an anaphylactic reaction. The Individual Anaphylaxis Management Plan also importantly includes age-appropriate strategies to reduce the risk of an allergic reaction occurring.
<b>School Anaphylaxis Supervisor</b>	A school staff member nominated by the principal to undertake appropriate training to be able to verify the correct use of adrenaline autoinjector (trainer) devices and lead the twice-yearly briefings on the school's anaphylaxis management policy.

### APPROVAL

Contact Person:	Policy Owner:
Principal	Donburn Primary School Council, Education Sub Committee

### DOCUMENT CONTROL

Version / Date Created	Nature of Amendment
2009	New document created.
Oct 2013	Review and update document.
May 2016	Review and updated to reflect the revised Department of Education Anaphylaxis guidelines