Foster Primary School

ANAPHYLAXIS MANAGEMENT POLICY

Ministerial Order 706 – Anaphylaxis Management in Schools

School Statement

At Foster Primary School we follow the Department of Education and Training (DET) Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.

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 in place as soon as practicable after the student enrols, and before the student attends first day of school.

Note: A template for an Individual Anaphylaxis Management Plan can be found in Appendix E of the Anaphylaxis Guidelines for Victorian Schools on the Department’s website: www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx

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.

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/anaphylaxisschl.aspx

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

Ratified by School Council March 2016
• 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).

The School’s Anaphylaxis Management Policy states that 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 with an Adrenaline Autoinjector that is current and not expired for their child.

Prevention Strategies

Note: Chapter 8 of the Anaphylaxis Guidelines for Victorian Schools contains advice about a range of
Prevention Strategies that can be put in place.

At Foster Primary School we will minimise the risk of anaphylaxis and put in place Prevention
Strategies for all relevant in-school and out-of-school settings which include (but are not limited to)
the following:

• Communication via the school newsletter to remind parents of students with anaphylaxis

• Letter sent home to every family at the start of the school year

• during classroom activities (including class rotations, specialist and elective classes);
- CRT booklets are visible near the teacher’s desk at all times for CRTs and specialist teachers,
updated every time the school is notified of changes
Kitchen Garden program teachers to have anaphylaxis information
• between classes and other breaks;

• in canteens;
- for specially organised hot food days and other food services, with specific pre-orders all
ingredients must be listed.

• during recess and lunchtimes;
- all ant nests destroyed with boiling water,
- students eating in designated areas, away from potential triggers

• before and after school;
- Epipen and Management plans to be carried in school bag for bus travellers, permission from
parents to inform bus drivers

• special events including incursions, sports, cultural days, fetes or class parties, excursions and
camps.
- All foods clearly labelled with contents.
- students eating in designated areas, away from potential triggers
- medication taken to events by teachers, registry to be signed when medication taken & returned.
- plans reviewed before a camp

• Buses – parent permission sought to notify bus driver that their child is anaphylactic. Students carry
an epipen in their school bag at all times when travelling to and from school.

School Management and Emergency Response

Note: Chapter 9 of the Anaphylaxis Guidelines for Victorian Schools contains advice about procedures
for School management and emergency response for anaphylactic reactions.

The School’s Anaphylaxis Management Policy must include procedures for emergency response to
anaphylactic reactions. The procedures should include the following:

Ratified by School Council March 2016
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.

- details of Individual Anaphylaxis Management Plans and ASCIA Action Plans and where these can be located:
  - in a classroom; CRT Booklets
  - in the school yard; school office – bum bags all have red disc with photos of anaphylactic students to communicate life threatening emergency with student runners
  - in all school buildings and sites including gymnasiums and halls; as a part of the Emergency Management booklets
  - on school excursions; Compass information plus the child’s individual management plan
  - on school camps; Compass information plus the child’s individual management plan
  - at special events conducted, organised or attended by the school; Compass information plus the child’s individual management plan
  - Information about the storage and accessibility of Adrenaline Autoinjectors;
    - All autoinjectors are stored in the office

- how communication with School Staff, students and Parents is to occur in accordance with a communications plan.
  - see the Communication Plan : Appendix A

**Adrenaline Autoinjectors for General Use**

The Principal will purchase 2 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;
  - Two spare Autoinjectors are stored in the office so that when one is taken away on camp/ excursion another remains as a spare at school. Students with anaphylaxis are listed in the school’s Annual Risk Management Checklist
- the accessibility of Adrenaline Autoinjectors that have been provided by Parents of students who have been diagnosed as being at risk of anaphylaxis;
  - all Autoinjectors and medication stored in the office
- 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;
    - teachers to take medication and Autoinjectors to organised events,
    - where there is an episode in the school yard, 2 students will be sent to the office to collect the Autoinjector and an office staff member
- 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.
  - First Aid Officer to keep a record of expiry dates and replace as necessary

- Note: adrenaline autoinjectors for general use are available for purchase at any chemist. No prescriptions are necessary.
Communication Plan (Appendix A)

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.

This section has been set out in the Communication Plan to provide information to all School Staff, students and Parents about anaphylaxis and the School's Anaphylaxis Management Policy.

The Communication Plan includes 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; and
- 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 includes 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.

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

- trained; and
- briefed at least twice per calendar year.

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 that are determined by the Principal.

The identified School Staff will undertake the following training:

School staff must complete one of the following options to meet the anaphylaxis training requirements of MO706:

<table>
<thead>
<tr>
<th>Option</th>
<th>Completed by</th>
<th>Course</th>
<th>Provider</th>
<th>Cost</th>
<th>Valid for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>All school staff AND 2 staff per school or per campus (School Anaphylaxis Supervisor)</td>
<td>ASCIA Anaphylaxis e-training for Victorian Schools followed by a competency check by the School Anaphylaxis Supervisor</td>
<td>ASCIA</td>
<td>Free to all schools</td>
<td>2 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC</td>
<td>Asthma Foundation</td>
<td>Free from the Asthma Foundation (for government schools)</td>
<td>3 years</td>
</tr>
</tbody>
</table>

Ratified by School Council March 2016
<table>
<thead>
<tr>
<th>Option</th>
<th>School staff as determined by the principal</th>
<th>Course in First Aid Management of Anaphylaxis 22300 VIC (previously 22099VIC)</th>
<th>St John Ambulance or any RTO that has this course in their scope of practice</th>
<th>Free from St John Ambulance (for government schools) until 30/6/16, then paid by each school</th>
<th>3 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 2</td>
<td>School staff as determined by the principal</td>
<td>Course in Anaphylaxis Awareness 10313NAT</td>
<td>Any RTO that has this course in their scope of practice</td>
<td>Paid by each school</td>
<td>3 years</td>
</tr>
</tbody>
</table>

**Please note:** First Aid training does **NOT** meet anaphylaxis training requirements under MO706.

In addition, all staff 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:

- 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
- 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
- the location of, and access to, adrenaline autoinjector(s) that have been provided by parents or purchased by the school for general use.

The briefing must be conducted by a member of the school staff nominated as the School Anaphylaxis Supervisor who has successfully completed an Anaphylaxis Management Training Course in the last 2 years.

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 enrols, 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 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.

**Note:** A video has been developed and can be viewed from [http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx](http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx)
Ratified by School Council March 2016

**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.

*Note: A template for the Risk Management Checklist can be found at Appendix F of the Anaphylaxis Guidelines for Victorian Schools on the Department’s website:*


**APPENDIX A : Communication Plan: Anaphylaxis**

| Anaphylaxis Policy | • Induction Booklet for staff and CRTs  
| |   • If students require preventative measures, volunteers to be notified of students with medical condition that relates to allergy and the potential of anaphylactic reaction and their role in responding to an anaphylactic reaction by a student in their care.  
| |   • Policy manual  
| |   • Website  
| |   • Updates will be called for annually during registration each year  
| |   • Twice Yearly mandated training program  
| |   • Classroom discussion re food handling issues  
| |   • Response to Anaphylactic reactions in school  
| | 1. Send 2 students to collect epipen & office member from the office  
| | 2. Office calls 000  
| | 3. Administer epipen  
| | 4. Notify emergency contact  
| | 5. School to notify Emergency Management  
| | • Response to Anaphylactic reactions in | • All policies mentioned in the newsletter and available on request  
| | |   • School website  
| | |   • Enrolment Information  
| | |   • Principal or Office Staff to meet with parents at book collection day at the start of the year to update individual plans  
| | |   • Updates will be called for annually at the book collection day  
| | |   • School website  
| | |   • Policies are uploaded to the school website after they’ve been ratified by School Council  

| Last ratified | 2014  
| (updated yearly) |  

Ratified by School Council March 2016
<table>
<thead>
<tr>
<th>Playground, pavilion or specialist room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Send 2 students to collect epipen &amp; office member from the office –</td>
</tr>
<tr>
<td>2. Office calls 000</td>
</tr>
<tr>
<td>3. Administer epipen</td>
</tr>
<tr>
<td>4. Notify emergency contact</td>
</tr>
<tr>
<td>5. School to notify Emergency Management</td>
</tr>
</tbody>
</table>

- **Response to Anaphylactic reactions outside of school**
  1. Administer epipen
  2. Call 000
  3. Notify school
  4. Notify emergency contact
  5. School to Notify Emergency Management

- **Post Incident Procedure:**
  Principal to organise a debrief for students, staff and parents, depending on the circumstances
  Contact Student Support Services Officer