ANAPHYLAXIS MANAGEMENT POLICY AND COMMUNICATION PLAN FOR ANAPHYLAXIS INCIDENTS

BACKGROUND

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.

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between schools and parents are 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

- 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, developing 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.
**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 enrols, 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:
  - 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.

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 if their child’s medical condition changes, and if relevant provide an updated emergency procedures plan (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.
**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.

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 students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care by the information in the Emergency Folders distributed by the office.

All staff will be briefed once each semester 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 medication is located
- how to use an autoadrenaline 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.

The principal will identify the school staff to be trained based on a risk assessment.

Training will be provided to these staff as soon as practicable after the student enrols.

Wherever possible, training will take place before the student’s first day at school. Where this is not possible, an interim plan will be developed in consultation with the parents.

The school’s first aid procedures and students emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.
COMMUNICATION PLAN FOR ANAPHYLAXIS INCIDENTS

An EpiPen® for a student who may have an anaphylactic reaction is to be kept in the First Aid room where it is easily accessible should an incident occur. EpiPen®s are kept in a drawer containing the children’s prescribed EpiPen® and their emergency procedures plan (ASCIA Action Plan), provided by the parent, that sets out the emergency procedures to be taken in the event of an allergic reaction.

A container for spent EpiPen®s is in the First Aid room.

The EpiPen® is to accompany the student to excursions, including interschool sports, and camp.

DIRECTIONS FOR USING EPIPEN®

- Pull off grey safety cap.
- Place black tip on thigh, at right angle to the leg. EpiPen® should never be injected into hands, ears, nose, buttocks or the genitalia as it may result in loss of blood flow to the affected area. Ensure that the product is kept well clear of the face.
- Press hard into thigh until Auto-Injector mechanism functions and hold in place for 10 seconds.
- The EpiPen® unit should then be discarded. Massage the injection area for 10 seconds.
- Place spent EpiPen® carefully in container supplied to avoid needle stick injury.
- Notify the ambulance immediately that the EpiPen® has been used. This is an intramuscular injection of Adrenaline.

Detailed is information about what steps need to 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 such as sports days or interschool sports.

CLASSROOM MEDICAL CRISIS

- Staff member to stay with the child in crisis at all times.
- A student is to take Urgent Help Required (pink card) to the office for immediate staff assistance and to alert that area of the medical crisis.
- Classroom teacher to ring the office from classroom phone for help.
- A different staff member (other than classroom teacher) will remove remaining students out of the classroom to another class to be supervised.
- Classroom teacher to stay with the child and receive support from an additional staff member.

Staff member attending to the child:
• Keep child in classroom to remain still and calm.
• Contact the office. In the meantime, teacher to call an ambulance from the classroom if child’s condition deteriorates.
• Follow first aid training procedure – DRABCD
• Follow child’s Anaphylaxis Action Plan, administer prescribed EpiPen®.
• Call ambulance using classroom phone.
• Call child’s parents to notify them of the situation.

**YARD MEDICAL CRISIS**

• Staff member to stay with the child in crisis at all times.
• A student is to take Urgent Help Required (red card) to the office for immediate staff assistance and to alert that area of the medical crisis.
• Yard duty teacher to ring the office from classroom phone for help.
• A different staff member (other than yard duty teacher) will remove remaining students from the yard to another area to be supervised.
• Yard duty teacher to stay with the child and receive support from an additional staff member.

**Staff member attending to the child:**

• Keep the child still and remain in the area on the yard.
• Contact the office. In the meantime, teacher to call an ambulance from the classroom phone if child’s condition deteriorates.
• Follow first aid training procedure – DRABCD
• Follow child’s Anaphylaxis Action Plan, administer prescribed EpiPen®.
• Call ambulance using classroom phone.
• Call child’s parents to notify them of the situation.

**MEDICAL CRISIS ON EXCURSION, CAMP OR SPORTS DAYS**

Child who may suffer from an anaphylactic reaction is to be with own classroom teacher when away from school. In the camp situation, the child is to be in their classroom teacher’s group at all times. When away from school due to interschool sports or sports days, the child’s EpiPen® is carried by a teacher, possibly their classroom teacher, who is travelling with the child to the sport location.

EpiPen®s must accompany the student whenever they leave the school for an excursion or camp. The EpiPen® will be carried by the student’s classroom teacher.

All EpiPen®s that are removed from the First Aid room due to an excursion or camp must be returned upon arrival at school.

• Staff member to stay with the child in crisis at all times.
- A different staff member or parent helper will remove remaining students from the location to another area to be supervised.
- Teacher to stay with the child and receive support from an additional staff member or parent helper.
- Notify excursion or camp supervisor about the anaphylactic reaction and the need for an ambulance.

Staff member attending to the child:

- Keep the child still and remain in the area.
- Follow first aid training procedure – DRABCD
- Follow child’s Anaphylaxis Action Plan, administer prescribed EpiPen®.
- Call ambulance.
- Call child’s parents to notify them of the situation.
- Contact office to notify them of the situation.

Authorised by: Martin Enright (Principal)

Year of implementation: 2009

Delegated to: Student Wellbeing Co-ordinator