



Chalcot Lodge Primary School

Anaphylaxis Policy

HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Chalcot Lodge Primary School on 03 9700 4455 or chalcot.lodge.ps@education.vic.gov.au.

PURPOSE

To explain to Chalcot Lodge 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 Chalcot Lodge 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

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

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.

Individual Anaphylaxis Management Plans

All students at Chalcot Lodge 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 Chalcot Lodge 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 Chalcot Lodge 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

Chalcot Lodge Primary school store students' individual adrenaline autoinjector with their Anaphylaxis Action and Management Plan at the office in the First Aid room. Adrenaline autoinjectors must be labelled with the student's name and photo. Anaphylaxis Action and Management plans are also available in the Student Medical information folders located in the first aid room. ASCIA Action plans are displayed in the First Aid and Staff room and select locations for teaching staff.

Adrenaline autoinjectors for general use are available in the First Aid Room, and Steam Room and are labelled “general use”.

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

- staff and students are regularly reminded to wash their hands after eating;
- students are not to share food
- care to be taken with art and craft activities that may contain allergens, ensure egg cartons are not used
- garbage bins at school are to remain covered with lids to reduce the risk of attracting insects
- students diagnosed with anaphylaxis will not pick up papers or rubbish in the playground
- class tables in the cohort of a student diagnosed with anaphylaxis should be cleaned after eating and at the end or beginning of each day
- classes are informed of allergens that must be avoided before events involving food
- children with allergies considered when planning fundraising events, cultural days, special person events
- as part of the curriculum, students may be involved in cooking lessons involving foods, parents will be well informed prior to these session
- teachers will educate students on allergies
- all staff will receive a copy of all students ASCIA Action Plans at the beginning of each year
- all staff receive a copy of the school’s Anaphylaxis Policy
- all staff are to be informed of students with allergies and their management plan at the beginning of each school year and then updated as needed throughout the year
- anaphylactic alert cards with photo and name will be kept in all yard duty bags.
- casual relief teachers will be informed of all students at risk of anaphylaxis through the CRT information sheet and policy procedures through the CRT induction process (OH7S) checklist.
- a copy of each student’s ASCIA Action Plan will be located in the relevant classroom, First Aid Room, staffroom, hall, library, canteen, ICT and Steam Centre
- an Anaphylaxis Safety Measures notice will be sent out to the school community at the beginning of every year
- communication of this anaphylaxis policy and strategies to minimise risk and promote awareness provided is provided to families through the school website, compass and newsletter
- planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending.
- Emergency response procedure as part of risk assessment for all excursions, camps and whole school events include all staff carrying mobile phones and be aware of the locations of the emergency medical kits containing general use adrenaline autoinjector(s). Students at risk of anaphylaxis must have two adrenaline auto injectors on all excursions and camps Students with anaphylaxis to be placed in groups where the teacher in charge or first aider carries their adrenaline autoinjectors.
students with anaphylaxis to be on same bus as their adrenaline auto injectors
- camp facility made aware of any students with anaphylaxis and separate meals provided with a designated staff member in charge of meal supervision
- staff will be given information on all locations, phone numbers and information for an emergency response,
- a management plan for each student at risk of anaphylaxis will be prepared in consultation with parents.
- parents of children at risk of anaphylaxis are informed that sunscreen is provided for use by children at school and they may wish to provide their own.
- selection of plants that are less likely to attract sting insects when putting in new plants.

Adrenaline autoinjectors for general use

Chalcot Lodge Primary School will maintain a supply of adrenaline autoinjector(s) 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 Room and Steam Centre 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 Chalcot Lodge Primary 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
- the weight of the students at risk of anaphylaxis to determine the correct dosage of adrenaline autoinjector/s to purchase.

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.

Staff in classrooms may use the internal phone/personal mobile phones to raise the alarm that a reaction has occurred by contacting the office or send the Anaphylaxis alert card located in the yard duty bag , to 2 responsible children to take to the office. Admin, Leadership, First aid staff to return with students and a general use adrenaline auto injector. Office staff to arrange the ambulance to be met.

Yard duty teachers to remain with student contacting the office by phone or Anaphylaxis alert card, Admin, Leadership or First aid staff to return with students and a general use adrenaline auto injector. Office staff to arrange the ambulance to be met.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by Sharyn Paulka the First Aid Officer and stored at the main office in the First Aid Room.

For camps, excursions and special events, a designated Level 2 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 in the students classroom and 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
2.	<p>Administer an Adrenaline autoinjector or Adrenaline autoinjector Jr</p> <ul style="list-style-type: none"> ● Remove from plastic container ● Form a fist around the Adrenaline autoinjector 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 ● Remove Adrenaline autoinjector ● Note the time the Adrenaline autoinjector is administered ● Retain the used Adrenaline autoinjector 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

	<ul style="list-style-type: none"> ● 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 3 seconds ● Remove Anapen® ● Note the time the Anapen is administered ● Retain the used Anapen to be handed to ambulance paramedics along with the time of administration
3.	Call an ambulance (000)
4.	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.
5.	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.

Schools can use either the EpiPen® and Anapen® on any student suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.

Where possible, schools should consider using the correct dose of adrenaline autoinjector depending on the weight of the student. However, in an emergency if there is no other option available, any device should be administered to the student.

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
- School staff who conduct specialist classes, first aiders and any other member of school staff as required by the Principal based on 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.

Chalcot Lodge Primary School uses the following training course: Online training — ASCIA Anaphylaxis e-training for Victorian Schools with Anaphylaxis Supervisors completing *Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC*.

Also
Chalcot Lodge Primary School uses the following training course: Face-to-face training – *Course in First Aid Management of Anaphylaxis 22578VIC*.

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 including School Anaphylaxis Supervisors course. 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.

When a new student enrolls at Chalcot Lodge 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.

A record of staff training courses and briefings will be maintained by the first Aid Office on the school’s google drive.

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.

COMMUNICATION

This policy will be available on Chalcot Lodge Primary School’s website so that parents and other members of the school community can easily access information about Chalcot Lodge Primary School’s anaphylaxis management procedures. The parents and carers of students who are enrolled at Chalcot Lodge 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 and volunteers are aware of this policy and Chalcot Lodge Primary School’s procedures for anaphylaxis management. This policy is included in the staff induction processes and staff training. 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. CRT staff receive a CRT information sheet identifying students, allergens and class. Anaphylaxis Action and Management Plans located in staff/relevant classrooms and policy procedures through the CRT induction process (OH&S) checklist.

The principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department’s [Anaphylaxis Guidelines](#).

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the [Anaphylaxis](#) policy on the Department’s Policy and Advisory Library (PAL) and the following resources:

- [Allergy & Anaphylaxis Australia](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children’s Hospital: [Allergy and immunology](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	10th December 2023
Approved by	Principal
Next scheduled review date	10th December 2024

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.