

## POLICY – Anaphylaxis Management

### Rationale/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 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.

### Note:

*A template of an individual anaphylaxis management plan can be found on Page 18 Anaphylaxis Guidelines for Victorian Government Schools or the Department's website:*

<http://www.sofweb.vic.edu.au/wellbeing/support/anaphyl.htm>

### Implementation:

The principal or their delegate 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.

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.

Note: Appendix 2 (pp 21 – 23) of the Anaphylaxis Guidelines for Victorian Government Schools contains advice about a range of prevention strategies that can be put in place.

- 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.

Note: The red and blue 'ASCIA Action Plan' is the most common form of emergency procedures plan that is provided by medical practitioners to parents when a child is diagnosed as being at risk of anaphylaxis. An example can be found on page 20 of the Anaphylaxis Guidelines or downloaded from

<http://www.sofweb.vic.edu.au/wellbeing/support/anaphyl.htm>

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 or their delegate 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 of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care by the adjoining homeroom teacher or relevant team leader.

All staff will be briefed bi-annually 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 auto adrenaline injecting device (epipen)
- the school's first aid and emergency response procedures

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 enrolls.

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.

**References:** Department of Education – Reference Guide

- [Australasian Society of Clinical Immunology and Allergy \(ASCIA\)](http://www.allergy.org.au/) (http://www.allergy.org.au/)
- [ASCIA Guidelines for prevention of food anaphylactic reactions in schools, preschools and childcare centres](http://www.allergy.org.au/pospapers/anaphylaxis.htm) (http://www.allergy.org.au/pospapers/anaphylaxis.htm)
- [Anaphylaxis Australia - Living with Anaphylaxis](http://www.allergyfacts.org.au/livingwith.html) (http://www.allergyfacts.org.au/livingwith.html)
- [Anaphylaxis Guidelines for Victorian Government Schools \(PDF - 1.3Mb\)](#)
- [Sample Anaphylaxis Management Plan \(Word - 230Kb\)](#)
- [ASCIA Action Plan](http://www.allergy.org.au/content/view/10/3/) (http://www.allergy.org.au/content/view/10/3/)

**Ratified by School Council:** 20th September 2011

**To be Reviewed:** 2014

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