

ANAPHYLAXIS MANAGEMENT POLICY

1. Preamble

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.

2. Rationale

Student health and well-being is of paramount importance to Mount Ridley P-12 College. As per Ministerial Order #706, this order provides the regulatory framework for the management of anaphylaxis in all Victorian schools and prescribes what must be included in our policy at the College.

3. Guiding Principles

Mount Ridley P-12 College aims:

- 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 into an anaphylactic reaction.

4. Implementation

The College will ensure that an individual risk 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 implementation of which will be managed by the College nurse who will conduct and record the annual Anaphylaxis Risk Management Checklist.

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 allergies the student has (based on a diagnosis from a medical practitioner and ASCIA - Australasian Society of Clinical Immunology and Allergy Action Plan)
- 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. Such strategies will include liaising with parents about food related activities ahead of time; and regular discussion with students about the importance of washing hands, eating their own food and not sharing food. The strategies will include:
 - 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 ASCIA Action Plan provided by the parent, that:

- Sets out the actions to be followed in the event of an allergic reaction;
- Is signed by a medical practitioner 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
- 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 College (eg, class parties, elective subjects, cultural days, fetes, incursions)

It is the responsibility of the parent to:

- Provide the ASCIA Action Plan
- Inform the school, in writing if their child's medical condition changes, and if relevant provide an updated ASCIA Action Plan
- Provide an up to date photo for the ASCIA Action Plan when the plan is provided to the school and when it is reviewed
- Provide the College with an Adrenaline Autoinjector that is in use by date for their child.

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 College's anaphylaxis management policy. Staff will be provided with anaphylaxis training every three years as mandated by the Department. The identities of students diagnosed at risk of anaphylaxis will be made clear to staff.

The communication plan will include the risk minimisation strategies in place for each student and information about the steps 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.

As mandated by the Department of Education and Training, all staff working in the College will participate in a twice yearly allergy and anaphylaxis management training update including the practical use of the autoinjector. Twice a year the College staff will be provided with an Anaphylaxis briefing update, this will also include who the 'at risk' students are, their allergies and the risk minimisation plans in place. This will form part of the College Professional Learning Schedule and Epipens for general use will be available at the College.

5. Evaluation

As part of the College review cycle this policy will be reviewed every three years.

Date Policy Ratified: March 2018

Date of next review: 2021

DET Reference:

www.education.vic.gov.au/healthwellbeing/health/anaphylaxis.htm

Training Requirements

From 2016 a new online model for anaphylaxis training is available to support Victorian schools to meet their training requirements and to improve schools' capacity to provide safe learning environments for young people with severe allergies.

Ministerial Order 706 has been amended to allow for the new online training model. Under this model it is recommended that **all Victorian school staff** undertake the new Australasian Society of Clinical Immunology and Allergy (ASCIA) e-training course and have their competency in using an autoinjector tested in person within 30 days of completing the course.

The online ASCIA e-training course is fully funded for all Victorian school staff. The course will take approximately one hour and can be accessed from the ASCIA site at: [anaphylaxis e-training: Victorian Schools](#)

Additionally every school is invited to nominate two staff members from each campus to undertake face-to-face training to skill them in providing competency checks to assess their colleagues' ability to use an auto-injector (e.g. EpiPen) and become School Anaphylaxis Supervisors.

Registration for the *Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC* can be accessed from the Asthma Foundation by phone 1300 314 806 or by visiting: www.asthma.org.au

Once your School Anaphylaxis Supervisors have completed their training your school can transition to the online model.

A School Anaphylaxis Supervisor Checklist has been developed to guide schools with the requirements of this role. Training agencies that have the *Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC* in their scope of practice are required to use this checklist to guide their training with Victorian schools.

Alternatively schools can opt to undertake fee-based face-to-face training in one of the accredited anaphylaxis training courses that meet the requirements of MO706:

- Course in First Aid Management of Anaphylaxis 22300VIC
- Course in Anaphylaxis Awareness 10313NAT.

To find registered training organisations that deliver anaphylaxis training, go to the Australian Government Department of Education and Training site at: www.training.gov.au

In summary, school staff must complete one of the following options to meet the anaphylaxis training requirements of MO706:

Option 1

All school staff - *ASCIA Anaphylaxis e-training for Victorian Schools* followed by a competency check by the School Anaphylaxis Supervisor. This course is provided by ASCIA, is free for all Victorian schools and valid for 2 years.

AND

2 staff per school or per campus (School Anaphylaxis Supervisor) - *Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC*. This course is provided by the Asthma Foundation, is free to government schools and is valid for 3 years.

Option 2

School staff (as determined by the principal) - *Course in First Aid Management of Anaphylaxis 22300 VIC (previously 22099VIC)*. This course is provided by an RTO that has this course in their scope of practice and is paid for by each school. The training is valid for 3 years.

Option 3

School staff (as determined by the principal) - *Course in Anaphylaxis Awareness 10313NAT*. This course is provided by any RTO that has this course in their scope of practice and is paid for by each school. The training is valid for 3 years.

Please note: First aid training does **NOT** meet the requirements of anaphylaxis training requirements under MO706.

Twice-yearly anaphylaxis briefing requirements

All schools with a child or young person at risk of an anaphylactic reaction are required to undertake twice yearly briefings on anaphylaxis management under MO706.

A presentation has been developed to help schools ensure they are complying with the legislation. The briefing presentation incorporates information on how to administer an EpiPen and it is expected all staff will practice with the EpiPen trainer devices provided to your school. As part of the briefing, school staff should familiarise themselves with the children and young people in the school at risk of an anaphylactic reaction and their Individual Anaphylaxis Management Plans.

Any person who has completed Anaphylaxis Management Training in the last 2 years can lead the briefing. If your school has decided to choose the online option, your

School Anaphylaxis Supervisor may be the most appropriate staff member for this role. A facilitation guide and speaking notes have also been developed, see: [Department resources](#) below

Definition

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. Common allergens include:

- eggs
- peanuts
- tree nuts such as cashews
- cow's milk
- fish and shellfish
- wheat
- soy
- sesame
- insect stings and bites
- medications.

Signs of mild to moderate allergic reaction include:

- swelling of the lips, face and eyes
- hives or welts
- tingly mouth
- abdominal pain and / or vomiting (signs of a severe allergic reaction to insects).

Signs of anaphylaxis (severe allergic reaction) include any **one** of the following:

- difficult / noisy breathing
- swelling of tongue
- swelling / tightness in throat
- difficulty talking and / or a hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- pale and floppy (young children)
- abdominal pain and / or vomiting (signs of a severe allergic reaction to insects).

Impact at school

An anaphylactic reaction can be traumatic for the student and others witnessing the reaction. In the event of an anaphylactic reaction, students and staff may benefit from post-incident counselling, provided, for example, by the school nurse, guidance officer, student welfare coordinator or school psychologist.

It is important to be aware that some students with anaphylaxis may not wish to be singled out or seen to be treated differently.

Strategies

This table describes how schools manage students with anaphylaxis.

Strategy	Description
School Anaphylaxis Policy	This is a school-based policy that is required to be developed under s 4.3.1(6) of the Act because the school has at least one enrolled student who has been diagnosed as being at risk of anaphylaxis.
Prevention Strategies	This policy describes the school's management of the risk of anaphylaxis. MO706 prescribes the matters which the policy must contain.
Prevention Strategies	Under MO706, a School's Policy must include prevention strategies used by the school to minimise the risk of an anaphylactic reaction.
Communication Plan	A plan developed by the school which provides information to all school staff, students and parents about anaphylaxis and the School's Anaphylaxis Management Policy.
Emergency Response	Procedures which each school develops for emergency response to anaphylactic reactions for all in-school and out-of-school activities.
Emergency Response	The procedures, which are included in the School's Anaphylaxis Management Policy, differ from the instructions listed on the ASCIA Action Plan of 'how to administer the Adrenaline Autoinjector'.
ASCIA Action Plans	An ASCIA Action Plan should be completed by the student's parents/guardians in consultation with the student's medical practitioner and a copy provided to the school.
ASCIA Action Plans	The plan must outline the student's known severe allergies and the emergency procedures to be taken in the event of an allergic reaction.
Individual Management Plans	An individual plan for each student at risk of anaphylaxis, developed in consultation with the student's parents. These plans include 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.

