



Anaphylaxis Policy

Purpose

To explain to Rosanna Golf Links 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. The policy aims to raise awareness about allergies and anaphylaxis in the school community and actively involve the parents/carers of each student at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for each student.

This policy also ensures that Rosanna Golf Links 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.
- all staff who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction.

Policy

School Statement

Rosanna Golf Links Primary School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

What is 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.



Anaphylaxis Policy

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 auto-injector for use in an emergency. These adrenaline auto-injectors are designed so that anyone can use them in an emergency.

Individual Anaphylaxis Management Plans

All students and staff at Rosanna Golf Links 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 a student anaphylaxis diagnosis, the principal of Rosanna Golf Links Primary School is responsible for developing a plan in consultation with the student's parents/carers. The principal is responsible that any staff with a diagnosed anaphylactic condition has supplied the school with an Anaphylaxis Management Plan.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Rosanna Golf Links Primary School and where possible, before the student's first day. Likewise, an Individual Anaphylaxis Management Plan should also be in place as soon as a new staff member with diagnosed anaphylaxis commences work at the school.

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 auto-injector for the student that has not expired;
- provide a reviewed ASCIA Action Plan annually;
- 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



Anaphylaxis Policy

- 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.

A staff member's Individual Anaphylaxis Management Plan will also be reviewed and updated annually.

Location of plans and adrenaline auto-injectors

All Individual Anaphylaxis Management Plans are stored with their ASCIA Action Plan for Anaphylaxis in the school First Aid Room, together with the student's adrenaline auto-injector. Each individual has a clearly labelled red pouch containing their auto-injectors and individual Anaphylaxis Management Plan and ASCA Action Plan for Anaphylaxis. A copy of the Anaphylaxis plan is also retained by the relevant classroom teacher and is also provided to specialist teachers

An Anaphylaxis Report detailing all students and staff with anaphylaxis at the school is compiled annually by the First Aid Coordinator and is updated following any enrolment or addition of a staff member with anaphylaxis. This report includes names, specific allergies, assigned class and a photo of each individual who has anaphylaxis. A copy of the Anaphylaxis Report is provided to all school staff, including the school canteen.

Risk Minimisation Strategies

The following risk minimisation strategies will be put in place to outline how the school provides information to all staff, students and parents/carers about anaphylaxis and the School's Anaphylaxis Management Policy and response:

Staff:

Staff will be taught the steps to be taken to respond to an anaphylactic reaction by a student in various environments including in a classroom, in the school yard, on school excursions/camps and on special event days conducted or organised by the school.

The First Aid Coordinator will collate all relevant medical documents for the classroom Medical Booklet, including a copy of each anaphylactic child's **Individual Anaphylaxis**



Anaphylaxis Policy

Management Plan and current **ASCIA Anaphylaxis Action Plan. Classroom and specialist teachers will need to be familiar with all of these documents.**

Training for all staff regarding procedures followed for management of individuals with anaphylaxis within the school environment and during external educational activities and camps is carried out annually by an accredited trainer and biannually by the Assistant Principal/First Aid Officer.

ASCIA Action plans will be displayed in the First Aid Room and originals kept in a folder in the office marked 'Anaphylaxis Action Plans.' Staff ASCIA Action Plans will also be displayed in the First Aid Room. Information and photographs of anaphylactic students and staff will also be supplied in the school yard duty bags and the Anaphylaxis Report displayed in all classrooms around the school.

The Principal or Assistant Principal will be responsible for briefing all new staff (including administration and office staff, canteen staff, sessional teachers, specialist teachers) of the above information and their role in responding to an anaphylactic reaction.

Ensure that Anaphylaxis kits are collected by the designated first aider for any incursion, excursion, camp off the school site or incursions that occur after hours, e.g., sleepover. This also includes special events conducted, organised or attended by the school (eg. class parties, elective subjects and work experience, cultural days, fetes, concerts, events at other schools, competitions or after-hours incursions).

Anaphylaxis kits are to be signed in and out of the first aid room and immediately returned upon return to school.

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.

Volunteers/CRT staff:

Volunteers and casual relief staff will be expected to make themselves familiar with the school Anaphylaxis Report, taking special notice of individuals who are regularly in their care. This booklet will identify any anaphylactic students or staff and the teacher's role in responding to a potential "Code Red" anaphylactic emergency. Student and Staff Individual Anaphylaxis Management Plans and their ASCIA Action plans will be displayed here. The Assistant Principal will be responsible for directing casual relief staff to read classroom medical booklets upon arrival at the school.

Parents/Carers:

In the circumstance that a severely anaphylactic student is enrolled in the school, the parent of the child will be given the option of sending a letter home to request that the parents of classmates do not bring specific allergen triggers to school.

Students:

Staff will be trained to recognise that peer understanding is an important element of support for those at risk of anaphylaxis. Classroom teachers can raise awareness in school by



Anaphylaxis Policy

discussing the topic with the students in their class and providing them with a few simple strategies:

1. Always take food allergies seriously - severe allergies are no joke.
2. Don't share your food with friends, particularly those who have food allergies.
3. Wash your hands after eating.
4. Know what your classmates are allergic to and notify a teacher if you have that food at school.
5. If a school friend becomes sick, get help immediately.
6. Be respectful of a school friend's adrenaline auto-injector.

STAFF TRAINING:

The School Principal/Assistant Principal will:

- provide information to all staff (including specialist staff, new staff, canteen staff and office staff) so they are aware of individuals who are at risk of anaphylaxis, the individual's allergies, the school's management strategies and first aid procedures
- ensure regular training for all staff regarding procedures followed for management of individuals with anaphylaxis within the school environment and during external educational activities and camps is carried out.
- ensure that all staff are trained by a qualified anaphylaxis educator annually and are briefed biannually by the First Aid Officer/Assistant Principal with regard to the procedures followed for management of individuals with anaphylaxis within the school environment and during external educational activities and camps

ensure there are sufficient trained staff present at any internal or external school activity.

School Staff will:

- undertake bi-annual training of the procedures followed for management of individuals with anaphylaxis within the school environment and during external educational activities and camps.
- train in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®. (This training will be conducted on an annual basis).
- ensure casual relief teachers are informed of specific allergens that cause individual's allergies. CRT information books will contain current information.

Adrenaline auto-injectors for general use

Rosanna Golf Links Primary School will maintain a supply of adrenaline auto-injectors 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 auto-injectors for general use will be stored at the First Aid room and labelled "general use".

Anaphylaxis Policy

The First Aid Coordinator is responsible for arranging the purchase of adrenaline auto-injectors for general use, and will consider:

- the number of students enrolled at Rosanna Golf Links Primary School at risk of anaphylaxis
- the accessibility of adrenaline auto-injectors supplied by parents
- the availability of a sufficient supply of auto-injectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline auto-injectors, and the need for general use adrenaline auto-injectors to be replaced when used or prior to expiry.

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.

A complete and up-to-date list of students and staff identified as being at risk of anaphylaxis is maintained by First Aid Coordinator and stored at First Aid Room. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students (and staff if applicable) at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline auto-injectors, where appropriate.

If an individual 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
2.	<ul style="list-style-type: none"> • Seek assistance from another staff member or reliable students to locate the student's adrenaline auto-injector or the school's general use auto-injector and the student's Individual Anaphylaxis Management Plan, stored at the First Aid Room. • If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow step 1 and then steps 3 – 6.
3.	<p>Administer an EpiPen or EpiPen Jr (if the student is under 20kg)</p> <ul style="list-style-type: none"> • Remove from plastic container • Form a fist around the EpiPen 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 10 seconds • Remove EpiPen • Note the time the EpiPen is administered



Anaphylaxis Policy

	<ul style="list-style-type: none">• Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration
4.	Call an ambulance (000)
5.	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 auto-injectors are available.
6.	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 step 1 and then step 3 – 6 as above.

Communication Plan

This policy will be available on Rosanna Golf Links Primary School's website so that parents and other members of the school community can easily access information about Rosanna Golf Links Primary School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Rosanna Golf Links 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, canteen staff and volunteers are aware of this policy and Rosanna Gold Link Primary School's procedures for anaphylaxis management. 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.

The principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

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, all canteen staff, admin staff, first aiders and any other member of school staff as required by the Principal based on a 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.

Rosanna Golf Links Primary School uses an accredited First Aid Provider for all staff training.

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 First Aid Coordinator. Each briefing will address:



Anaphylaxis Policy

- 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 auto-injector, including hands on practice with a trainer adrenaline auto-injector
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline auto-injectors that have been provided by parents or purchased by the school for general use.

When a new student enrolls at Rosanna Golf Links 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.

When a staff member with a diagnosed anaphylactic condition commences work at Rosanna Golf Links Primary School, the principal will ensure a ASCIA Individual Anaphylaxis Management Plan is provided to the school in a timely manner.

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.

A record of staff training courses and briefings will be maintained through Rosanna Golf Links Primary School's online Emergency Management Plan.

Resources

Policy and Advisory Library:

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

Review Cycle and Evaluation

This policy was last updated on 23.10.23 and is scheduled for review in October 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.