



Help for Non-English Speakers

If you need help to understand the information in this policy please contact Kalinda Primary School on (03) 9876 3289.

ANAPHYLAXIS MANAGEMENT POLICY

PURPOSE

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. It occurs when a person is exposed to an allergen (such as food or an insect bite). Although allergic reactions are common in children, severe life-threatening reactions are uncommon, and deaths are rare. However, anaphylaxis is potentially life threatening and always requires an emergency response. Kalinda Primary School (Kalinda PS) acknowledges that the management of a student at risk of anaphylaxis is a partnership between the College, the staff, the student, the student's parents and the student's doctor.

GUIDELINES

To explain to Kalinda PS 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 Kalinda PS is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

This policy is to:

- To provide a safe and healthy school environment that takes into consideration the needs of all students, including those who may suffer from anaphylaxis.
- To minimise risk of anaphylactic reaction by providing, as far as practicable, a safe, healthy environment in which students at risk of anaphylaxis can participate equally in all aspects of school life.
- To engage with parents/carers of students at risk of anaphylaxis in assessing risks, develop 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, including recognising and responding to an anaphylactic reaction and competently administering an EpiPen/Anapen.
- To comply with the Education and Training Reform Act 2006

This policy applies to:

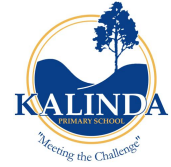
- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

POLICY

Kalinda Primary School Statement

Kalinda PS will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

All stakeholders need to be made aware that it is not possible to achieve a completely allergen-free environment in any facility that is open to the general community.



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

IMPLEMENTATION

Kalinda PS will manage anaphylaxis by:

- ensuring all students who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction have a current Individual Anaphylaxis Management Plan
- providing professional development for all staff
- identifying susceptible students and knowing their allergens
- informing the community about anaphylaxis
- ensuring food supplied by the canteen is labelled if it contains nuts, and making students aware of the food labelling processes
- requiring parents to provide an emergency management plan developed by a health professional and an EpiPen if necessary, both of which will be maintained in the general office for reference as required
- ensuring staff are provided with regular professional development on the identification and response to anaphylaxis and the proper use of an EpiPen.
- informing staff in charge of classes where allergens are most likely to exist
- as per management plan, ensuring EpiPens are taken on camps, excursions or any occasion away from the school environment.
- the school won't ban certain types of foods (eg: nuts) as it is not practicable to do so and is not a strategy recommended by the Department of Education or the Royal Children's Hospital.



INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

All students at Kalinda PS 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 Kalinda PS 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 Kalinda PS 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 auto-injector 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 adrenaline auto-injectors and plans

All students will have an auto injector pen (EpiPen Jr, EpiPens and AnaPens) stored in the First Aid room.

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in both the First Aid Room together with the student's adrenaline auto-injector and also in the following locations:

- classroom
- staffrooms
- teacher offices
- stadium
- classroom green folder

Adrenaline auto-injectors will be labelled with the student's name. A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis will also be stored in the Main Office.

EpiPen Jr, EpiPens and AnaPens will be securely stored in the First Aid room. They:

- will be clearly labelled with the student's name and details of their condition, dosage and emergency numbers and Anaphylaxis Management Plan
- will have expiry dates checked regularly
- will have back-up adrenaline auto-injector(s) as part of the school first aid kit(s).

The school will determine the number of backup adrenaline autoinjector devices as part of the first aid kit (s) for general use taking into account the number of diagnosed students attending the school and the likely availability of a backup device in various settings including school excursions and school camps. The school will regularly check the expiry date of the backup device (s)

Information about students with a diagnosed risk of anaphylaxis will be provided to all staff. All staff must know the emergency procedure in the event of an anaphylactic reaction.

Adrenaline auto-injectors for general use are available at the First Aid Room, Main Administrative Office and stadium. These adrenaline auto-injectors are labelled "general use".

Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Kalinda PS, we have put in place the following strategies:

- all staff will have regular Professional Development in accordance with DET guidelines
- casual replacement staff will be alerted to those students in the class with special medical needs including anaphylaxis. Copies of plans are to be stored either in the classroom, or in the class green folder
- strategies to reduce risk of exposure to anaphylactic triggers will regularly be discussed between students, staff and parents. Reminders will be posted in the school newsletter each term, and notices will be sent home as stated in the Individual Management plans
- staff will be continuously updated whenever a student's medical condition related to anaphylaxis changes or risks have been diagnosed
- the first aid coordinator will keep all information regarding students at risk up to date and annually review Anaphylaxis Management Plans
- the Principal will complete an annual Anaphylaxis Risk Management Checklist to monitor the school's compliance with their legal obligations and the Guidelines
- as an anaphylactic reaction can traumatise the student and others witnessing the reaction, the school will support students and staff affected through post incident counselling provided by support staff such as the school nurse, guidance officer, student welfare coordinator or school psychologist



- staff and students are regularly reminded to wash their hands after eating
- students are discouraged from sharing food
- rubbish bins at school are to remain covered with lids to reduce the risk of attracting insects
- gloves must be worn when picking up papers or rubbish in the playground
- school canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination
- year level groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays
- 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.

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

- the Canteen Coordinator will induct volunteers with information regarding students diagnosed with anaphylaxis and guidelines for food preparation
- staff will be made aware that:
 - eggs, peanuts, tree nuts such as cashews, cow's milk, fish and shellfish, wheat, soy, sesame, bee, wasp and insect stings as well as medications, may cause allergic reactions in children
 - products such as sunscreens, play-doh, latex and cooking oil may contain nut products and that eggs, nuts, fish and shellfish, wheat, sesame, soy and dairy products may cause allergic reactions in children
 - classroom teachers of those children diagnosed with a risk of anaphylaxis will be aware of the risks during cooking sessions and will provide alternative ingredients
 - lollies, chocolates and other sweets and confections should not be used as treats/rewards by staff including visitors to the school
 - students with anaphylaxis must not be allowed to share food or snacks at any time
 - all other students will be discouraged from sharing food
 - planning for special school events, excursions or camps should include consideration for the potential for anaphylactic reactions in diagnosed students
 - students diagnosed with anaphylaxis are not pick up rubbish in the yard
 - tongs will be used by all students
 - hand washing for all staff and students is encouraged, particularly in relation to eating food and cooking
 - egg cartons will not be used throughout the school.



The Principal of the school is responsible for ensuring that a communication plan is developed to provide information to all staff, students, volunteers and parents about anaphylaxis and the school's Anaphylaxis Management Policy.

Consultation will occur between students, parents and staff via a communication plan to inform of strategies to reduce the risk of exposure to anaphylactic triggers including:

- during classroom activities (including class rotations, specialist and elective classes)
- between classes and other breaks
- in canteens
- during recess and lunchtimes
- before and after school
- camps and excursions, or at special events conducted, organised or attended by the school (e.g. class parties, elective subjects and work experience, cultural days, fetes, concerts, events at other schools, competitions or incursions).

Adrenaline auto-injectors for general use

[**Note:** for guidance on the appropriate number of general use adrenaline auto-injectors at Kalinda PS refers to page 34 of the Department's [Anaphylaxis Guidelines](#)]

- general use EpiPen Jrs, EpiPens and AnaPens will be stored at the First Aid Room and be labelled 'general use'.

Kalinda PS 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.

The School Business Manager is responsible for arranging the purchase of adrenaline auto-injectors for general use, and will consider:

- the number of students enrolled at Kalinda PS 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
- the weight of the students at risk of anaphylaxis to determine the correct dosage of adrenaline auto-injectors 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.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by the Kalinda PS Nurse and stored at First Aid Room, Main Administrative Office and in the Junior and Senior School Administration Offices.

For camps, excursions and special events, a designated 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 auto-injectors, 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"> ▪ Remain with child and send two students to the first aid room, school office, Principal's office or staff room (or telephone – which ever will be quicker in the circumstances) to alert a staff member to bring the EpiPen Jr, EpiPen or AnaPen. ▪ Call for assistance from a nearby staff member and alert Principals ▪ Call 000 for a MICA (Mobile Intensive Care Ambulance) via mobile phone.
2.	<ul style="list-style-type: none"> ▪ A trained staff member should administer the EpiPen Jr, EpiPen, AnaPen following the procedures in the student's individual Anaphylaxis Management Plan and following guidance from the operators. ▪ In administrating the auto-injector, the trained staff member should: <ul style="list-style-type: none"> ○ Remove from plastic container ○ Form a fist around the EpiPen Jr, EpiPen, AnaPen 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 EpiPen Jr, EpiPen, AnaPen ○ Note the time the EpiPen Jr, EpiPen, AnaPen is administered ○ Retain the used EpiPen Jr, EpiPen, AnaPen to be handed to ambulance paramedics along with the time of administration <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ○ Administer an Anapen® 500, Anapen® 300, or Anapen® Jr ○ Pull off the black needle shield ○ 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 the red button so it clicks and hold for 10 seconds ○ Remove Anapen® ○ Note the time the Anapen® is administered ○ Retain the used Anapen® to be handed to the ambulance paramedics along with the time of administration <ul style="list-style-type: none"> ▪ Any other required first aid should also be administered. ▪ The trained staff member should remain with the child until the emergency ambulance arrives ▪ Additional staff members should be alerted to support the situation in relation to removing other children from the scene.
3.	<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 the student alone ▪ Seek assistance from another staff members ▪ If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5
4.	<p>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.</p>
5.	<p>Contact the student's emergency contacts.</p>



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.

[Note: If in doubt, it is better to use an adrenaline auto-injector than not use it, even if in hindsight the reaction is not anaphylaxis. **Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction.** Refer to page 41 of the [Anaphylaxis Guidelines](#)].

Communication

This policy will be communicated to our school community in the following ways:

- available publicly on the Kalinda PS website
- included in induction processes for relevant staff
- included in our staff handbook
- made available in hard copy from school administration upon request

This policy will be available on the Kalinda PS website so that parents and other members of the school community can easily access information about Kalinda PS's anaphylaxis management procedures.

Parents and carers of students who are enrolled at Kalinda PS and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

All staff, including casual relief teachers, ES, canteen staff and volunteers, will be made aware of this policy and students in their care at risk of anaphylaxis and their role in responding to an anaphylactic reaction of a student in their care.

This policy will be included in the Staff handbook, Pre-Service teacher handbook and CRT induction packs.

The Principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Kalinda PS's procedures for anaphylaxis management.

Casual relief staff 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:

- all staff employed by Kalinda PS

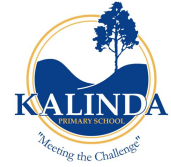
Under the Ministerial Order 706 all Kalinda PS staff must participate in Anaphylaxis Training:

- a twice-yearly anaphylaxis briefing, with the first to be held at the start of the school year

All Kalinda PS school staff must also participate in:

- 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.

Ministerial Order 706 has been amended to allow for a 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.



At Kalinda PS:

- two staff will undertake (face-to-face) the Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC to be trained to be School Anaphylaxis Supervisors and to skill them in providing competency checks to assess their colleagues' ability to use an auto-injector. This course is valid for 3 years
- all staff with a duty of care to students will undertake the ASCIA e-training course every two years in how to recognise and respond to an anaphylactic reaction including administering an adrenaline autoinjector (i.e. EpiPen) and have their competency in using an auto-injector tested in person within 30 days of completing the course
- staff will attend twice yearly briefings on anaphylaxis management (under MO706) if the school has a child at risk of anaphylactic reaction lead by a School Anaphylaxis Supervisor.
- The briefing will incorporate:
 - information on how to administer an EpiPen
 - practice with an EpiPen trainer device
 - familiarisation of the students at the school at risk of an anaphylactic reaction and their Management Plans and the school's Emergency
 - procedures in the event of an anaphylactic reaction.

Note: First Aid training does **NOT** meet the requirements of anaphylaxis training requirements Under MO706. When a new student enrolls at Kalinda Primary School who is at risk of anaphylaxis, the principal will develop an interim plan in consultation with the

Staff at Kalinda PS also use the following training course - ASCIA eTraining course VIC6

Note: for details about approved staff training modules, see page 13 of the [Anaphylaxis Guidelines](#)

The staff briefing on anaphylaxis management training required at least twice per year (with the first briefing to be held at the beginning of the school year) will be facilitated by a staff member who has successfully completed an anaphylaxis management course within the last two years.

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 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 Kalinda PS 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 on the Kalinda PS's U Drive and online through Emergency Management Plan and DET Emergency Management Portal.

The Principal will ensure that 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, and at special event days. The Principal will ensure there is a sufficient number of school staff present who have been trained in anaphylaxis management.



FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL):
 - Anaphylaxis
 - Allergy & Anaphylaxis Australia
- ASCIA Guidelines: Schooling and childcare
- Royal Children's Hospital: Allergy and immunology
- First Aid Policy
- Administration of Medication Policy
- Anaphylaxis Policy
- Diabetes Policy
- Epilepsy Policy
- Complex Medical Needs Policy
- Ambulance Policy
- Head Lice Policy
- Student Engagement and Wellbeing Policy
- Camps and Tours Policy
- Asthma Policy
- Excursions Policy Privacy Policy
- Emergency Management Policy
- <http://www.education.vic.gov.au/healthwellbeing/health/anaphylaxis>

EVALUATION

- This policy will be reviewed as part of the Kalinda PS's three-year review cycle and/or any DET changes to the Anaphylaxis Policy and/or Ministerial Orders.

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	March 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.