

Anaphylaxis Management Policy

1. Purpose

Firbank Grammar School (FGS) is committed to providing a safe learning environment for all our students who are at risk of Anaphylaxis. Our policy ensures compliance with the current Ministerial Order No.706 and the Department of Education and Training's Anaphylaxis Guidelines as amended by the Department from time to time (Guidelines).

The School recognises that it is impossible to guarantee a completely allergen free environment. It is our policy:

- 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 adopt the recommendations of the Guidelines where relevant to the School;
- To develop a Communication Plan to raise awareness about anaphylaxis and the School's anaphylaxis management policy in the staff, student and school community;
- To engage with parents/carers to develop and regularly review Individual Anaphylaxis Management Plans for affected students;
- To ensure risk minimisation strategies are implemented for all students at risk of anaphylaxis for all activities across the school, including consideration of the age and maturity of the students involved. At FGS risk management is supported through the use of Consent2Go;
- that in the event of an anaphylactic reaction, the school's first aid and emergency management response procedures and the student's Individual Anaphylaxis Management Plan must be followed;
- To commit to the purchase of 'backup' adrenaline auto-injector(s) as part of the school first aid kit(s), for general use
- To ensure that all staff are appropriately trained about allergies, anaphylaxis and the School's policies and procedures in responding to an anaphylactic reaction, including competently administering an EpiPen, in accordance with the Ministerial Order No. 706.
- To complete an Annual Anaphylaxis Risk Management Checklist.

2. Scope

This policy covers how we as a school manage students only at risk of anaphylaxis. This is for all 3 campuses, excluding ELC.

3. Relevant Legislation

- a. **Education and Training Reform Act 2006**, which specifies that a school must have an anaphylaxis management policy if it has enrolled a student in circumstances where the

school knows (or ought reasonably to know) that the student has been diagnosed as being at risk of anaphylaxis

- b. **Ministerial Order 706** - Anaphylaxis Management in Victorian Schools, which provides the regulatory framework for the management of anaphylaxis in all Victorian schools and prescribes what must be included in an anaphylaxis management policy as well as prescribing the training requirements for school staff working with students who are at risk of anaphylaxis.

The Guidelines include information on anaphylaxis including:

- legal obligations of schools in relation to anaphylaxis
- School Anaphylaxis Management Policy
- Staff training
- Individual Anaphylaxis Management Plans
- Risk minimisation and prevention strategies
- School management and emergency responses
- Adrenaline autoinjectors for general use
- Communication Plan
- Risk Management Checklist.

4. Definitions

- a. **Adrenaline Autoinjector** - An adrenaline autoinjector device, approved for use by the Commonwealth Government Therapeutic Goods Administration, which can be used to administer a single pre-measured dose of adrenaline to those experiencing a severe allergic reaction (anaphylaxis). There are 2 brands used in Australia; EpiPen® and Anapen®.
- b. **Anaphylactic Shock – The Hazard** - 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 and certain insect stings (particularly bee stings).
- c. **ASCIA** - Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand
- d. **ASCIA Action Plans for Anaphylaxis** - This plan is a nationally recognised action plan for anaphylaxis developed by ASCIA. These plans are device- specific; that is, they list the student's prescribed adrenaline autoinjector (EpiPen® or Anapen®) and must be completed by the student's medical practitioner.
- e. **Communication Plan** - A plan developed by Firbank Grammar which provides information to all school staff, students and parents about anaphylaxis and this policy. Refer to Appendix 3 - Communication Plan.

- f. **Individual Anaphylaxis Management Plan** - An individual plan for each student at risk of anaphylaxis, developed in consultation with the student's parents. The Individual Anaphylaxis Management Plan includes 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. The Individual Anaphylaxis Management Plan also importantly includes age-appropriate strategies to reduce the risk of an allergic reaction occurring. Refer to Appendix - Individual Anaphylaxis Management Plan.
- g. **School Anaphylaxis Supervisor** - The Anaphylaxis Supervisor is responsible for implementing the requirements of this policy, in conjunction with the Principal and other school staff. The Anaphylaxis Supervisor must ensure that responsibilities, training requirements and tasks relating to anaphylaxis as set out in the Anaphylaxis Supervisor Checklist are being met by the School.
- h. **Training Course - Anaphylaxis Management** - This means a course in anaphylaxis management training:
- that is accredited as a VET accredited course in accordance with Part 3 of the National Vocational Education and Training Regulator Act 2011 (Cth) that includes a competency check in the administration of an Adrenaline Autoinjector;
 - accredited under Chapter 4 of the Act by the Victorian Registration and Qualifications Authority that includes a competency check in the administration of an Adrenaline Autoinjector;
 - endorsed and delivered by a tertiary level specialist allergy service within a tertiary level academic teaching hospital that includes a competency check in the administration of an Adrenaline Autoinjector; or
 - Online Training Course - [ASCIA Anaphylaxis e-training for Victorian Schools](#).

5. Roles and Responsibilities

a. **The Principal must:**

- ensure that the School develops, implements and routinely reviews this policy in accordance with Ministerial Order No. 706 and the Guidelines;
- actively seek information to identify students with severe life-threatening allergies or those who have been diagnosed as being at risk of anaphylaxis, either at the time of enrolment or at the time of diagnosis (whichever is earlier);
- ensure that parents/carers provide an ASCIA Action Plan for Anaphylaxis annually which has been completed and signed by the student's medical practitioner and contains an up-to-date photograph of the student;

- ensure students' Individual Anaphylaxis Management Plan are appropriately communicated to all relevant staff;
- ensure that the canteen provider and all its employees can demonstrate satisfactory training in the area of food allergy and anaphylaxis and its implications for food-handling practices;
- ensure that parents/carers provide the School with an Adrenaline Autoinjector for their child that is not out of date and a replacement Adrenaline Autoinjector when requested to do so;
- ensure that an appropriate Communication Plan(s) is/are developed, as required;
- ensure there are procedures in place for providing information to school volunteers and casual relief staff about students who are at risk of anaphylaxis, and their role in responding to an anaphylactic reaction of a student in their care;
- ensure that relevant school staff have successfully completed an approved Anaphylaxis Management Training Course and that their accreditation is current;
- ensure that school staff who are appointed as Anaphylaxis Supervisor(s) are appropriately trained in conducting autoinjector competency checks and that their accreditation is current;
- ensure that all school staff are briefed at least twice a year by the Anaphylaxis Supervisor (or other appropriately trained member of the school staff);
- allocate time, such as during staff meetings, to discuss, practise and review this policy and related procedures and guidelines as necessary;
- encourage regular and ongoing communication between parents and school staff about the current status of the student's allergies, the School's policies and their implementation;
- ensure that the student's Individual Anaphylaxis Management Plan and Communication Plan are reviewed in consultation with parents;
 - annually at the beginning of each school year;
 - when the student's medical condition changes;
 - as soon as practicable after a student has an anaphylactic reaction at school; and
 - whenever a student is to participate in an off-site activity such as camps or excursions or at special events conducted, organised or attended by the School;
- ensure the Risk Management Checklist for anaphylaxis is completed and reviewed annually; and
- arrange to purchase and maintain an appropriate number of Adrenaline Autoinjectors for general use to be part of the School's first aid kit, stored with a copy of the general ASCIA Action Plan for Anaphylaxis (orange).

b. The Anaphylaxis Supervisor must:

- work with the Principal to develop, implement and regularly review this policy;
- obtain regular training in how to recognise and respond to an anaphylactic reaction, including

- administering an Adrenaline Autoinjector;
- verify the correct use of Adrenaline Autoinjector (trainer) devices by other school staff undertaking an Online Training Course through completion of the School Supervisors' Observation Checklist
 - provide access to the Adrenaline Autoinjector (trainer) device for practice by school staff;
 - send reminders to staff or information to new staff about anaphylaxis training requirements and liaise with the Principal to maintain records of training undertaken by staff at the school;
 - lead the twice-yearly anaphylaxis school briefing;
 - develop school-specific scenarios to be discussed at the twice-yearly briefing to familiarise staff with responding to an emergency situation requiring anaphylaxis treatment, for example
 - a bee sting occurs on school grounds and the allergic student is conscious; or
 - an allergic reaction where the student has collapsed on school grounds and the student is not conscious;
 - keep an up-to-date register of students at risk of anaphylaxis;
 - keep a register of Adrenaline Autoinjectors, including a record of when they are 'in' and 'out' from the central storage point. For instance, when they have been taken on excursions, camps etc;
 - work with the Principal, parents/carers and students to develop, implement and review each Individual Anaphylaxis Management Plan in accordance with this policy;
 - provide advice and guidance to school staff about anaphylaxis management in the School, and undertake regular risk identification and implement appropriate minimisation strategies;
 - to assist staff with First Aid kit configuration for any excursions organised by staff;
 - work with school staff to develop strategies to raise their own, students and school community awareness about severe allergies; and
 - provide or arrange post-incident support (e.g. counselling) to students and school staff, if appropriate.

c. School Staff must:

- know and understand the requirements of this policy;
- know the identity of students who are at risk of anaphylaxis, recognise their face and if possible, what their specific allergy is;
- understand the causes, symptoms, and treatment of anaphylaxis;
- obtain regular training in how to recognise and respond to an anaphylactic reaction, including administering an Adrenaline Autoinjector;
- know where to find a copy of each student's ASCIA Action Plan for Anaphylaxis quickly, and follow it in the event of an allergic reaction;

- know the School's general first aid and emergency response procedures, and understand their role in relation to responding to an anaphylactic reaction;
- know where students' adrenaline autoinjectors and the adrenaline autoinjectors for general use are kept;
- must notify the Health Centre as soon as possible if they have used an adrenaline autoinjector on a student;
- know and follow the risk minimisation strategies in the student's Individual Anaphylaxis Management Plan, and use the Risk module within Consent2Go to assist in risk management activities;
- plan ahead for special class activities (e.g. cooking, art and science classes), or special occasions (e.g. excursions, incursions, sport days, camp, cultural days, fetes and parties), either at the school, or away from the school;
- Ensure that first aid kits are taken on all excursions and are configured appropriately given the needs of the students attending, in consultation with the Anaphylaxis Supervisor. In addition, ensuring that each student with anaphylaxis is carrying their own personal adrenaline autoinjector device in addition to the First Aid Kit;
- For any excursion or event, the organising staff member is required to ensure that supervising staff are appropriately trained to manage students with anaphylaxis;
- For any excursions overnight, an event specific Communication Plan must be documented by the staff member on consultation with the students' parents;
- avoid the use of food treats in class or as rewards, as these may contain allergens;
- work with parents/carers to provide appropriate treats for students at risk of anaphylaxis, or appropriate food for their child if the food the school/class is providing may present an allergy risk;
- be aware of the possibility of hidden allergens in foods and of traces of allergens when using items such as egg or milk cartons in art or cooking classes;
- be aware of the risk of cross-contamination when preparing, handling and displaying food;
- make sure that tables and surfaces are wiped down regularly and that students wash their hands before and after handling food; and
- raise student awareness about allergies and anaphylaxis, and the importance of each student's role in fostering a school environment that is safe and supportive for their peers.

d. Parents/carers must:

- Inform the School in writing, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed as being at risk of anaphylaxis;
- obtain and provide the School with an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner that details:

- their condition;
 - any medications to be administered; and
 - any other relevant emergency procedures;
- immediately inform school staff of any changes to the student's medical condition or emergency contact information, and if necessary, obtain and provide an updated ASCIA Action Plan for Anaphylaxis. This is to be provided:
 - By updating Consent2Go, **and**
 - By emailing or calling directly the Health Centre 9591 5134 / healthcentre@firbank.vic.edu.au
- provide the School with an up to date photo for the student's ASCIA Action Plan for Anaphylaxis when the plan is reviewed;
- meet with and assist the Health Centre to develop the student's Individual Anaphylaxis Management Plan, including risk minimisation and management strategies;
- parents are required to provide the School with an Adrenaline Autoinjector, and any other medications, that are current and not expired:
 - At the junior campuses, anaphylaxis medication is to be kept in the classroom with the student at all times;
 - At the Senior School students are required to carry their anaphylaxis medications, on their person, at all times;
- replace the student's Adrenaline Autoinjector and any other medication as needed, before their expiry date or when used;
- assist school staff in planning and preparation for the student prior to camps, field trips, incursions, excursions or special events (e.g. class parties, cultural days, fetes or sport days);
- if requested by school staff, assist in identifying and/or providing alternative food options for the student when needed;
- inform school staff in writing of any changes to the student's emergency contact details; and
- participate in reviews of the student's Individual Anaphylaxis Management Plan

6. Related Policies and Procedures

- a. Asthma
- b. First Aid
- c. Medical Management
- d. Student Duty of Care
- e. Student Health Management

7. Feedback / Enquiries

The school community may provide feedback on this document by emailing: healthcentre@firbank.vic.edu.au or contacting your Head of campus

8. Approvals

- a. **Approved by:** Jenny Williams
- b. **Date:** September 2021
- c. **Next Review date:** September 2022

9. Appendix

- a. Useful resources:
 - i. ASCIA <https://www.allergy.org.au/>
 - ii. RCH
https://www.rch.org.au/allergy/advisory/Anaphylaxis_Support_Advisory_Line/
- b. Template for Individual Anaphylaxis Management Plans (separate documents) kept in Health Centre – OneDrive
- c. Communication Plan template
- d. Staff training – yearly training through APTS (Australian Pacific Training Solutions) at start of school year. Record of staff certificates kept through APTS website portal. HR and Health Centre shared document of all staff First Aid expiry dates.
- e. Framework for risk minimisation and prevention strategies
 - i. Risk Minimisation Strategies Firbank Grammar may also employ some or all of the following risk minimisation strategies that are designed to identify allergens, prevent exposure to them and enhance our response in case of an anaphylactic reaction. Staff should determine which strategies are appropriate after consideration of factors such as the:
 - age of the student at risk;
 - facilities and activities available at the school;
 - likelihood of that student’s exposure to the relevant allergen/s whilst at school; and
 - general school environment.Staff should also consult the Risk Minimisation Strategies for schools included in the Anaphylaxis Guidelines for Victorian Schools ([Anaphylaxis: Policy | education.vic.gov.au](https://www.education.vic.gov.au)). This framework is supported by the use of Consent2Go for all excursions / incursions / events across the school.
- f. Annual Anaphylaxis Risk Management Checklist
- g. Firbank Grammar has a schedule of locations of Adrenaline autoinjectors for general use, over all 3 campuses. This list is maintained by the Health Centre Manager including expiry

dates and updated on an as needs basis. Locations of the EpiPen's listed above are noted on the school maps. Any changes to these locations are to be notified by the School Nurse/Health centre manager:

- i. To the Facilities and Grounds Manager who will ensure the maps are updated accordingly.
 - ii. To all staff via email.
- h. Bake sale checklist / information
- i. Email/Invitation to families via Consent2Go when food activities are involved at school