



## Briar Hill Primary School POLICY

**Policy Number:**

**Title: Anaphylaxis Policy**

**PREPARED BY: Policy Sub Committee**

**APPROVED BY SCHOOL COUNCIL: September 2020**

**This Policy needs to be read in conjunction with the Distribution of Medication Policy.**

### **PURPOSE**

To explain to Briar Hill 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. This policy also ensures that Briar Hill 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.

### **POLICY**

#### **School Statement**

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

#### **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. We have students enrolled who are anaphylactic.

#### **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.



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*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 at Briar Hill 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 an anaphylaxis diagnosis, the principal of Briar Hill Primary School 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 Briar Hill Primary School 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 a current adrenaline auto injector for the student to use at school that has not expired (*this will be kept securely in the black cupboard in the main office. If possible families will provide an additional auto injector, which will be placed in a well labeled place in the classroom. All staff will be shown these locations*)
- 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 or at special events conducted, organised or attended by the School (class parties, elective subjects, cultural days, fairs, incursions).
- 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.



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### Location of plans and adrenaline auto injectors

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at the First Aid office, together with the student's adrenaline auto injector. Adrenaline auto injectors must be labelled with the student's name.

### Risk Minimisation Strategies

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

- staff and students are regularly reminded to wash their hands after eating;
- students are discouraged from sharing food
- garbage 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 groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays
- a general use EpiPen will be stored at the school canteen, office and in the yard duty bag for ease of access.
- 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.

### Adrenaline auto injectors for general use

- Our School also has one generic up to date adrenaline auto injector to use as a backup to those supplied by parents to take on camps and to have in the office in case of an emergency.  
*This is also kept in the black cupboard and clearly labelled. This will be replaced once it has expired.*
- Teachers of students with an action plan will discuss with the class many of the prevention strategies listed in Appendix 1, e.g. not sharing food, washing hands etc.
- When arranging any special events where food may be shared, teachers will talk to relevant families, requesting separate food be provided. Staff supervising such activities will monitor the food intake of the students, especially in the P-2 area.
- When arranging camps or excursion where food is provided, relevant staff will contact the camp excursion provider to inform them of the students' needs to ensure that adjustments are made (refer to Camp Policy).
- All teachers during yard duty have a first aid bum bag which has student photos attached. All students registered as having a serious condition including Anaphylaxis, Asthma and custody concerns are included and if either they are new to the school or there is a new staff members, student visit classrooms so that everyone gets to know them. The photos are placed onto colour coded cardboard so that it is easy to identify their concern i.e. anaphylaxis is red, asthma is yellow and custody is green.
- All staff associated with anaphylactic students will be made aware of the student's condition and requirements. Staff will be trained every 2 years by an authorised trainer, including instructions in relation to using the EpiPen and Anapen. A refresher course in anaphylaxes training/ management will be updated regularly and as a minimum be revisited at the beginning of each school year.
- A copy of this policy will be included in the CRT folder so as to inform CRTs.
- Items sold in the School Canteen will be compatible with the Anaphylaxis Policy.

The principal is responsible for arranging the purchase of adrenaline auto injectors for general use, and will consider:

- the number of students enrolled at Briar Hill 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.

- Briar Hill Primary School has a complete and up to date list of students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction.
- All students are registered on the Record of student medical conditions and management form.
- A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by the school nurse and stored at the First Aid room.
- 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"> <li>• Lay the person flat</li> <li>• Do not allow them to stand or walk</li> <li>• If breathing is difficult, allow them to sit</li> <li>• Be calm and reassuring</li> <li>• Do not leave them alone</li> <li>• Seek assistance from another staff member or reliable student 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 office if the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5</li> </ul>
2.	Administer an Epipen or Epipen Jr (if the student is under 20kg) <ul style="list-style-type: none"> <li>• Remove from plastic container</li> <li>• Form a fist around the Epipen and pull off the blue safety release (cap)</li> <li>• Place orange end against the student's outer mid-thigh (with or without clothing)</li> <li>• Push down hard until a click is heard or felt and hold in place for 3 seconds</li> <li>• Remove Epipen</li> <li>• Note the time the Epipen is administered</li> <li>• Retain the used Epipen to be handed to ambulance paramedics along with the time of administration</li> </ul>
3.	Call an ambulance (000)
4.	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.
5.	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 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 frequently asked questions — Anaphylaxis.***

### **Communication Plan**

This policy will be available on Briar Hill Primary School's website so that parents and other members of the school community can easily access information about Briar Hill Primary School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Briar Hill 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 Briar Hill 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.
- Awareness of students with anaphylaxis throughout the school is vital. Information regarding student's individual responses and treatment along with their photo, will be prominently placed in all classroom attendance rolls, the staffroom, specialist areas, the first aid room, canteen, Out of Hours Program, in the CRT Information Handbook and the Yard Duty bags. This will include EpiPen® administration directions and a copy of the individual student's Action Plan.
- All staff will be briefed once each semester 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 (epi-pen)
  - the school's first aid and emergency response procedures

### **Staff training**

The principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

- Teachers and other school staff who conduct classes which students at risk of anaphylaxis attend, or give instruction to students at risk of anaphylaxis must have up to date training in an anaphylaxis management training course.
- 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.



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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.

Briar Hill Primary School uses the following online training course Australian Society of Clinical Immunology and Allergy (with 22303VIC, or 22300VIC or 10313NAT).

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 principal or School Anaphylaxis Supervisor. 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

When a new student enrolls at Briar Hill 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.

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.

### EVALUATION

This Policy will be reviewed biannually or more often if necessary due to changes in regulations or circumstances.

<b>Date implemented</b>	08/2020	<b>Responsible for review</b>	School Council
<b>Approved by</b>	BHPS School Council	<b>Approval Authority (Signature &amp; Date)</b>	
<b>Review date</b>	2022	<b>Date reviewed</b>	

### RELATED POLICIES AND RESOURCES

Policy and Advisory Library: [Anaphylaxis](#)

Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)

ASCIA Guidelines: [Schooling and childcare](#)

Royal Children's Hospital: [Allergy and immunology](#)