



**EYNESBURY**  
**PRIMARY SCHOOL**

# **Anaphylaxis Policy**

2023



# ANAPHYLAXIS POLICY

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## PURPOSE

To explain to Eynesbury 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 Eynesbury 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

Eynesbury 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 medications.

### 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 autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

### **Individual Anaphylaxis Management Plans**

All students at Eynesbury 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 Eynesbury 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 Eynesbury 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 the school with a current adrenaline autoinjector 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 plans and adrenaline autoinjectors**

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at the Sick Bay. Whilst some students keep their adrenaline autoinjector with them in their classroom, medication for those that do not will be stored and labelled with their name at the Sick Bay, together with adrenaline autoinjectors for general use.

## Risk Minimisation Strategies

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

### Classrooms

- A copy of the student's Individual Anaphylaxis Management Plan is kept in the relevant child's classroom.
- Liaison with parents about food-related activities well ahead of time.
- Employment of non-food 'treats'
- Planning for cooking, food technology, science and art classes to take into account student allergies
- Ensuring all cooking utensils, preparation dishes, plates, and knives and forks etc are washed and cleaned thoroughly after preparation of food and cooking.
- Liaising with parents prior to participation in food technology classes for students with allergies
- Regular discussions with students about the importance of washing hands, eating their own food and not sharing food.
- The names of any students at risk of anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and adrenaline autoinjector, the school's Anaphylaxis Management Policy, and each individual person's responsibility in managing an incident included in Visitor and Volunteer induction processes

### The Canteen

- Canteen staff demonstrate satisfactory training in food allergen management and its implications for food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc.
- Canteen staff, including volunteers, are briefed about students at risk of anaphylaxis and, where the principal determines in accordance with clause 12.1.2 of the Order, these individuals have up to date training in an anaphylaxis management training course as soon as practical after a student enrolls.
- Copies of students' ASCIA Action Plan for Anaphylaxis are displayed in the canteen as a reminder to canteen staff and volunteers.
- Providing a range of healthy meals/products that exclude peanut or other nut products in the ingredient list or a 'may contain...' statement.
- Adopting a 'no-sharing' with the students with food allergies approach
- Awareness of cross contamination and the use of clean utensils at each stage of food preparation

### Yard

- Ensuring all staff are trained in the use of an EpiPen
- Ensuring staff are aware of the location of students' Anaphylaxis Management Plan and have direct communication with the school administration office
- Carrying an adrenaline autoinjector in the school's yard duty bag.
- Ensuring yard duty bags carry emergency cards and yard duty teachers have direct phone access to the school administration office
- Ensuring Yard duty staff are able to identify, by face, those students at risk of anaphylaxis.
- Maintenance of lawns and clover
- Keeping outdoor bins covered.

### Special events (e.g., sporting events, incursions, class parties, etc.)

- Ensuring all staff are trained in the use of an EpiPen/auto-injector
- Avoiding the use of food in activities or games, including as rewards.
- Consulting parents in advance of special events involving food to either develop an alternative food menu or request the parents to send a meal for the student.

- Informing parents/carers in advance about foods that may cause allergic reactions in students at risk of anaphylaxis and request that they avoid providing students with treats whilst they are at school or at a special school event.

#### **Field trips/excursions/sporting events**

- Ensuring school staff supervising a special event are trained in the administration of an adrenaline autoinjector and are able to respond quickly to an anaphylactic reaction if required.
- Ensuring a school staff member or team of school staff trained in the recognition of anaphylaxis and the administration of the adrenaline autoinjector accompany any student at risk of anaphylaxis on field trips or excursions.
- Ensuring the adrenaline autoinjector and a copy of the individual ASCIA Action Plan for Anaphylaxis for each student at risk of anaphylaxis is carried by teachers on field trips and excursions
- The undertaking of a risk assessment should be for each individual student attending a field trip or excursion who is at risk of anaphylaxis.
- Ensuring all school staff members present during the field trip or excursion are aware of the identity of any students attending who are at risk of anaphylaxis and are able to identify them by face.
- Providing parents with the option to accompany their child on field trips and/or excursions.
- Consultation with the student's parents and medical practitioner (if necessary) to review the student's Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the particular excursion activity.
- In the event that a field trip, excursion or special event is being held at another school, that school will be notified ahead of time that a student at risk of anaphylaxis will be attending, and appropriate risk minimisation strategies are discussed ahead of time so that the roles and responsibilities of the host and visiting school are clear.
- Ensuring that students at risk of anaphylaxis should take their own adrenaline autoinjector with them to events being held at other schools.

#### **Camps and remote settings**

- Prior to engaging a camp owner/operator's services, we will make enquiries as to whether the operator can provide food that is safe for anaphylactic students. If a camp owner/operator cannot provide this confirmation in writing to the school, then we will consider using an alternative service provider.
- Ensuring the camp cook is able to demonstrate satisfactory training in food allergen management and its implications for food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc.
- Conducting a risk assessment and developing a risk management strategy for students at risk of anaphylaxis while they are on camp in consultation with parents of students at risk of anaphylaxis and camp owners/operators prior to the camp's commencement.
- Consulting with students at risk of anaphylaxis and the camp owner/operator to ensure that appropriate procedures are in place to manage an anaphylactic reaction should it occur. If these procedures are deemed to be inadequate, further discussions, planning and implementation will be undertaken in order for the school to adequately discharge its non-delegable duty of care.
- Avoiding the use of substances containing known allergens
- Discouraging camp settings from stocking peanut or tree nut products, including nut spreads.
- Products that 'may contain' traces of nuts may be served, but not to students who are known to be allergic to nuts.
- If eggs are to be used, ensuring there is a suitable alternative provided for any student known to be allergic to eggs.

- Reviewing the students’ Individual Anaphylaxis Plan prior to the camp taking place to ensure that it is up to date and relevant to the circumstances of the particular camp.
- The student’s adrenaline autoinjector, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis and a mobile phone will be taken on camp.
- All staff attending camp will familiarise themselves with the students’ Individual Anaphylaxis Management Plans AND plan emergency response procedures for anaphylaxis prior to camp and be clear about their roles and responsibilities in the event of an anaphylactic reaction.
- Ensuring contact details of emergency services are distributed to all school staff as part of the emergency response procedures developed for the camp.
- Carrying an adrenaline autoinjector for general use on school camp as a back-up device in the event of an emergency.
- Ensuring each student’s adrenaline autoinjector remains close to the student and school staff are aware of its location at all times.
- Students with allergies to insects must always wear closed shoes and long-sleeved garments when outdoors and will be encouraged to stay away from water or flowering plants.

### Adrenaline autoinjectors for general use

Eynesbury Primary School will maintain a supply of adrenaline autoinjectors 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 autoinjectors for general use will be stored at the Sick Bay and labelled “general use”.

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

- the number of students enrolled at Example School at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors 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 identified as being at risk of anaphylaxis is maintained by the School Nurse and is stored at the Sick Bay. 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 autoinjectors, 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 autoinjector or the school’s general use autoinjector, and the student’s Individual Anaphylaxis Management Plan, stored at the Sick Bay</li> </ul>

	<ul style="list-style-type: none"> <li>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.	<p>Administer an EpiPen or EpiPen Jr (if the student is under 20kg)</p> <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 autoinjectors 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.

### Communication Plan

This policy will be available on Eynesbury Primary School's website so that parents and other members of the school community can easily access information about Eynesbury Primary School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Eynesbury 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 Eynesbury Primary School's procedures for anaphylaxis management. This policy will be included in volunteer/CRT induction packs.

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.

Eynesbury Primary School uses the ASCIA eTraining course, 22303VIC delivered by DET.

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

When a new student enrolls at Eynesbury 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.

## FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
  - [Anaphylaxis](#)
  - [Anaphylaxis management in schools](#)
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children’s Hospital:
- Health Care Needs Policy

## REVIEW CYCLE AND EVALUATION

Policy last reviewed	9/2/2023
Approved by	Principal
Next scheduled review date	1/3/2024

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.

**Date:** 9/02/23

**Date for review:** 1/03/24