Rationale

School Anaphylaxis Management Policy: Ministerial Order 706. Under Ministerial Order 706 any school that has enrolled a student/s at risk of anaphylaxis must by law have a School Anaphylaxis Management Policy in place.

The Guidelines for Managing Anaphylaxis in all Victorian Schools are designed to support schools in developing and implementing a best practice School Anaphylaxis Management Policy.

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 (cashews), cow’s milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to those triggers. Partnership between the school and parents / carers is important in ensuring that certain foods or items are kept away from the student while at school.

Adrenaline administered through an Epipen or its equivalent to the muscle of the outer thigh is the most effective First Aid treatment of anaphylaxis.

Aim

Park Ridge Primary School will comply with the requirements of Ministerial Order 706 and any guidelines related to anaphylaxis management in school as published by the DET from time to time. We will aim 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 schooling
• raise awareness about anaphylaxis and the school’s anaphylaxis management plan in the school community
• engage with parents / carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student
• ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school’s policy and procedures in responding to an anaphylactic reaction.

Implementation

Individual Anaphylaxis Management Plans
The Principal will ensure that an Individual Anaphylaxis Management Plan is developed, in consultation with the student’s parents / carers, for any student who has been diagnosed by a Medical Practitioner as being at risk of anaphylaxis.

The Individual Anaphylaxis Management Plan will be in place as soon as practicable after the student enrols, and where possible, before their first day of school.

The Individual Anaphylaxis Management Plan will set out the following:

• information about the student’s medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has (based on a written diagnosis from a Medical Practitioner)
• strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of School Staff, for in-school and out-of-school settings including in the school yard, camps and excursions, or at special events conducted, organised or attended by the School
• the name of the person(s) responsible for implementing the strategies
• information on where the student's medication will be stored
• the student's emergency contact details, and
• an Australian Society of Clinical Immunology and Allergy (ASCIA) Action Plan.

School Staff will then implement and monitor the student's Individual Anaphylaxis Management Plan.

The student's Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student’s parents / carers in all of the following circumstances:
• annually
• if the student's medical condition, as it relates to allergy and the potential for anaphylactic reaction, changes
• as soon as practicable after the student has an anaphylactic reaction at School
• when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the School (e.g. class parties, elective subjects, cultural days, fetes, incursions).

It is the responsibility of the parents / carers to:
• provide the ASCIA Action Plan
• inform the School in writing of their child’s medical condition, as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan
• provide an up to date photo for the ASCIA Action Plan when that Plan is provided to the School and when it is reviewed
• provide the School with an Adrenaline Auto-injector that is current and not expired for their child.

Prevention Strategies
Within the classroom the School will ensure that:
• A copy of the student's Individual Anaphylaxis Management Plan is easily accessible in the classroom and that the location of the Adrenaline Auto-injector is known and easily accessible
• There is liaison with parents / carers about food-related activities ahead of time
• If food treats are used in class, it is recommended that parents / carers of students with food allergy provide a treat box with alternative treats. Treat boxes should be clearly labelled and only handled by the student
• Food from outside sources is not given to a student who is at risk of anaphylaxis
• Products labelled 'may contain traces of nuts' or 'may contain milk or egg' may not be served to students with these allergies
• There is an awareness of the possibility of hidden allergens in food and other substances used in cooking, food technology, science and art classes
• Regular discussions are held with students about the importance of washing hands, eating their own food and not sharing food
• A designated staff member should inform casual relief teachers, specialist teachers and volunteers of the names of any students at risk of anaphylaxis, the location of each student’s Individual Anaphylaxis Management Plan and Adrenaline Auto-injector, the School's Anaphylaxis Management Policy, and each individual person’s responsibility in managing an incident, e.g. seeking a trained staff member.
At the canteen
• Canteen staff (whether internal or external) should be able to demonstrate satisfactory training in food allergen management and its implications on food-handling practices, including knowledge of the major food allergens triggering anaphylaxis and cross-contamination issues specific to food
• Canteen staff, including volunteers, will be briefed about students at risk of anaphylaxis and, where the Principal determines in accordance with clause 12.1.2 of the Order, have up to date training in an Anaphylaxis Management Training Course as soon as practical after a student enrols
• The student’s name and a current photo will be displayed in the canteen as a reminder to School Staff
• Canteens should provide a range of healthy meals/products that exclude peanut or other nut products in the ingredient list or a ‘may contain...’ statement
• Tables and work surfaces are wiped down with warm soapy water regularly and utensils are to be cleaned to remove any allergens
• Compliance with this policy shall be a mandatory requirement for any contract between the school and a third party provider of canteen services.

Within the playground
• The Adrenaline Auto-injector and each student’s Individual Anaphylaxis Management Plan will be easily accessible from the yard, and staff will be aware of their exact location
• All staff should be able to recognise the students at risk of anaphylaxis. To assist, the photographs of all students at risk will be placed in the yard duty bags
• In the event of an incident, the yard duty teacher will seek assistance by forwarding the red anaphylaxis card to the first aid room whereupon the first aider on duty will collect the relevant Anaphylaxis kit from the office and implement the “Action” directives of the Anaphylaxis Plan
• Grassed areas will be kept at manageable lengths through regular mowing.

Special events – Excursions, Sport and Camps
• Staff attending these special events should be trained in the use of the Adrenaline Auto-injector in order to respond quickly if and when required
• Where meals are provided, School Staff should consult parents / carers in advance to either develop an alternative food menu or request the parents / carers to send a meal for the student
• Parents / carers of other students should be informed 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
• A red bag on which can be found a photograph of the student and containing the student’s emergency management plan, their Adrenaline Auto-injector and any other relevant items will be in the possession of a trained supervising adult who will accompany the student and be in their close proximity at all times during the course of any special event
• For each excursion, event, etc a risk assessment should be undertaken for each individual student attending who is at risk of anaphylaxis. The risks may vary according to the number of anaphylactic students attending, the nature of the excursion/sporting event, size of venue, distance from medical assistance, the structure of excursion and corresponding staff-student ratio
• All School Staff members present during the field trip or excursion need to be aware of the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face
• Prior to engaging a camp owner / operator’s services the School should make enquiries as to whether it can provide food that is safe for anaphylactic students. If a
camp owner / operator cannot provide this confirmation to the School, then the School should consider using an alternative service provider

- The camp cook and / or those in charge of the kitchen and catering facilities should be able to demonstrate satisfactory training in food allergen management and its implications on food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc.

School Management and Emergency Response
Students at Risk
A list of students at risk of Anaphylaxis will be produced at the beginning of each school year and distributed to all school staff. This information will also be included in the school’s Emergency Management Plan and updated each time new information is presented to the school.

Individual management plans will be located in
- The Administration Office
- The First Aid room
- Each affected student’s classroom office
- The offices of the Gymnasium and Wentworth Buildings
- In the red bags that contain individual EpiPens that accompany students to special events

The Adrenaline Auto-injectors
When not required for special events, the individual Adrenaline Auto-injectors will be housed in their red bags in an easily accessible and well known place in the Office.

Adrenaline Auto-injectors for General Use
- The Principal will purchase Adrenaline Auto-injector(s) for General Use (purchased by the School) and as a back up to those supplied by parents / carers
- The Principal will determine the number of additional Adrenaline Auto-injector(s) required. In doing so, the Principal will take into account the following relevant considerations:
  - the number of students enrolled at the School who have been diagnosed as being at risk of anaphylaxis
  - the accessibility of Adrenaline Auto-injectors that have been provided by parents / carers of students who have been diagnosed as being at risk of anaphylaxis
  - the availability and sufficient supply of Adrenaline Auto-injectors for General Use in specified locations at the School, including in the school yard, and at excursions, camps and special events conducted or organised by the School
  - the Adrenaline Auto-injectors for General Use have a limited life, usually expiring within 6-12 months, and will need to be replaced at the School’s expense, either at the time of use or expiry, whichever is first.

Anaphylaxis Communication Plan
It is the responsibility of the Principal of the School to ensure that relevant School Staff are:
- trained
- briefed at least twice per calendar year
- The school will develop and display in all rooms a “Response To Anaphylaxis” poster that details the “Symptoms” and “Actions” displayed on a current ASCIA Management Plan. This plan will form part of the Casual Relief Teacher (CRT) Manual that is distributed to all CRTs and will also be part of the pre-event briefing that takes place before all school events for participating parents / carers and volunteers.
Staff Training

The following School Staff will be appropriately trained:

- School Staff who conduct classes in which students with a medical condition that relates to allergy and the potential for anaphylactic reaction attend
- Any further School Staff that are determined by the Principal.

The identified School Staff will undertake the following training:

- An Anaphylaxis Management Training Course in the three years prior
- Participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) on the first day of the academic year on:
  - the School’s Anaphylaxis Management Policy
  - the causes, symptoms and treatment of anaphylaxis
  - the identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, and where their medication is located
  - how to use an Adrenaline Auto-injector, including hands on practise with a trainer Adrenaline Auto-injector device
  - the School’s general first aid and emergency response procedures
  - the location of, and access to, Adrenaline Auto-injector that have been provided by parents / carers or purchased by the School for general use.
- The briefing must be conducted by a member of School Staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months
- In the event that the relevant training and briefing has not occurred, the Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the parents / carers of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction
- Training will be provided to relevant School Staff as soon as practicable after the student enrolls, and preferably before the student’s first day at School
- The Principal will ensure that while the student is under the care or supervision of the School, including excursions, yard duty, camps and special event days, there is a sufficient number of School Staff present who have successfully completed an Anaphylaxis Management Training Course in the three years prior.

Annual Risk Management Checklist

The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Training to monitor compliance with their obligations (see Appendix 1).

Evaluation

This policy will be reviewed as part of the school’s annual internal controls in February of each school year.

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