



# ANAPHYLAXIS MANAGEMENT POLICY

AT COBRAM SECONDARY COLLEGE

*The school of choice for the Cobram Community*

## **STATEMENT OF COMMITMENT**

Cobram Secondary College believes every student deserves a safe and positive learning experience where they are engaged and supported to reach their full potential.

The College adheres to the principles of Australian democracy and takes into account the diversity of all children and makes reasonable efforts to accommodate them. This includes (but is not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, children who identify as lesbian, gay, bisexual, transgender, intersex and questioning (LGBTIQ+) individuals, and children who are vulnerable.

The College is committed to creating a child safe environment protecting children from all forms of abuse and neglect.



### **Help for non-English speakers**

If you need help to understand the information in this policy please contact Cobram Secondary College, 5871 1700.

## **PURPOSE**

To explain to Cobram Secondary College 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 Cobram Secondary College 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.

### **School Statement**

Cobram Secondary College 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.

### *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.

## **Individual Anaphylaxis Management Plans**

All students at Cobram Secondary College 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 Cobram Secondary College 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 Cobram Secondary College 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 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 General Office and pinned on Compass. Whilst some students keep their adrenaline auto injector on their person, medication for those that do not will be stored and labelled with their name at the General Office. Adrenaline auto injectors for general use are kept in the General Office, Wellbeing Office, C Wing (Humanities) Office, W Wing Office & LRC.

#### **Risk Minimisation Strategies**

During classroom activities (including class rotations, specialist and elective classes):

- use non-food treats where possible and treats for other students should not contain the substance to which the student is allergic
- never give food from outside sources to a student who is at risk of anaphylaxis
- Daily organiser should inform casual relief teachers of students at risk of anaphylaxis, preventative strategies in place and the emergency procedures
- Teachers will alert casual relief teachers of students at risk of anaphylaxis through the 'teacher note' section on Compass

Before and after school, between classes, during recess and lunchtimes:

- all staff be informed of anaphylactic students (including photo) and cause of allergy
- staff will be trained in the administration of an EpiPen
- staff be informed of designated anaphylactic storage area
- staff on yard duty via their red card to notify general office of an anaphylactic reaction in the yard

In canteen:

- canteen staff will be briefed about students at risk of anaphylaxis, preventative strategies in place the anaphylactic students (including photo) and cause of allergy
- canteen staff and volunteers will be wary of contamination of other foods when preparing, handling or displaying food
- make sure that surfaces are wiped down regularly
- refer to the 'food safety in schools' processes

<http://www.education.vic.gov.au/school/principals/management/pages/canteensafety.aspx>

Special events such as incursions, sports, cultural days, fetes or class parties, excursions and camps:

- in school staff must know where the EpiPen is located and how to access it if required
- the student's EpiPen, ASCIA Action Plan and a mobile phone must be taken on all trips/excursions/camps
- a staff member trained in the recognition of anaphylaxis and the administration of the EpiPen must accompany the student on trips or excursions. All staff present during the trip or excursion needs to be aware of the anaphylactic student
- camps must be advised in advance of any students with food allergies
- staff on a camp or excursion must develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction
- on camp the EpiPen should remain close to the student and staff must be aware of its location at all times
- A school purchased back up EpiPen should be carried in the school first aid kit.

### **Adrenaline auto injectors for general use**

Cobram Secondary College 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.

Adrenaline auto injectors for general use will be stored at the General Office, Wellbeing Office, C Wing (Humanities) Office, W Wing Office & LRC and labelled "general use".

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

- the number of students enrolled at Cobram Secondary College 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.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by administration staff, First Aid register and stored at the General Office. At the beginning of every semester each staff member is emailed an updated confidential medical information (with photographs) package. 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:

<b>Step</b>	<b>Action</b>
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></ul>

	<ul style="list-style-type: none"> <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 General Office.</li> <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</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 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.

### Communication Plan

This policy will be available on Cobram Secondary College's website so that parents and other members of the school community can easily access information about Cobram Secondary College's anaphylaxis management procedures. The parents and carers of students who are enrolled at Cobram Secondary College and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy. All staff, casual replacement teachers and casual canteen workers will be provided with a confidential document containing a photo and description of what causes anaphylactic reactions for each student at the beginning of each semester. Dianne Ferguson – Assistant Principal will be responsible for the communication plan to staff, the Daily Organiser will be responsible for the communication plan for casual replacement teachers and Adrian Zonneveldt – Business Manager will be responsible for the communication plan for casual canteen workers.

At the beginning of each semester all staff will be briefed on each student's ACSIA Action Plan and notified where these and the EpiPens are located.

Parents of students with anaphylaxis will meet with the Year Level Leader to create the Individual Anaphylaxis Management Plan upon enrolment; at the beginning of each year; or if there have been changes in the student's condition.

The principal is 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.

Cobram Secondary College uses Allens Training course 22578VIC.

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.

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 Cobram Secondary College 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 through the school's online Emergency Management Plan, staff meeting minutes, on the staff training database and in the HR file.

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**

- The Department's Policy and Advisory Library (PAL):
  - [Anaphylaxis](#)
- [Allergy & Anaphylaxis Australia](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	30.03.2022
Approved by	Principal
Next scheduled review date	2023

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.