

# **LALOR EAST PRIMARY SCHOOL ANAPHYLAXIS MANAGEMENT POLICY**

## **Rationale**

Allergic reactions are common in children, however, severe life threatening allergic reactions are uncommon and deaths are rare. Protecting our community from the effects of severe allergic reactions is a fundamental responsibility of School Council.

Anaphylaxis (anaphylactic shock) is the most severe, rapidly progressive form of allergic reaction that is potentially life threatening. Anaphylaxis may result from foods, fish, latex, asthma, insects, medications or cleaning materials and each of these must be managed carefully.

Lalor East Primary School understands and complies with Ministerial Order 706: Anaphylaxis Management in Victorian Schools 2016 and the guidelines relating to anaphylaxis management as published and amended by the department when directed.

## **Anaphylaxis**

Symptoms of anaphylactic shock may include hives, itching, swelling, watery eyes, runny nose, vomiting, diarrhoea, stomach cramps, coughing, wheezing, throat tightness/closing, difficulty swallowing, difficulty breathing, dizziness, fainting, loss of consciousness or a change of skin colour.

The most dangerous symptoms include breathing difficulties or a drop in blood pressure, which can be potentially fatal.

Allergic reactions are normally very quick, symptoms becoming apparent immediately on contact with the allergen and can become life threatening within minutes.

## **Implementation Guidelines**

### **Individual Management Plans**

#### **Parents**

- parents of students with severe allergies are to inform the school on enrolment or when a diagnosis is made
- students with severe allergies are to supply a current EpiPen to the school Office along with an ASCIA Action Plan for Anaphylaxis signed by a doctor
- parents to provide an up to date photo of their child for the ASCIA Action Plan
- if the child's medical requirements change, parents must provide an updated letter from a doctor
- students without a current EpiPen & ASCIA Action Plan for Anaphylaxis will NOT be permitted to attend school excursions, sporting activities or camps
- parents will actively participate annually in developing an Anaphylaxis Management Plan for their child with the Principal's delegate
- Anaphylaxis Management Plans will include information about the type of allergies and strategies to reduce the risk of exposure to known allergens, the names of those responsible for implementing the strategies, information on where medication is stored and students' emergency contact details.

## **School**

- annually develop Anaphylaxis Management Plans in conjunction with the parents and display the ASCIA Action Plan for Anaphylaxis for all at risk students
- ASCIA Action Plans for Anaphylaxis displayed in sick bay, staffroom, canteen, breakfast club, students' classrooms and specialist classrooms
- ASCIA Action Plans for Anaphylaxis for all at risk students are also stored with their EpiPens and any other appropriate medications at the office
- all EpiPens are stored at the main office in clearly labeled bags
- the school will have 2 up to date generic EpiPens stored at the office. These will be used as a backup to the EpiPen provided by the parents
- one school EpiPen is to be available at school at all times and the 2<sup>nd</sup> School EpiPen is to be taken on excursions, camps and out of school activities
- the generic school EpiPens will be replaced by the principal's delegate at the school's expense when they are due to expire
- Anaphylaxis Management Plans are to be reviewed annually or if a student's medical condition changes insofar as it relates to the allergy, if a student has an anaphylactic reaction at school or when students attend off site activities such as camps or excursions or at special events conducted, organised or attended by the school
- the class teacher or excursion organiser is to make contact with the parents prior to off-site activities to review Anaphylaxis Management Plans [this may be done by phone]
- Anaphylaxis Management Plans are to be stored in the filing cabinet in the Assistant Principal's Office
- the school will notify parents who have children on Anaphylaxis Management Plans 1 month before the EpiPen is due to expire
- students who are on Anaphylaxis Management Plans when attending school events outside the school grounds must have their EpiPen with them
- class teachers or a designated first aid teacher will be responsible for EpiPens and ASCIA Action Plans when students are attending events out of the school grounds
- all yard duty bags will have a school mobile phone in them so that the yard duty teacher can make an emergency call should a student have an anaphylactic reaction.

## **Staff Training & School Management & Emergency Response**

- all staff are to be trained in recognising symptoms of Anaphylaxis and the use of EpiPens as per current government guidelines including successfully completing ASCIA Anaphylaxis e-training every 2 years
- 2 staff will complete the course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303Vic provided by the Asthma Foundation every 3 years
- all Staff to be trained in school procedures for preventing and managing an Anaphylactic attack
- staff are briefed at least twice yearly on issues relating to anaphylaxis and the school procedures that are in place and the identities of any Anaphylactic students in the school and where the medication is stored
- staff role play and practise for an anaphylactic incident twice yearly
- student Anaphylaxis Identification Action cards are placed in each yard duty bag for students who have Anaphylaxis Management Plans

- the Anaphylaxis Yard Duty Procedure is displayed in the staffroom and staff are briefed on what to do should an anaphylactic incident occur
- the Anaphylaxis Yard Duty Procedure is linked to the yard duty first aid procedure flow chart
- in the event of an Anaphylactic emergency the school's emergency response procedures, together with first aid procedures and the student's ASCIA Action Plan must be followed
- students treated with an EpiPen must always attend hospital for medical assessment.
- parents of students who have an Anaphylactic reaction must be contacted immediately.

### **Prevention Strategies**

- canteen staff to maintain training in food handling practices related to anaphylaxis
- students are discouraged from swapping and sharing food / drinks
- at the beginning of the year a note regarding birthday cakes and treats which are suitable will be sent home [this will also be included in the enrolment pack for parents when enrolling their children]
- parents are requested to speak to the classroom teacher before sending food for celebrations e.g. for birthdays so the parent of the child with an Anaphylaxis Management Plan can be notified, to allow for alternative arrangements to be made for their child.

### **Further Information**

- ASCIA Guidelines for prevention of food anaphylactic reactions in schools, preschools and childcare centres
- Victorian DET Anaphylaxis Management in Schools Information kit
- Anaphylaxis Guidelines for a resource for managing severe allergies in Victorian Schools 2014
- Ministerial Order 706 Anaphylaxis Management in Victorian Schools
- Anaphylaxis Australia - Living with Anaphylaxis: Schools
- [www.allergy.org.au](http://www.allergy.org.au)

### **Evaluation**

- The Principal or delegate will complete an annual Risk Management Checklist as published by the Victorian DET to monitor compliance with their obligations.
- The Anaphylaxis Management Policy will be reviewed annually or as new Victorian DET regulations come into place.

Approved by School Council: August 2017  
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