



Anaphylaxis Management Policy

SOURCE OF OBLIGATION

Under the Education and Training Reform Act 2006 (VIC) (s 4.3.1 (6)(c)) (the Act), all schools must develop an anaphylaxis management policy, where the school knows or ought to reasonably know, that a student enrolled at the school has been diagnosed as being at risk of anaphylaxis.

'Ministerial Order No. 706: Anaphylaxis Management in Victorian schools' (Ministerial Order No. 706) prescribes specific matters that schools applying for registration and registered schools in Victoria must contain in their anaphylaxis management policy for the purposes of section 4.3.1(6)(c) of the Act.

THE HAZARD – ANAPHYLACTIC SHOCK

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 (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame and certain insect stings (particularly bee stings).

The key to prevention of anaphylaxis in schools is knowledge of the student who has been diagnosed as at risk, awareness of allergens, and prevention of exposure to those allergens. Partnerships between schools and parents/carers are important in helping the student avoid exposure.

Adrenaline given through an adrenaline auto-injector (such as an EpiPen or EpiPen® Jr) into the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

It is important to remember that minimising the risks of anaphylaxis is everyone's responsibility, including the Principal and all college staff, parents/carers, students and the broader college community.

FCJ COLLEGE'S POLICY

FCJ College is committed to providing a safe learning environment for all our students and complying with the current Ministerial Order No.706 and the Department of Education and Training's Anaphylaxis Guidelines as amended by the Department from time to time (Guidelines).

The College recognises that it cannot achieve a completely allergen free environment. It is our policy:

- 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 the student's schooling;
- To adopt the recommendations of the Guidelines where relevant to the College;
- To raise awareness about anaphylaxis and the College's anaphylaxis management policy in the college community;
- To engage with parents/carers of each student at risk of anaphylaxis when assessing risks and developing risk minimisation strategies for the student; and
- To ensure that staff have knowledge about allergies, anaphylaxis and the College's policies and procedures in responding to an anaphylactic reaction.

SAFE WORK PRACTICES

FCJ College has developed the following work practices and procedures for managing anaphylactic shock:

- Individual Anaphylaxis Management Plans;
- Communication Plan;
- Emergency Response Procedures;



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- Risk Minimisation Strategies; and
- Anaphylaxis Training and Briefing.

Refer to the FCJ College Multi-purpose Hall Procedure as required.

RISK MANAGEMENT CHECKLIST

The Principal completes an annual Risk Management Checklist included in the Guidelines, to monitor our obligations.

We regularly check the Department of Education and Training's Anaphylaxis Management in Schools page to ensure the latest version of the Risk Management Checklist is used.

ANAPHYLAXIS TRAINING

The College outsources the anaphylaxis training to Stitches First Aid. Training occurs annually for all staff and training is arranged by the Compliance Officer. The Compliance Officer maintains a register of trained personnel.

The First Aid Coordinator and Learning Diversity Leader share the responsibilities of Management Plans and Autoinjectors.

KEY DEFINITIONS

ASCIA

Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.

ASCIA Action Plan for Anaphylaxis

This plan is a nationally recognised action plan for anaphylaxis developed by ASCIA. These plans are device-specific; that is, they list the student's prescribed adrenaline autoinjector (EpiPen® or EpiPen®Jr) and must be completed by the student's medical practitioner. Should a different Adrenaline Autoinjector become available in Australia, then a different ASCIA Action Plan specific to that device would be developed. This plan is one of the components of the student's Individual Anaphylaxis Management Plan.

Individual Anaphylaxis Management Plan

An individual plan for each student at risk of anaphylaxis, developed in consultation with the student's parents. The Individual Anaphylaxis Management Plan includes the ASCIA Action Plan which describes the student's allergies, symptoms, and the emergency response to administer the student's adrenaline autoinjector should the student display symptoms of an anaphylactic reaction. The Individual Anaphylaxis Management Plan also importantly includes age-appropriate strategies to reduce the risk of an allergic reaction occurring.

ROLES AND RESPONSIBILITIES

Principal

Section 9 of the Guidelines sets out the role and responsibilities of the Principal. The Principal must:

- ensure that the College develops, implements and routinely reviews this policy in accordance with Ministerial Order No. 706 and the Guidelines;
- actively seek information to identify students with severe life-threatening allergies or those who have been diagnosed as being at risk of anaphylaxis, either at the time of enrolment or at the time of diagnosis (whichever is earlier);



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- ensure that parents/carers provide an ASCIA Action Plan for Anaphylaxis which has been completed and signed by the student's medical practitioner and contains an up-to-date photograph of the student;
- ensure that an Individual Anaphylaxis Management Plan is developed in consultation with the student's parents/carers for any student that has been diagnosed by a medical practitioner with a medical condition relating to allergy and the potential for an anaphylactic reaction, where the College has been notified of that diagnosis;
- ensure students' Individual Anaphylaxis Management Plans are appropriately communicated to all relevant staff;
- ensure that the canteen provider and all of its employees can demonstrate satisfactory training in the area of food allergy and anaphylaxis and its implications for food-handling practices;
- ensure that parents/carers provide the College with an Adrenaline Autoinjector for their child that is not out of date and a replacement Adrenaline Autoinjector when requested to do so;
- ensure that an appropriate Communication Plan is developed;
- ensure there are procedures in place for providing information to College volunteers and casual relief staff about students who are at risk of anaphylaxis, and their role in responding to an anaphylactic reaction of a student in their care;
- ensure that relevant College staff have successfully completed an approved Anaphylaxis Management Training Course and that their accreditation is current;
- ensure that College staff who are appointed as Anaphylaxis Supervisor(s) are appropriately trained in conducting autoinjector competency checks and that their accreditation is current;
- ensure that all College staff are briefed at least twice a year by the Anaphylaxis Supervisor (or other appropriately trained member of the College staff);
- allocate time, such as during staff meetings, to discuss, practice and review this policy;
- encourage regular and ongoing communication between parents and College staff about the current status of the student's allergies, the College's policies and their implementation;
- ensure the Risk Management Checklist for anaphylaxis is completed and reviewed annually; arrange to purchase and maintain an appropriate number of Adrenaline Autoinjectors for general use to be part of the College's first aid kit, stored with a copy of the general ASCIA Action Plan for Anaphylaxis (orange); and
- ensure that the student's Individual Anaphylaxis Management Plan is reviewed in consultation with parents;
 - annually at the beginning of each school year;
 - when the student's medical condition changes;
 - as soon as practicable after a student has an anaphylactic reaction at College; and
 - whenever a student is to participate in an off-site activity such as camps or excursions or at special events conducted, organised or attended by the College;

First Aid Coordinator

The First Aid Coordinator must:

- keep an up-to-date register of students at risk of anaphylaxis;
- keep a register of Adrenaline Autoinjectors, including a record of when they are 'in' and 'out' from the central storage point. For instance, when they have been taken on excursions, camps etc;

Diverse Learning Coordinator:

The Diverse Learning Coordinator must:

- work with the Principal, parents/carers and students to develop, implement and review each Individual Anaphylaxis Management Plan in accordance with this policy;
- provide advice and guidance to College staff about anaphylaxis management in the College,



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and undertake regular risk identification and implement appropriate minimisation strategies;

- work with College staff to develop strategies to raise their own, students and College community awareness about severe allergies; and
- provide or arrange post-incident support (e.g. counselling) to students and College staff, if appropriate.

Staff

The College staff must:

- know and understand the requirements of this policy;
- know the identity of students who are at risk of anaphylaxis, know their face and if possible what their specific allergy is;
- understand the causes, symptoms, and treatment of anaphylaxis;
- obtain regular training in how to recognise and respond to an anaphylactic reaction, including administering an Adrenaline Autoinjector;
- know where to find a copy of each student's ASCIA Action Plan for Anaphylaxis quickly, and follow it in the event of an allergic reaction;
- know the College's general first aid and emergency response procedures, and understand their role in relation to responding to an anaphylactic reaction;
- know where students' adrenaline autoinjectors and the adrenaline autoinjectors for general use are kept;
- know and follow the risk minimisation strategies in the student's Individual Anaphylaxis Management Plan;
- plan ahead for special class activities (e.g. cooking, art and science classes), or special occasions (e.g. excursions, incursions, sport days, camp, cultural days, fetes and parties), either at the College, or away from the College;
- avoid the use of food treats in class or as rewards, as these may contain allergens;
- work with parents/carers to provide appropriate treats for students at risk of anaphylaxis, or appropriate food for their child if the food the College/class is providing may present an allergy risk;
- be aware of the possibility of hidden allergens in foods and of traces of allergens when using items such as egg or milk cartons in art or cooking classes;
- be aware of the risk of cross-contamination when preparing, handling and displaying food;
- make sure that tables and surfaces are wiped down regularly and that students wash their hands before and after handling food; and
- raise student awareness about allergies and anaphylaxis, and the importance of each student's role in fostering a College environment that is safe and supportive for their peers.

Parents/Carers of a student at risk of anaphylaxis

Parents/carers must:

- inform the College in writing, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed as being at risk of anaphylaxis;
- obtain and provide the College with an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner that details:
 - their condition;
 - any medications to be administered; and
 - any other relevant emergency procedures;
- immediately inform College staff in writing of any changes to the student's medical condition and if necessary, obtain and provide an updated ASCIA Action Plan for Anaphylaxis;
- provide the College with an up to date photo for the student's ASCIA Action Plan for Anaphylaxis when the plan is reviewed;



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- meet with and assist the College to develop the student's Individual Anaphylaxis Management Plan, including risk minimisation and management strategies;
- provide the College with an Adrenaline Autoinjector and any other medications that are current and not expired;
- replace the student's Adrenaline Autoinjector and any other medication as needed, before their expiry date or when used;
- assist College staff in planning and preparation for the student prior to camps, field trips, incursions, excursions or special events (e.g. class parties, cultural days, fetes or sport days);
- if requested by College staff, assist in identifying and/or providing alternative food options for the student when needed;
- inform College staff in writing of any changes to the student's emergency contact details; and
- participate in reviews of the student's Individual Anaphylaxis Management Plan.

STAFF RESPONSIBILITIES

All staff must follow the anaphylactic shock management guidelines set out in this policy.

SIGNAGE

ASCIA Action Plans are posted in the in the College Office.

DISCIPLINE FOR BREACH OF POLICY

Where a staff member breaches this policy FCJ College may take disciplinary action.