

ANAPHYLAXIS POLICY (including allergies)

Hartwell Primary School

Rationale:

Many students with allergies and asthma ranging from mild to severe, attend Hartwell Primary School. We are an allergy aware school. This policy has been devised with guidance from DET and in compliance with Ministerial Order 706 (MO706), to ensure that agreed procedures are in place to minimise and / or deal with allergic reactions at school and in school related activities. It aims to educate and inform the entire school community including students and staff in the management of allergy related medical conditions and subsequent emergency situations.

Aim:

To provide a safe and secure environment where appropriate support and planning exists for students with anaphylaxis, who attend Hartwell Primary School.

Guidelines:

The school will ensure that the community including students, parents/carers and staff will have relevant information re. anaphylaxis and allergies in regular newsletter and information sessions.

1. The Student:

The individual anaphylaxis/allergy management plan will set out the following:

- Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).
- Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, for in-school and out of school settings including camps and excursions. *Note: the HPS First Aid Guidelines contains advice about a range of prevention strategies that can be put in place.*
- 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.
- An emergency procedures plan (ASCIA Action Plan), provided by the parent, that:
 - sets out the emergency procedures to be taken in the event of an allergic/anaphylactic reaction;
 - is signed by a medical practitioner who was treating the child on the date the practitioner signs the emergency procedures plan; and
 - includes an up to date photograph of the student.*Note: The red and blue 'ASCIA Action Plan' is the most common form of emergency procedures plan that is provided by medical practitioners to parents when a child is diagnosed as being at risk of anaphylaxis. **This should be used to complete the individual anaphylaxis management plan.***
- The individual anaphylaxis/allergy management plan will be in place as soon as practicable after the student enrolls and where possible before their first day at the school.
- The student's individual management plan will be reviewed, in consultation with the student's parents/carers:
 - annually, and as applicable;
 - if the student's condition changes, or;

- immediately after a student has an anaphylactic reaction at school, or;
- when a 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

The Principal of the school is responsible for ensuring that an Individual Anaphylaxis Management Plan is developed, in consultation with the student's parents, for any student who has been diagnosed by a medical practitioner as having a medical condition that relates to allergy and the potential for anaphylactic reaction, where the school has been notified of the diagnosis.

INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS (*Note: A template of an individual anaphylaxis management plan can be found in the appendices or on Page 26 [DET Anaphylaxis Guidelines.](#)*)

2 Parents/Carers are required to:

- Attend an interview with the new class teacher and/or the Assistant Principal, before the start of the new school year, to discuss their child's allergies and management plans. They should provide details *in writing* of anaphylaxis plans, asthma plans or any other plans related to their child's allergies, in accordance with DET guidelines. This will be done prior to the new student beginning school or at the 'Getting to Know You Meeting' in Term 1 for existing students.
- Communicate their child's allergies and risk of anaphylaxis to the school at the earliest opportunity, preferably on enrolment.
- Continue to communicate with school staff and provide up to date information about their child's medical condition.
- Provide the school with an ASCIA Action Plan and participate, as appropriate in yearly reviews of their child's Individual Anaphylaxis Management Plan.
- Ensure that their child has an Adrenaline Auto injector that is current and not expired at all times in a clearly named storage bags.
- Provide two auto injectors when their child attends a school camp.

3 The School

COMMUNICATION PLAN

These guidelines and the appendices have been developed to provide information to all staff, students and parents about anaphylaxis and allergies. It aims to raise staff and student awareness, working with parents/cares and engaging in the broader school community. Three key areas have been identified to ensure clear communication at Hartwell Primary School: 1) Providing Information, 2) First Aid Training and 3) Information Management/Medication and Equipment for the Student.

The communication plan will include information about what steps will be taken to respond to an anaphylactic reaction by a student in a classroom, in the school yard, on school excursions, on school camps and special event days. The Principal is responsible for ensuring all aspects of this policy and guidelines are adhered to.

1) Providing Information

- The school has a communication plan that will include information about what steps will be taken to respond to an anaphylactic reaction by a student in a classroom, in the school yard, on school excursions, on school camps and special event days. The school will complete an Anaphylaxis Risk Assessment annually (see appendices).
- The school handbook refers to how students with medical conditions will be supported and the meetings will be organised for the sharing of information.
- The school will develop awareness of Anaphylactic/Allergy students through posters around the school and newsletter articles as appropriate.
- All staff will be briefed on the Anaphylaxis/Allergy Policy at the beginning of the school year and reminded of the procedures that are in place for medical emergencies.
- Discussion re: the location of epi-pens and students who are anaphylactic / severely allergic, will be included in the induction program for teachers and support staff each year.

2) First Aid Training

- The Assistant Principal will organise for staff to undertake anaphylaxis training as per DET guidelines. Teachers with students with other known allergies/medical needs will be trained in their management as appropriate. Staff will undertake a formal qualification, twice-yearly briefings and Camp refresher training as appropriate.

Training will include:

- the school's anaphylaxis management policy.
- the causes, symptoms and treatment of anaphylaxis.
- the identities of students diagnosed at risk of anaphylaxis.
- where medication is located.
- how to use an auto adrenaline injecting device.
- the school's first aid and emergency response procedures.

Note: An information DVD will be used for this purpose at staff briefings

3) Information Management/Medication and Equipment for the Student

- Auto injectors, in clearly named storage bags, should be given to the Assistant Principal for storage in a central place which is familiar to the relevant parents, all students and staff. The Assistant Principal will organise for these bags to be stored with the appropriate plans (management and ASCIA) clearly displayed beside and included in each bag.
- Teachers will ensure that auto injectors / medication for severe allergies and student management plans are taken on all excursions and parents will ensure that they are taken on camps. Students are required to bring two auto injectors to Camp.
- Photos of all anaphylactic/asthmatic students will be attached to the first aid bags carried by teachers on yard duty, and appropriate management of emergencies will be included in the induction program for new teachers each year.
- General information re: specific children's allergies will be passed on from one class teacher to the next year's class teacher at the start of each school year.
- General information re: children with severe allergies/asthma will be available for Casual Relief Teachers via information clearly displayed in the Year Level/Specialist Office. The names of students with severe allergies and asthma will also be displayed in the staffroom.
- Canteen and the OSCH program will be given the names of students at Hartwell with anaphylaxis and will not serve nut products.
- The purchase of additional auto injectors shall be decided by the Principal/Assistant Principal based on:
 - a) number of children enrolled at the school with a potential for anaphylactic reactions
 - b) the accessibility of adrenaline auto-injectors that have been provided by parents
 - c) the availability of a sufficient supply of adrenaline auto-injectors for general use in specified locations at the school, including the school yard, on excursions, camps, special events and sporting activities. (Note: current adrenaline injectors must be included in first aid bags which accompany off site activities)
- An inventory of auto-injectors and expiry dates will be undertaken by the School Nurses/Assistant Principal at least once per term.

Evaluation:

This policy will be reviewed by School Council School in 20197.

This policy was last ratified by School Council in....

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2016

★Please Note: - This policy should be read in conjunction with the DET Anaphylaxis Guidelines and Ministerial Order 706.

<http://www.education.vic.gov.au/school/principals/health/Pages/anaphylaxisschools.aspx>

and the Anaphylaxis/Allergy Appendices.