

# **ANAPHYLAXIS MANAGEMENT POLICY 2017**

## **Ministerial Order 706 – Anaphylaxis Management in Schools**

### **School Statement:**

Kingsbury Primary School will fully comply with Ministerial Order 706 and the associated guidelines published and amended by the Department from time to time. We acknowledge our responsibility to develop and maintain this Anaphylaxis Management Policy in accordance with the above guidelines.

### **Individual Anaphylaxis Management Plans:**

The Principal will ensure 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 being at risk of Anaphylaxis.

The Individual Anaphylaxis Management Plan will be in place as soon as practicable after the student enrolls, 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, 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 strategies
- Information of where the student's medication will be stored
- The student's emergency contact details and
- An 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 in all of the following circumstances:**

- Annually
- If the student's medical condition, insofar 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 and
- 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 to:**

- Provide the ASCIA Action Plan
- Inform the school in writing if their child's medical condition, insofar, 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, and
- Provide the school with an Adrenaline Auto injector that is current and not expired for their child

## **Prevention Strategies:**

The School will put in place the following Risk Minimisation and Prevention Strategies:

### **At School:**

- Ensuring a copy of individual Anaphylaxis Management Plans for individual students is located in the Sick Bay. The Adrenaline Auto injectors are located with the student plans. A spare Auto injector is also located in the Sick Bay.
- Liaison with parents regarding trigger foods.
- Ensuring non-food treats are generally used in the school.
- Promoting nut-awareness amongst all students and parents.
- Ensuring special school lunches do not include nuts.
- Training all permanent school staff in Anaphylaxis Management.
- Communicating the identity of an anaphylactic student to all staff members.
- Consulting with parents with regard to student's food allergies and food choices.

### **On excursions and camps:**

Risk management procedures are put in place on camps and excursions that include the following:

- Liaison with the school camp regarding food suitable for the anaphylactic student.
- Normal duty of care processed to be followed by school staff.
- Consultation with parents and camp owners prior to school camps.
- Avoidance of allergens and triggers such as peanuts or tree nuts.
- Ensuring the student's Adrenaline Auto injector, Individual Action Plan and a mobile phone will always be taken on camps and excursions. The Action Plan must be updated and relevant to the circumstances of the individual camp.
- Maintenance of appropriate staff/student ratios, adequate supervision particularly at mealtimes.
- Providing sufficient school staff trained in management of anaphylaxis.

## **School Management and Emergency Response:**

The school will maintain:

- A complete and to date list of students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction.
- Details of Individual Anaphylaxis Management Plans and ASCIA Action Plans. These are located in the student's individual classroom and in the staffroom (See Appendix 1).
- Provision on school excursions for the Action Plan and Adrenaline Auto injector to be carried by the teacher in charge and assigning the affected student to that teacher's care.
- Accurate records regarding the expiry date, storage and accessibility of the Adrenaline Auto injectors.
- Regular communication with school staff, students and parents via the communication policy and by personal communication as needed.

### **Adrenaline Auto injectors for General Use:**

The Principal will purchase Adrenaline Auto injectors for General Use and as a back-up to those supplied by parents.

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 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, and
  - The Adrenaline Auto injectors for general use have a limited life, usually expiring within 12-18 months, and will need to be replaced at the school's expense, either at the time of use or expiry, whichever is first.

### **Communication Plan:**

Information regarding Anaphylaxis Management will be communicated to all school staff, students and parents through newsletters and publication of the School's Anaphylaxis Management Policy.

Staff are updated regularly on the health of any students who present at school with anaphylaxis and the student's medical details will be checked regularly and noticeboards updated as required. Staff undertake role plays and discussion regarding treatment of anaphylaxis and how to respond in an emergency.

Casual Relief Teachers are informed via teacher work programs of any student including those with anaphylaxis, who may have special medical needs. They are also informed verbally by the Principal prior to beginning work. These teachers will be supported by school staff to respond to an anaphylaxis incident.

It is the responsibility of the Principal of the school to ensure that relevant staff are trained and briefed at least twice per calendar year.

### **Staff training:**

All permanent staff at Kingsbury Primary School including ES Staff are to be trained in Anaphylaxis Management. This training will include participation in two whole-school briefings throughout the school year as well as AASCIA e-training and verification of auto-injector use. Staff will be familiar with:

- 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 or purchased by the school for general use.

The briefing will 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 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 Early Childhood Development to monitor compliance with their obligations.
- The Business Manager will compile a list of all trained staff in the **First Aid Staff Register**. This is updated annually.
- See Appendix 2 – Risk Management Guide
- Appendix 3 – Risk Management Checklist
- Appendix 4 – First Aid Register

**Ratified at School Council March 24<sup>th</sup> 2017**

**Signed SC President**