ANAPHYLAXIS MANAGEMENT POLICY AND PROCEDURES

BACKGROUND
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, latex, certain insect stings and medication.

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at the school.

Adrenaline given through an EpiPen® auto injector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

PURPOSE

- 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 raise awareness about anaphylaxis and the school’s anaphylaxis management policy in the school community.

- To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.

- To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school’s policy and procedures in responding to an anaphylactic reaction.

The key reference and support for the college regarding anaphylaxis is the DEECD Anaphylaxis Guidelines.
INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

Note: A template of an individual anaphylaxis management plan can be found on Page 26 DEECD Anaphylaxis Guidelines

The school nurse will ensure that an individual 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 enrols and where possible before their first day at the school.

The individual anaphylaxis 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: Appendix 2 of the Anaphylaxis 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 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. Download from DEECD Health Support Planning Policy

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.

It is the responsibility of the parent to:

- provide the emergency procedures plan (ASCIA Action Plan).
- inform the school if their child’s medical condition changes, and if relevant provide an updated emergency procedures plan (ASCIA Action Plan).
- provide two EpiPens for school use
COMMUNICATION PLAN

Note: the Anaphylaxis Guidelines provides advice about strategies to raise staff and student awareness (where able), working with parents/carers and engaging the broader school community. The school nurse / leadership will be responsible for ensuring that a communication plan is developed to provide information to all staff and parents about anaphylaxis and the school’s anaphylaxis management policy.

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.

Volunteers and casual relief staff of students at risk of anaphylaxis will be informed of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care by the classroom staff or the assistant principal. This information can also be found in the ‘Individual Student Information and CRT Folder’. This information is also displayed in sick bay and should be transported with students at risk whenever they go outside the school during school hours.

All staff will be briefed once each semester by a staff member who has up to date anaphylaxis management training on:

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

STAFF TRAINING AND EMERGENCY RESPONSE

Teachers and other school staff who conduct classes which students at risk of anaphylaxis attend, or give instruction to students at risk of anaphylaxis must have up to date training in an anaphylaxis management training course. Relevant school staff who are subject to training requirements must;

- have successfully completed an Anaphylaxis Management Training Course in the previous years
- also participate in a briefing, to occur twice each calendar year, with the first briefing to be held at the beginning of the school year on;
  1. The School’s Anaphylaxis Management Policy
  2. Causes, symptoms and treatment of anaphylaxis
  3. The identities of students diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction and where their medication is located
  4. How to use an Adrenaline Autoinjector, including hands on practise with a trainer Adrenaline Autoinjector
  5. The school’s general first aid and emergency response procedures
  6. The location of and access to Adrenaline Autoinjectors that have been provided by parents or purchased by the school for general use.
At other times while the student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, the principal must ensure that there is a sufficient number of staff present who has up to date training in an anaphylaxis management training course. In addition to these staff there is also a trained nurse on duty from 9.30 – 2.30.

**STAFF RESPONSIBILITIES**

- Staff must be aware of the students in their class that have Anaphylaxis
- Students Action Plan must be clearly displayed in the classroom
- Staff to check that students have 2 EpiPens at school and that they are stored correctly
- Staff need to be aware of the expiry date of the EpiPens
- Staff need to make sure the EpiPen is on the student if they leave the school grounds or go on school camp. If leaving school grounds the EpiPen from the bag is to be taken. Staff to ensure it is returned to the bag.
- If an anaphylactic reaction occurs, staff need to follow the Timeline for Anaphylaxis Reaction.

**NURSE RESPONSIBILITIES**

- Nurses must be aware of all students that have Anaphylaxis
- Nurses must have all Anaphylactic Action Plans clearly displayed in sick bay
- Nurses need to be aware of where each students’ EpiPen is kept and the expiry date
- Nurses must keep a spare EpiPen and Epipen Jnr in the sickbay at all times
- Nurse to check that each student has 2 EpiPens at school and that they are correctly stored
- If an anaphylactic reaction occurs, the nurse needs to follow the Timeline for Anaphylaxis Reaction.

**Appendices :**

- Anaphylaxis Risk Management Checklist
- Anaphylaxis Management Plan

**References :**

- DEECD Anaphylaxis Policy
- DEECD Health Support Planning Policy

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<th>2014</th>
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<tr>
<td>Author</td>
<td>Lois Mitchell</td>
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<tr>
<td>Approved By</td>
<td>School Council</td>
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<tr>
<td>Approval Authority (Signature &amp; Date)</td>
<td>Tm 2 2014</td>
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<tr>
<td>Date Reviewed</td>
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<tr>
<td>Responsible for Review</td>
<td>Assistant Principal</td>
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| References       | • DEECD Anaphylaxis Policy  
|                  | • DEECD Health Support Planning Policy |
ANAPHYLAXIS RISK MANAGEMENT CHECKLIST

School Name
Address:

Date of Review: Time:

School Contact Person: Name:
(Who provided information collected)
Position:

Review given to: Name:
(If different from above)
Position:
Comments:

1. How many current students are diagnosed with anaphylaxis? YES ○ NO ○
2. Have any students ever had an allergic reaction while at school? YES ○ NO ○
   If Yes, how many times?
3. Have any students had an Anaphylactic Reaction at school? YES ○ NO ○
   If Yes, how many times?
4. Has a staff member been required to administer an EpiPen® to a student? YES ○ NO ○
   If Yes, how many times?

Section 1 Anaphylaxis management Plans and ASCIA Action Plans

1. Does every student who has been diagnosed at risk of anaphylaxis have an individual Anaphylaxis Management Plan in place? (see Section 4.1 and Appendix 1, Anaphylaxis Guidelines)? YES ○ NO ○
2. Are all Anaphylaxis Management Plans reviewed regularly with parents (at least annually)? YES ○ NO ○
3. Do they set out strategies to minimise the risk of exposure to allergens for in-school and out of class settings? YES ○ NO ○
   During classroom activities, including elective classes
   In canteens or during lunch or snack times
   Before and after school, in the school yard and during breaks
   For special events, such as excursions, sport days, class parties and extra curricular activities?
   For excursions and camps
   Other

   Where are they kept?
4. Do the anaphylaxis action plans have a recent photo of the student with them?  
   Comments

Section 2 Storage and accessibility of the EpiPen

1. Where are the students EpiPen’s® Stored?

2. How are the EpiPens® stored?

3. Is the storage safe (out of reach of students)?  
   YES ☐  NO ☐  
   Comments

4. Is the storage unlocked and accessible to staff at all times?  
   YES ☐  NO ☐  
   Comments

5. Is the EpiPen® easy to find?  
   YES ☐  NO ☐  
   Comments

6. Is a copy of students’ ASCIA Action Plans kept together with their EpiPen®?  
   YES ☐  NO ☐  
   Comments

7. Are EpiPen’s® and Action Plans clearly labelled with students’ names?  
   YES ☐  NO ☐  
   Comments

8. Has someone been designated to check the EpiPen’s® expiry dates on regular basis?  
   Who?  
   Comments

9. Has the school signed up to EpiClub (a free reminder service)?  
   YES ☐  NO ☐

10. Do all staff know where the EpiPens® and Action Plans are Stored?  
    YES ☐  NO ☐


**Comments**

11. Is there a spare EpiPen®?
    If Yes, what Type?
    YES ☐  NO ☐

12. Where is it stored?

13. Is it clearly labelled as the ‘backup EpiPen®’?
    YES ☐  NO ☐
### Section 3 Prevention Strategies

1. Have you done a risk assessment of the potential for accidental exposure to allergens for a student with anaphylaxis?  
   - [ ] YES  
   - [ ] NO

2. Has the school implemented any of the prevention strategies (in Appendix 2 of the Guidelines)?  
   - [ ] YES  
   - [ ] NO

3. Which ones?

4. Others:

5. Is there always a trained staff member on yard duty?  
   - [ ] YES  
   - [ ] NO

6. How many staff have completed training?

### Section 4 Training and Emergency Response

1. Have all staff responsible for the care of students with anaphylaxis been trained?  
   - [ ] YES  
   - [ ] NO

2. When does their training need to be renewed?

3. Do all staff have an understanding of the causes, signs and symptoms of anaphylaxis and of their role in the school’s first aid and emergency response procedures?  
   - [ ] YES  
   - [ ] NO

4. Have you planned how the alarm will be raised if an allergic reaction occurs?  
   - In the class room?  
     - [ ] YES  
     - [ ] NO
   - How?
   - In the school yard?  
     - [ ] YES  
     - [ ] NO
   - How?
   - At school camps and excursions?  
     - [ ] YES  
     - [ ] NO
   - How?
   - On special event days, such as sports days?  
     - [ ] YES  
     - [ ] NO
   - How

5. Does your plan include who will call the Ambulance?  
   - [ ] YES  
   - [ ] NO

6. In an emergency is there a plan for who will be sent to collect the EpiPen® and Action Plan?  
   - Who will this be when in the class room?  
     - [ ] YES  
     - [ ] NO
   - Who will this be when in the school yard?  
     - [ ] YES  
     - [ ] NO
   - Who will this be at sporting activities?  
     - [ ] YES  
     - [ ] NO

7. Have you checked how long will it take to get to the EpiPen® and Action Plan to a  
   - [ ] YES  
   - [ ] NO
student from various areas of the school? How long?

When in the class room? How long? YES ☐ NO ☐

When in the school yard? How long? YES ☐ NO ☐

When at sports fields? How long? YES ☐ NO ☐

8. On excursions or other out of school event is there a plan for who will look after the EpiPen® and Action Plan? YES ☐ NO ☐

Who will do this on excursions?

Who will do this on camps?

Who will do this on sporting activities?

9. Is there a process for post incident support in place? YES ☐ NO ☐

10. Have all staff been briefed on:

   • the school’s Anaphylaxis Management Policy?
   • the causes, symptoms and treatments of anaphylaxis?
   • the identities of students diagnosed at risk of anaphylaxis and where their medication is located?
   • how to use an adrenaline auto-injecting device, including hands on practice with a trainer adrenaline auto-injecting device
   • the school’s first aid and emergency response procedures

Section 5: Communicating with staff, students and parents / carers

1. Is there a communication plan in place to provide information about anaphylaxis and the school’s policies to staff, students and parents/ carers? YES ☐ NO ☐

2. Are there procedures in place for informing casual relief teachers of students at risk of anaphylaxis and the steps required for prevention and emergency response?

   Comments:

3. Do all staff know which students suffer from anaphylaxis? YES ☐ NO ☐

   Comments:

   How this information is kept up to date?

4. Are there strategies in place to increase awareness about severe allergies among students? YES ☐ NO ☐

   Comments:
## Anaphylaxis Management Plan

### Cover Sheet

This Plan is to be completed by the principal or nominee on the basis of information from the student's medical practitioner provided by the parent/carer.

<table>
<thead>
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<th>SCHOOL</th>
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<tbody>
<tr>
<td><strong>Phone Number</strong></td>
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<tr>
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<td><strong>Year level:</strong></td>
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<tr>
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<tr>
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<td><strong>Medication at school:</strong></td>
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<tbody>
<tr>
<td><strong>Name:</strong></td>
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Other emergency contacts
(if parent/carer not available):

Medical practitioner contact:

Emergency care to be provided at school:

EpiPen® storage:

The following Anaphylaxis Management Plan has been developed with my knowledge and input and will be reviewed on

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<thead>
<tr>
<th>Signature of parent:</th>
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<td>Signature of principal (or nominee):</td>
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# Strategies To Avoid Allergens

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