



Chilwell Primary School

No.2061

"Learning for Life"

Gavan Welsh – Principal

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ANAPHYLAXIS POLICY & PROCESS

1. Rationale:

Chilwell PS will comply fully with Ministerial Order 706 and associated Guidelines published and amended by the Department from time to time.

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 avoidance of exposure to these triggers. Partnerships between schools and parents are important in recommending that certain foods or items are kept away from the student while at school.

Adrenaline given through an Epipen/Anapen® autoinjector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

2. Aims:

- 2.1. 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.
- 2.2. To raise awareness about anaphylaxis and the school's anaphylaxis management policy in the school community.
- 2.3. To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
- 2.4. To ensure all staff have completed the ASCIA Anaphylaxis e-training and competency check (valid for 2 years)
- 2.5. To ensure that students with anaphylaxis have current Management and Action plans.
- 2.6. To ensure that two Anaphylaxis Briefing presentations are conducted annually.
- 2.7. To ensure that an updated checklist of all staff training and awards is kept.
- 2.8. To ensure the two staff are trained as School Anaphylaxis Supervisors.
- 2.9. To ensure all staff have completed ASCIA Anaphylaxis e-training for Victorian Schools followed by a competency check by the School anaphylaxis Supervisor.

3. Individual Anaphylaxis Management Plans:

- 3.1. The principal 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.
- 3.2. The individual anaphylaxis management plan will be in place as soon as practicable after the student enrolls and in place before their first day of school.
- 3.3. 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.
- 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.

3.4. 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.

3.5 It is the responsibility of the parent to provide:

- the emergency procedures plan (ASCIA Action Plan).
- Provide an updated photo for the ASCIA Action Plan when the Plan is provided to the School and when it is reviewed
- Inform the school in writing if their child's medical condition, insofar to allergy and the potential for anaphylactic reaction, changes and if relevant, provide an updated ASCIA Plan
- Provide the School with an Adrenaline Autoinjector that is current and not expired for the child

3.6 School Staff will then implement and monitor the student's Individual Anaphylaxis Plan.

4. Communication Plan

4.1. The principal will be responsible for ensuring that a communication plan is developed to provide information to all staff, students and parents about anaphylaxis and the school's anaphylaxis management policy.

4.2. Steps taken if an anaphylactic reaction occurs:

4.2.1. Classroom.

Class teacher to gauge appropriate action. Medication, EpiPen & Action Plan for each child is kept inside the classroom environment. Remove contaminate or the child from danger. Treat in accordance with their Individual Action plan. Contact office by phone, teacher or monitor. Office contacts ambulance, sends assistance with the school anaphylaxis kit from the first aid room to help monitor child or remove grade and contacts parents. Huntingdon street gates opened for ambulance access .All actions taken are to be recorded noting the times and medications given.

4.1.2 Yard.

Each duty teacher has been trained. Each teacher carries a first aid bag which has pictures of affected children together with name and grade.

If a reaction occurs contact is made with office via mobile phones, another staff member or a responsible student. Teacher to stay with the child at all times. Move child to First Aid room if it safe to do so.

School Anaphylaxis Kit and Student Action Plan is taken from the first aid room by the First Aid duty teacher to the student while another teacher retrieves the students Anaphylaxis Bag from the students classroom and takes it to the student.

Treat according to the Individual Action Plan. Medication plus EpiPen may be administered if required. All actions need to be recorded accurately.

Office contacts ambulance and parents. Ambulance access via Huntington street gates or back lane gates depending on the location of the student.

A review of procedures will be conducted after the incident and any counselling will be provided if necessary.

4.1.3 Specialists

Contact made by phone, another teacher or responsible student to office and homeroom teacher. Stay with the child at all times. Remove the child from any triggers if required.

Support teachers to remove rest of student from the scene.

Student Anaphylaxis Medication and plan brought from classroom and School Anaphylaxis kit brought from First Aid Room.

Office staff to contact emergency services and parents.

4.1.4 Camps/Excursions. Child's EpiPen/Anapen, medications and management plans to be taken on all camps/excursions. Grade teacher to carry pens and have these children in their groups, if necessary. If a reaction occurs:

- Follow management plan
- EpiPen/Anapen administered if needed
- Contact ambulance
- Teacher stays with child to monitor
- Contact school or venue administration.

4.1.5 Casual Relief Teachers.

Where possible CRT's at Chilwell are few in number and are therefore aware of issues. Classroom teacher to leave this policy out as part of the planning left for CRT. Areas of concern highlighted ie. classroom, yard and location of EpiPen/Anapen indicated.

4.1.6 Out of School Hours Care

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 autoadrenaline injecting device
- the school's first aid and emergency response procedures
- ensure staff have completed the ASCIA Anaphylaxis e-training and verification.

5 **Staff Training and Emergency Response**

5.1 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. (ASCIA anaphylaxis e-training Vic).

5.2 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 have up to date training in an anaphylaxis management training course.

5.3 The principal will identify the two school staff to be trained as Supervisors who will ensure that all school staff have successfully completed an ASCIA Anaphylaxis e Training Course in the two years prior.

5.4 Staff will participate in a briefing, to occur twice per calendar year with the first one to be held at the beginning of the school year by an Anaphylaxis trainer on:

5.4.1 The school's Anaphylaxis management policy

5.4.2 The cause, symptoms, and treatment of anaphylaxis

5.4.3 Identify students, and where their medication is stored

5.4.4 How to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector

5.4.5 The school's general first aid and emergency response procedures

5.4.6 Location of and access to adrenaline autoinjectors that have been provided by parents and school.

5.5 The school's first aid procedures and students emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.

5.6 Chilwell has its own Anaphylaxis kit which contains adrenaline autoinjectors. This is kept in the first aid room. It also contains first response medication ie. Antihistamine.

6 Annual Risk Management Checklist

6.1 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.

7 Ratified:

This policy has been ratified - 2020

Review: Annually

ANNUAL RISK MANAGEMENT CHECKLIST

(to be completed at the start of each year)

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| School name: | | |
| Date of review: | | |
| Who completed this checklist? | Name: | |
| | Position: | |
| Review given to: | Name | |
| | Position | |
| Comments: | | |
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| General information | | |
| 1. How many current students have been diagnosed as being at risk of anaphylaxis, and have been prescribed an adrenaline autoinjector? | | |
| 2. How many of these students carry their adrenaline autoinjector on their person? | | |
| 3. Have any students ever had an allergic reaction requiring medical intervention at school? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| a. If Yes, how many times? | | |
| 4. Have any students ever had an anaphylactic reaction at school? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| a. If Yes, how many students? | | |
| b. If Yes, how many times? | | |
| 5. Has a staff member been required to administer an adrenaline autoinjector to a student? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| a. If Yes, how many times? | | |
| 6. If your school is a government school, was every incident in which a student suffered an anaphylactic reaction reported via the Incident Reporting and Information System (IRIS)? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| SECTION 1: Training | |
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| 7. Have all school staff who conduct classes with students who are at risk of anaphylaxis successfully completed an approved anaphylaxis management training course, either: <ul style="list-style-type: none"> • online training (ASCIA anaphylaxis e-training) within the last 2 years, or • accredited face to face training (22300VIC or 10313NAT) within the last 3 years? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Does your school conduct twice yearly briefings annually? If no, please explain why not, as this is a requirement for school registration. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Do all school staff participate in a twice yearly anaphylaxis briefing? If no, please explain why not, as this is a requirement for school registration. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. If you are intending to use the ASCIA Anaphylaxis e-training for Victorian Schools: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| a. Has your school trained a minimum of 2 school staff (School Anaphylaxis Supervisors) to conduct competency checks of adrenaline autoinjectors (EpiPen®)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Are your school staff being assessed for their competency in using adrenaline autoinjectors (EpiPen®) within 30 days of completing the ASCIA Anaphylaxis e-training for Victorian Schools? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SECTION 2: Individual Anaphylaxis Management Plans | |
| 11. Does every student who has been diagnosed as being at risk of anaphylaxis and prescribed an adrenaline autoinjector have an Individual Anaphylaxis Management Plan which includes an ASCIA Action Plan for Anaphylaxis completed and signed by a prescribed medical practitioner? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12. Are all Individual Anaphylaxis Management Plans reviewed regularly with parents (at least annually)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 13. Do the Individual Anaphylaxis Management Plans set out strategies to minimise the risk of exposure to allergens for the following in-school and out of class settings? | |
| a. During classroom activities, including elective classes | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. In canteens or during lunch or snack times | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. Before and after school, in the school yard and during breaks | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d. For special events, such as sports days, class parties and extra-curricular activities | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e. For excursions and camps | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| f. Other | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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| 14. Do all students who carry an adrenaline autoinjector on their person have a copy of their ASCIA Action Plan for Anaphylaxis kept at the school (provided by the parent)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| a. Where are the Action Plans kept? | |
| 15. Does the ASCIA Action Plan for Anaphylaxis include a recent photo of the student? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 16. Are Individual Management Plans (for students at risk of anaphylaxis) reviewed prior to any off site activities (such as sport, camps or special events), and in consultation with the student's parent/s? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SECTION 3: Storage and accessibility of adrenaline autoinjectors | |
| 17. Where are the student(s) adrenaline autoinjectors stored? | |
| 18. Do all school staff know where the school's adrenaline autoinjectors for general use are stored? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 19. Are the adrenaline autoinjectors stored at room temperature (not refrigerated) and out of direct sunlight? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 20. Is the storage safe? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 21. Is the storage unlocked and accessible to school staff at all times? Comments: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 22. Are the adrenaline autoinjectors easy to find? Comments: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 23. Is a copy of student's individual ASCIA Action Plan for Anaphylaxis kept together with the student's adrenaline autoinjector? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 24. Are the adrenaline autoinjectors and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan for Anaphylaxis) clearly labelled with the student's names? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 25. Has someone been designated to check the adrenaline autoinjector expiry dates on a regular basis? Who? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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| 26. Are there adrenaline autoinjectors which are currently in the possession of the school which have expired? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 27. Has the school signed up to EpiClub (optional free reminder services)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 28. Do all school staff know where the adrenaline autoinjectors, the ASCIA Action Plans for Anaphylaxis and the Individual Anaphylaxis Management Plans are stored? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 29. Has the school purchased adrenaline autoinjector(s) for general use, and have they been placed in the school's first aid kit(s)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 30. Where are these first aid kits located? Do staff know where they are located? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 31. Is the adrenaline autoinjector for general use clearly labelled as the 'General Use' adrenaline autoinjector? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 32. Is there a register for signing adrenaline autoinjectors in and out when taken for excursions, camps etc? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SECTION 4: Risk Minimisation strategies | |
| 33. Have you done a risk assessment to identify potential accidental exposure to allergens for all students who have been diagnosed as being at risk of anaphylaxis? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 34. Have you implemented any of the risk minimisation strategies in the Anaphylaxis Guidelines? If yes, list these in the space provided below. If no please explain why not as this is a requirement for school registration. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 35. Are there always sufficient school staff members on yard duty who have current Anaphylaxis Management Training? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SECTION 5: School management and emergency response | |
| 36. Does the school have procedures for emergency responses to anaphylactic reactions? Are they clearly documented and communicated to all staff? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 37. Do school staff know when their training needs to be renewed? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 38. Have you developed emergency response procedures for when an allergic reaction occurs? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| a. In the class room? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. In the school yard? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. In all school buildings and sites, including gymnasiums and halls? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d. At school camps and excursions? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e. On special event days (such as sports days) conducted, organised or attended by the school? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 39. Does your plan include who will call the ambulance? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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| 40. Is there a designated person who will be sent to collect the student's adrenaline autoinjector and individual ASCIA Action Plan for Anaphylaxis? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 41. Have you checked how long it takes to get an individual's adrenaline autoinjector and corresponding individual ASCIA Action Plan for Anaphylaxis to a student experiencing an anaphylactic reaction from various areas of the school including: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| a. The class room? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. The school yard? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. The sports field? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d. The school canteen? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 42. On excursions or other out of school events is there a plan for who is responsible for ensuring the adrenaline autoinjector(s) and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan) and the adrenaline autoinjector for general use are correctly stored and available for use? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 43. Who will make these arrangements during excursions? | |
| 44. Who will make these arrangements during camps? | |
| 45. Who will make these arrangements during sporting activities? | |
| 46. Is there a process for post-incident support in place? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 47. Have all school staff who conduct classes attended by students at risk of anaphylaxis, and any other staff identified by the principal, been briefed by someone familiar with the school and who has completed an approved anaphylaxis management course in the last 2 years on: | |
| a. The school's Anaphylaxis Management Policy? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. The causes, symptoms and treatment of anaphylaxis? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. The identities of students at risk of anaphylaxis, and who are prescribed an adrenaline autoinjector, including where their medication is located? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d. How to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e. The school's general first aid and emergency response procedures for all in-school and out-of-school environments? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| f. Where the adrenaline autoinjector(s) for general use is kept? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| g. Where the adrenaline autoinjectors for individual students are located including if they carry it on their person? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SECTION 6: Communication Plan | |
| 48. Is there a Communication Plan in place to provide information about anaphylaxis and the school's policies? | |
| a. To school staff? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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| b. To students? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. To parents? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d. To volunteers? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e. To casual relief staff? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 49. Is there a process for distributing this information to the relevant school staff? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| a. What is it? | |
| 50. How will this information kept up to date? | |
| 51. Are there strategies in place to increase awareness about severe allergies among students for all in-school and out-of-school environments? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 52. What are they? | |