

# ANAPHYLAXIS MANAGEMENT POLICY

## School Statement

Copperfield College will comply with:

- Ministerial Order 706
- Anaphylaxis Guidelines for Victorian Schools published and amended by the Department as required/instructed/advised.

As part of this Copperfield College will maintain this policy, reviewing it annually at the beginning of every school year prior to students returning to school, or as required.

## Individual Anaphylaxis Management Plans

The Principal will ensure that an individual Anaphylaxis Management Plan is developed, in consultation with the student's parents/carers, 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 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 of 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 on where the student's medication will be stored;
- the student's emergency contact details; and
- an ASCIA Action Plan.

Administration Staff will then implement and monitor the student's Individual Anaphylaxis Management Plan.

The student's Individual Anaphylaxis Management Plan will be reviewed by the Administration Staff, in consultation with the student's parents/carers 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 (eg. Elective subjects, cultural days, incursions, Athletic and Swimming Carnivals).

It is the responsibility of the parents/carers to:

- provide the ASCIA 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 has put in place a number of prevention strategies to minimise the risk of an anaphylactic reaction. It is important to remember that minimisation of the risk of anaphylaxis is everyone's responsibility: including the principal and all school staff, parents/carers, students and the broader school community.

Parents/carers must also assist their child's school to manage the risk of anaphylaxis (as specified in the Order). Parents/carers must communicate their child's allergies and risk of anaphylaxis to the school at the earliest opportunity, in writing and on enrolment. Parents/carers should continue to communicate with school staff and provide up to date information about their child's medical condition and risk factors. Parents/carers should obtain and provide the school with an ASCIA Action Plan for Anaphylaxis completed by a medical practitioner. Parents/carers should participate in yearly reviews of their child's Individual Anaphylaxis Management Plan with their General Physician and supply the school with their updated plan. Parents/carers should ensure that their child has an adrenaline auto injector at school at all times that is current (ie the device has not expired).

## **School Management and Emergency Response**

The strategies the school uses to manage students with an allergy and the potential for an anaphylactic reaction, and the emergency responses used in the event of an anaphylactic reaction form an integral part of the school's general first aid and emergency response procedures.

No student who has been prescribed an adrenaline auto-injector is permitted to attend the school or school related activities without providing an auto-injector and doctor-authorised ASCIA Action Plan for Anaphylaxis.

Parents/carers of students who are at risk of anaphylaxis must provide an adrenaline auto-injector and ASCIA Action Plan to the school office. They will be carried by students as deemed necessary by the staff supervising the students.

Student's ASCIA Action Plans, copies of their individual Anaphylaxis Management Plans, must be accessible to all staff on the Student Information System (Compass) and further:

- must be accessible to all staff generating trips, camps and excursions; and,
- must be accessible for all activities where students are under the care and supervision of Copperfield College staff.

Student's adrenaline auto-injectors supplied by the parents/carers will be stored in the First Aid Room on the relevant campus.

Where a student is attending activities off site, the teacher organising the activity will organise with the Administration Staff prior to leaving the campus to sign out the student's adrenaline auto-injector and will return it to the Office upon returning to the school.

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

The Principal will purchase Adrenaline Auto-injector(s) for General Use (purchased by the school) and as a back up to those supplied by parents/carers.

Copperfield College has One (1) adrenaline auto-injector for general use per campus. These are located in the First Aid Room.

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

## **Communication Plan**

The Principal is responsible for ensuring that a communication plan is developed to provide information to all school staff, students, and parents/carers about anaphylaxis and the school's Anaphylaxis Management Policy.

This communication plan has been developed by the Principal, to:

- provide information to all school staff, parents/carers and students about anaphylaxis and the school's anaphylaxis management policy;
- outline strategies for advising school staff, parents/carers and students about how to respond to an anaphylactic reaction occurring during normal school activities, including in the classroom, in the schoolyard, and in all school buildings and sites including gymnasiums and halls; and during off-site;
- outline procedures to inform volunteers and casual relief staff of students with a medical condition that relates to allergy and the potential for anaphylactic reaction, and their role in responding to an anaphylactic reaction of a student in their care

## **Raising Staff Awareness**

In addition to all staff undergoing training as specified below, the following are available to assist staff in identifying those students who have an allergy and the potential for anaphylactic reaction;

- Individual plan and details of the allergies of all students who have a medical condition that relates to allergy and the potential for anaphylactic reaction are displayed on compass against the student.

## **Raising School Community Awareness**

To raise awareness about anaphylaxis in the school community so that there is an increased understanding of the condition, the school will;

- provide a copy of the Anaphylaxis Policy to all new staff
- provide new parents/carers with a copy of the school's Anaphylaxis Policy on enrolment
- place information about anaphylaxis in school newsletter; and
- disseminate information about anaphylaxis at information evenings, as appropriate

## **Staff Training**

The following school staff must be trained in accordance with the school's training requirements;

- school staff who conduct classes which include students with a medical condition that relates to allergy and the potential for anaphylactic reaction: and
- any further staff that the Principal identifies based on an assessment of the risk of an anaphylactic reaction occurring while a student is under the care or supervision of the school.

All staff subject to the school's training requirements must;

- have successfully completed an anaphylaxis management training course in the three years prior; and
- 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 the Anaphylaxis Supervisor on;
  - the school's Anaphylaxis Management Policy
  - the causes, symptoms and treatment of anaphylaxis
  - the identities of students with a medical condition that relates to allergy and the potential for anaphylactic reaction , and where their medication is located;
  - how to use an adrenaline auto-injector, including hands on practice with a trainer adrenaline auto-injector;
  - the school's general first aid and emergency response procedures, including location of emergency phones; and
  - the location of, and access to, adrenaline auto-injectors that have been provided by parents/carers or purchased by the school for general use

## **Annual Risk Management Checklist**

The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Training to monitor compliance with their obligations.

**REVIEW CYCLE** This policy was last updated September 2019 and is scheduled for review in September 2022