



Anaphylaxis Management Policy

BACKGROUND

St. Mary of the Cross MacKillop Catholic Primary School acknowledges its responsibility to develop and maintain an anaphylaxis management policy & associated procedure. The school will comply with [Victorian Government's Ministerial Order 706, 2015](#) and the associated guidelines published and amended by the Victorian Department of Education and Training from time to time.

Anaphylaxis is a severe, rapidly progressive and potentially life-threatening allergic reaction. The most common triggers (allergens) are peanuts, tree nuts (e.g. hazelnuts, cashews and almonds), cows' milk, eggs, wheat, soybean, sesame (seeds/oil), fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medications. The key to prevention of anaphylaxis is knowledge of those students who are diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. A partnership between the school, parents and carers is important in ensuring that certain foods or items are kept away from the student while at 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

The aim of St. Mary of the Cross MacKillop Catholic Primary School's anaphylaxis management policy & associated procedure is 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 schooling
- Raise awareness about anaphylaxis and the school's anaphylaxis management plan in the school community
- Engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and the management strategies for the student
- Ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

IMPLEMENTATION

Individual Anaphylaxis Management Plans

At the commencement of each school year the Annual Anaphylaxis Risk Management Checklist (Appendix 3) will be completed to identify the number of students affected by anaphylaxis and to ensure required risk mitigation strategies are planned for and implemented.

The Principal, or their nominee, will ensure that an Individual Anaphylaxis Management Plan (Appendix 1) 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 devised from the Action Plan and will be in place as soon as practicable after the student enrolls. 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/carer, 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
- Is reviewed annually
- Includes an up to date photograph of the student
- Is printed in colour

The Principal, or their nominee, 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 / Carers in all of the following circumstances:

- Annually
- If the student's medical condition, in so far as it relates to allergy and the potential for an anaphylactic reaction, changes
- As soon as practicable after the student has an anaphylactic reaction at School
- 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. class parties, elective subjects, cultural days, fetes, incursions).

It is the responsibility of Parents / Carers to:

- Provide an ASCIA Action Plan
- Inform the school in writing if their child's medical condition, in so far as it relates to allergy and the potential for an anaphylactic reaction, changes, and where relevant provide an updated ASCIA Action Plan
- Have the ASCIA plan reviewed by / updated by a Medical Practitioner annually. The colour photo for the plan should be updated annually as part of the process
- Provide the School with an adrenaline auto-injector that is current and not expired for their child. St. Mary of the Cross MacKillop Catholic Primary School will provide spare adrenaline auto-injectors for general use.

Note: A template of an individual anaphylaxis management plan can be found on Page 18 [Anaphylaxis Guidelines for Victorian Government Schools or the Department's website:](#)



Prevention Strategies

St. Mary of the Cross MacKillop Catholic Primary School will ensure that risk minimisation and prevention strategies are in place for all relevant in-school and out-of-school settings which include (but are not limited to) the following:

- **Learning Areas** (including specialist and elective classes)
- **School Grounds** – Before and after school, recess and lunch times
- **Special Events** including incursions, sports, cultural days, fetes or class parties, excursions and camps

Learning Areas

1. Provide professional development for all staff including the identification and response to anaphylaxis and the proper use of an EpiPen.
2. A copy of the student's Individual Anaphylaxis Management Plan kept in the First Aid Room. Images of students affected by anaphylaxis are displayed in learning areas.
3. Class teachers are to liaison with Parents / Carers about food-related activities ahead of time.
4. The use of non- food treats where possible, but if food treats are used it is recommended that the Parents / Carers provide a treat box.
5. Food from outside sources is not given to a student who is at risk of anaphylaxis.
6. Treats from other students in the homegroup should not contain the substances to which the student is allergic.
7. Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts. Products labelled 'may contain milk or egg' should not be served to students with milk or egg allergy.
8. Staff members are to maintain an awareness of possible hidden allergens in food and other substances used in cooking, food technology, science and art classes.
9. Ensure all cooking utensils, preparation dishes, plates and knives/forks etc. are washed and cleaned thoroughly after preparation of food and cooking.
10. Regular discussions with students about the importance of washing hands, eating their own food and not sharing food.
11. The school Principal, or their nominee, should inform casual relief teachers, specialists teachers and volunteers of the names of any students at risk of anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and EpiPen, the School's Anaphylaxis Policy and each person's responsibility in managing an incident.

School Grounds

1. Sufficient supervision of a student who is at risk of anaphylaxis by a Staff Member who is trained in the administration of EpiPens.
2. EpiPens and Individual Anaphylaxis Plans are easily accessible from the school grounds.
3. A communication plan is in place for Staff Members on Duty so medical information can be retrieved quickly and all Staff are aware how to respond if an anaphylactic reaction occurs during before or after school, at recess or lunchtime.
4. Staff on duty can identify those students at risk of anaphylaxis.
5. Lawns are regularly mowed and bins are covered.
7. Students are to keep drinks and food covered while outdoors.



Excursions / Camps:

1. A Risk Assessment of the excursion or camp must be completed prior to departure.
2. Review the Individual Anaphylaxis Management Plan prior to departure to ensure that it is up to date and relevant to the particular excursion or camp.
3. Staff in charge should consult Parents / Carers of anaphylactic students in advance to discuss issues that might arise, to develop an alternative food menu or request the parent provide a meal (if required).
4. Staff Members attending must maintain current training and competence in responding to anaphylactic reaction and the administration of an EpiPen.
5. Appropriate methods of communications have been identified.
6. Individual Anaphylaxis Management Plans and EpiPens are to be easily accessible and Staff members are aware of their location.
7. Identify the location of the EpiPen ie. Who will carry it, how will it be delivered to the student?

Special Events

1. A sufficient number of Staff Members who have been trained in the administration of an Epi-Pen are supervising the event.
2. Where possible avoid using food in activities or games.
3. Supervising Staff Members are to consult Parents / Carers in advance for special events to either develop an alternative food menu or request the parent to send a meal for the student at risk.
4. Parents / Carers of other students should be informed in advance about foods that may cause allergic reactions in students at risk and request that they avoid providing students with treats whilst they are at a special school event.
5. Party balloons are not to be used if a student is allergic to latex

School Management & Emergency Response:

In the event of an allergic reaction, the School will follow the student's ASCIA Action Plan for Anaphylaxis, in addition to the School's emergency documents and procedures. These emergency documents and procedures include the following First Aid protocol and emergency response:

- A complete and up-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 (containing ASCIA Action Plans); o Information about the storage and accessibility of adrenaline auto-injectors
- How communication with Staff Members, Students, Parents / Carers is to occur in accordance with a communication plan.

Where an EpiPen is administered, St. Mary of the Cross MacKillop Catholic Primary School will:

- Immediately call an ambulance 000 or 112 if the mobile has no service
- Lay the students flat and elevate their legs. Do not stand or walk. If breathing is difficult for them, allow them to sit but not stand
- Reassure the student experiencing the reaction as they are likely to be feeling anxious and frightened as a result of the reaction and the side-effects of the adrenaline. Watch the



student closely in case of a worsening condition. Ask another Staff Member to move other students away and reassure them elsewhere

- In the rare situation where there is no marked improvement and severe symptoms are present, a second injection may be administered after five minutes, if a second EpiPen is available
- Then contact the Student's emergency contacts
- Notify the School Principal of the incident as soon as is practical.

Storage and Accessibility of EpiPens

Children diagnosed as being at risk of anaphylaxis are prescribed adrenaline in an auto-injector commonly known as the EpiPen. Children under 20kg have prescribed an EpiPen Junior, which has a smaller dosage of adrenaline. The EpiPen and EpiPen Junior are designed so that anyone can use them in an emergency.

- If a student has been prescribed an EpiPen, the EpiPen must be provided by the student's parent/carers to the school.
- EpiPens are stored in an unlocked, easily accessible cupboard away from direct heat, in the First Aid Room.
- EpiPens are clearly labelled with the student's name and photo.
- A copy of the student's ASCIA Action Plan is kept with the EpiPen.
- Each student's EpiPen should be distinguishable from other students' EpiPens and medications.
- All staff should know where the EpiPen is located.
- EpiPens should be signed in and out when taken from its usual place, for example for camps or excursions.
- Depending on the speed of past reactions, it may be appropriate to have the EpiPen in class or in a bumbag in the yard.

EpiPen Expiry

EpiPens should last for at least 12 months and will have an expiry date printed on them. It is the parents' responsibility to supply their child's EpiPen to the school and to replace it before it expires.

A designated staff member, Student Wellbeing Leader, regularly checks the EpiPens. At least a month before its expiry date, the designated school staff member should send a written reminder to the student's parents to replace the EpiPen.

Staff Training and Emergency Response

All staff at St Mary of the Cross Mackillop Catholic Parish Primary School undertake Anaphylaxis Management Training at the beginning of the school year. This ensures that there are sufficient numbers of trained staff to cover all in and out of class experiences including excursions, yard duty, camps and special event days.



Communication Plan

St Mary of the Cross MacKillop Catholic Primary School Principal is responsible for ensuring that a Communication Plan is developed to provide information to all Staff Members, Students, Parents / Carers about anaphylaxis and the School's Anaphylaxis Management Policy and Procedure. The Communication Plan will include information relating to the steps taken to respond to an anaphylactic reaction by a child in a classroom, in the school yard, on school excursions, on school camps and special event days. Casual Relief Teachers & Volunteers responsible for the supervising students will be informed of those at risk of anaphylaxis and their role in responding to an anaphylactic reaction by the Principal or their nominee. As part of the school's Communication Plan, Staff Members, as determined by the Principal, will participate in the Australasian Society of Clinical Immunology and Allergy (ASCIA) online training every two years. Staff Members are also briefed at least twice a year by a competent Staff Member who has current anaphylaxis management training on:

- Requirements of Victorian Government's Ministerial Order 706, 2015
- The school's Anaphylaxis Management Policy & Procedure
- The causes, symptoms and treatment of anaphylaxis
- The identity of students diagnosed at risk of anaphylaxis and where their medication is located
- How to use an Adrenaline-Auto Injector device
- Prevention Strategies adopted by the school to reduce the potential for an anaphylactic event
- The school's first aid and emergency response procedures
- The location of, and access to, the Adrenaline-Auto Injector/s purchased by the school for General Use or provided by Parents / Carers

All staff at St Mary of the Cross MacKillop Catholic Primary School undertake the Australasian Society of Clinical Immunology and Allergy (ASCIA) e-training for Victorian schools once every 2 years. Once the online course is complete, in order to meet legislative requirements, have their competency in using an Adrenaline-Auto Injector (e.g. EpiPen®) tested in person within 30 days of completing the course.

All Staff Members will be briefed at least twice a year by a competent Staff Member who has current anaphylaxis management training on:

- Requirements of Victorian Government's Ministerial Order 706, 2015
- The school's Anaphylaxis Management Policy & Procedure
- The causes, symptoms and treatment of anaphylaxis
- The identity of students diagnosed at risk of anaphylaxis and where their medication is located
- How to use an Adrenaline-Auto Injector device
- Prevention Strategies adopted by the school to reduce the potential for an anaphylactic event
- The school's first aid and emergency response procedures
- The location of, and access to, the Adrenaline-Auto Injector/s purchased by the school for General Use or provided by Parents / Carers.



St. Mary of the Cross MacKillop Catholic Primary School Principal will complete an Annual Anaphylaxis Risk Management Checklist LINK as published by the Victorian Department of Education and Training to monitor compliance with their obligations.

EVALUATION

St Mary of the Cross MacKillop Catholic Primary School	
Version Update	July 2019
Review Update	July 2022

References:

[Australasian Society of Clinical Immunology and Allergy](#)

[Victorian State Government: Department of Education and Training: Anaphylaxis Guidelines 2018](#)

[Victorian State Government: Department of Education and Training: Ministerial Order No.706](#)