

# TERANG COLLEGE

## ANAPHYLAXIS

### POLICY (Student)

#### 1. RATIONALE

Anaphylaxis is a severe allergic reaction which is life threatening. It requires an emergency first aid response. It can be treated effectively by using an adrenaline auto-injector. Prevention and planning are very important to reduce the risks of anaphylaxis. Common allergens are eggs, peanuts, tree nuts such as cashews, cow's milk, fish and shellfish, wheat, soy, sesame, insect stings and bites and some medications.

#### 2. AIMS

- 2.1. To provide a safe and healthy College environment that takes into consideration the needs of all students, including those who may suffer from anaphylaxis.
- 2.2. To have a knowledge of College students who have been diagnosed at risk and an awareness of triggers (allergens) and prevention to exposure to these triggers.
- 2.3. To develop partnership between the College and parents to ensure certain foods or items are away from the affected child while at school.
- 2.4. To raise awareness about anaphylaxis and the College Anaphylaxis Policy in the College community.
- 2.5. To engage with parents / carers of students at risk of anaphylaxis in assessing risk, developing risk minimisation strategies and management strategies for the student.
- 2.6. To ensure each staff member has gained knowledge about allergies, anaphylaxis and the College's policy and procedures in responding to an anaphylactic reaction, via College staff training sessions and related support documentation.

#### 3. IMPLEMENTATION

- 3.1. Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars and Government Ministerial Orders and Acts.
- 3.2. Signs and symptoms of anaphylaxis include:
  - 3.2.1. **Mild to moderate;** swelling of the lips, face and eyes, hives or welts, tingly mouth, abdominal pain and/or vomiting
  - 3.2.2. **Severe;** difficult/noisy breathing, swelling of tongue, swelling/tightness in throat, difficulty talking and/or a hoarse voice, wheeze or persistent cough, persistent dizziness or collapse, pale and floppy.
  - 3.2.3. Anaphylaxis is treated with an adrenaline auto-injector. If a student has an anaphylaxis reaction whilst under the care of College staff, emergency first aid care will be provided and an ambulance called. Prompt administration of the EpiPen is crucial in a severe allergic emergency.
- 3.3. **Parents (and students where appropriate):**
  - 3.3.1. Parents of students known to be at risk of allergic reactions are required to complete an ASCIA Allergic Reactions Action Plan with their medical professional, updated regularly with parent changes.
  - 3.3.2. Parents of students known to be at risk of anaphylaxis require a completed ASCIA Anaphylaxis Action Plan by their medical professional, updated yearly or more if details change. A current photo must also be supplied for the plan. Parents of students at risk of anaphylaxis are required to supply the College with an EpiPen® (adrenaline auto-injector) with a current use-by date. First aid staff will contact parents if the use-by date of the auto-injector is close to expiration.
  - 3.3.3. Parents will meet with College staff to develop the student's Individual Anaphylaxis Risk Management Plan. This is updated yearly or more frequently if required or condition changes.
- 3.4. **Training:**
  - 3.4.1. When no students are enrolled at the College with a risk of anaphylaxis, the College will continue to arrange training for all staff and anaphylaxis supervisors in anaphylaxis management and anaphylaxis supervision training in order to be prepared.
  - 3.4.2. When students are enrolled at Terang College who are at risk of anaphylaxis the College will ensure adequate training is provided for staff.
  - 3.4.3. The College will ensure staff are provided with recognised anaphylaxis training as all or either

- 3.4.3.1. face to face training at least every three years,
- 3.4.3.2. recognised anaphylaxis online training (**ascia-e-learning**) with in-person competency assessments in auto-injector.
- 3.4.4. Training will be for all staff, or for whom the Principal identifies as having responsibility for students at risk of anaphylaxis.
- 3.4.5. If the College chooses the on-line training, it will ensure at least one, and up to three staff are trained as anaphylaxis staff supervisors and undergoing the appropriate training to maintain this qualification.
- 3.4.6. When students are enrolled at the College who have/are at risk of anaphylaxis, the College will ensure:
  - 3.4.6.1. adequate training is provided to staff
  - 3.4.6.2. induction of new staff will include awareness information and appropriate training is sought as soon as possible.
  - 3.4.6.3. staff briefings will be held twice a year on anaphylaxis including the administering of an adrenaline auto-injector such as an EpiPen and possible anaphylaxis scenarios. These briefings will include:
    - 3.4.6.3.1. the College
    - 3.4.6.3.2. title and legal requirements as outlined in Ministerial Order 706
    - 3.4.6.3.3. pictures of the students at your College at risk of anaphylaxis, their allergens, year levels and risk management plans that are in place
    - 3.4.6.3.4. signs and symptoms of anaphylaxis
    - 3.4.6.3.5. ASCIA Anaphylaxis e-training
    - 3.4.6.3.6. ASCIA Anaphylaxis Action Plan and how to administer an EpiPen®
    - 3.4.6.3.7. the College's First Aid, Ill Students & Medication Administration policy and emergency response procedures.
- 3.4.7. In the event the relevant training has not occurred for a member of staff who has a child in their class at risk of anaphylaxis, the Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the parents of any affected student. Training will be provided to relevant College staff as soon as practicable after the student enrolls, and preferably before the student's first day at College.
- 3.4.8. The Principal will ensure that while the student is under the care or supervision of the College, including excursions, yard duty, camps and special event days, there is a sufficient number of College staff present who have successfully completed an anaphylaxis management training course.

### 3.5. **Individual Anaphylaxis Management Plans:**

- 3.5.1. For any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis, a Individual Anaphylaxis Management Plan will be developed in consultation with the student's parents,. The individual Anaphylaxis Management Plan will be in place as soon as practicable after the student enrolls and where possible before their first day at the College.
- 3.5.2. The Individual Anaphylaxis Management Plan will set out the following:
  - 3.5.2.1. information about the student's medical condition that relates to the allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has and the signs or symptoms the student might exhibit in the event of an allergic reaction (based on a written diagnosis from a medical practitioner)
  - 3.5.2.2. strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of College staff, for in-College and out-of-College settings including in the College yard, at camps and excursions, or at special events conducted, organised or attended by the College.
  - 3.5.2.3. the name of the person(s) responsible for implementing the risk minimisation strategies which have been identified in the plan.
  - 3.5.2.4. information on where the student's medication will be stored.
  - 3.5.2.5. the student's emergency contact details.
  - 3.5.2.6. an up-to-date ASCIA Anaphylaxis Action Plan completed by the student's medical practitioner.

### 3.6. **Risk Minimisation Strategies:**

- 3.6.1. The College will put in place Risk Minimisation Strategies for both in-College and out-of-College settings which include (but are not limited to) the following:
  - 3.6.1.1. during classroom activities (including class rotations, specialist and elective classes),
  - 3.6.1.2. between classes and other breaks,
  - 3.6.1.3. in canteens with external catering suppliers informed of students with food anaphylaxis,
  - 3.6.1.4. during recess and lunchtimes,
  - 3.6.1.5. before and after College,

- 3.6.1.6. camps and excursions, or at special events conducted, organised or attended by the College (e.g. class parties, elective subjects and work experience, cultural days, fetes, concerts, events at other Colleges, competitions or incursions).
  - 3.6.2. Each yard duty first aid bag will contain a list and photo of each student with an Individual Anaphylaxis Action Plan.
  - 3.6.3. The Daily Organiser will:
    - 3.6.3.1. inform relief staff of students in their class who are at risk of anaphylaxis
    - 3.6.3.2. provide information on the procedures for dealing with an anaphylactic reaction.
  - 3.6.4. The Principal or delegate will complete an annual Risk Management Checklist as published by the Department of Education and Training to monitor compliance with their obligations. The annual checklist is designed to step schools through each area of their responsibilities in relation to the management of anaphylaxis within schools.
- 3.7. **Emergency Response:**  
The College will:
- 3.7.1. keep an up-to-date list of students identified as being at risk of anaphylaxis.
  - 3.7.2. maintain electronic and printed Individual Anaphylaxis Management Plans and ASCIA Anaphylaxis Action Plans which will be available in the administration area of the College known and accessible to all College staff.
  - 3.7.3. create an individual Health Wallet per student with a medical condition which will be located at either campus Administration Storeroom and will contain:
    - 3.7.3.1. the usual medical treatment needed by the student at the College or on College activities
    - 3.7.3.2. the medical treatment and action needed if the student's condition deteriorates.
    - 3.7.3.3. Cases report SMC21101 which advises the name, address and telephone numbers for an emergency contact as well as the student's doctor.
    - 3.7.3.4. a copy of the student's individual asthma care plan with the original plan filed in the student's file available from the administration area.
  - 3.7.4. take these plans and action plans on excursions, camps and other off site activities and will communicate to all staff members involved as to where these are located during an event.
  - 3.7.5. will store the EpiPen (auto-injector) in a room not locked and readily accessible. The College will communicate with staff about the location of EpiPens both at the College and for off-site activities.
  - 3.7.6. communicate with College staff, students and parents about anaphylaxis as outlined in Communication Policy.
- 3.8. **Adrenaline Auto-injectors for General Use:**
- 3.8.1. Adrenaline auto-injector(s) for general use will be supplied by the College, and as a back up to those supplied by parents.
  - 3.8.2. The Principal will determine the number of additional adrenaline auto-injector(s) required to be purchased by the College. In doing so, the Principal should take into account the following relevant considerations:
    - 3.8.2.1. the number of students enrolled at the College who have been diagnosed as being at risk of anaphylaxis.
    - 3.8.2.2. the accessibility of adrenaline auto-injectors that have been provided by parents of students who have been diagnosed as being at risk of anaphylaxis.
    - 3.8.2.3. the availability and sufficient supply of adrenaline auto-injectors for general use in specified locations at the College including in the College yard, and at excursions, camps and special events conducted, organised or attended by the College.
    - 3.8.2.4. the adrenaline auto-injectors for general use have a limited life, and will usually expire within 12-18 months, and will need to be replaced at the College's expense either at the time of use or expiry, whichever comes first.
- 3.9. **Communication Plan:**
- 3.9.1. When a student is at risk of anaphylaxis at the College, the College will inform College staff, students and parents about how to respond to an anaphylactic reaction by:
    - 3.9.1.1. recording all current information on the College administration operating system
    - 3.9.1.2. ensuring staff have electronic access to student medical information recorded in the administration operation system
    - 3.9.1.3. twice yearly, in the mediums outlined in College Communication Policy:
      - 3.9.1.3.1. posting articles about anaphylaxis
      - 3.9.1.3.2. outlining the College Policies relating to anaphylaxis
    - 3.9.1.4. Twice yearly providing information at College staff briefings.
    - 3.9.1.5. Twice yearly providing students with age appropriate written and verbal general anaphylaxis education.

- 3.9.1.6.outlining prevention and management details delivered by the College nurse, the College anaphylaxis supervisors or appropriately trained personnel.
  - 3.9.1.7.for off-site activities or special events, such as camps or excursions, staff and parents attending should be aware of individual management plans with risk management strategies written and distributed to relevant staff and parents in advance of the event. For off-site activities, printed anaphylaxis action plans should be taken along with first aid equipment.
  - 3.9.1.8.visitors and relief staff should be made aware, through verbal instruction and written information of students with potential for anaphylaxis in their care, their anaphylaxis plans and the College's first aid procedures. The visitors should be made aware of their role in responding to an anaphylactic reaction by a student in their care.
- 3.10. **Annual Risk Management Checklist:**
- 3.10.1.The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Training to monitor compliance with their obligations. The annual checklist is designed to step schools through each area of their responsibilities in relation to the management of anaphylaxis in schools.
- 3.11. **Equipment:**
- 3.11.1.The College will supply an in-date EpiPen for general use, stored in an unlocked first aid area.
  - 3.11.2.Anaphylaxis emergency response posters will be displayed in the staffroom, the first aid room and other locations around the College.
  - 3.11.3.The College will provide staff with at least two training auto-injectors which are stored away from the First aid EpiPen (adrenaline auto-injectors).
- 3.12. **References:**
- 3.12.1. Department of Education & Training information link for Anaphylaxis  
<https://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx>
  - 3.12.2.Department of Education & Training information link for First Aid, Anaphylaxis and Asthma Management  
<https://www.education.vic.gov.au/childhood/providers/regulation/Pages/anaphylaxis.aspx?Redirect=1>
  - 3.12.3. Allergy & Anaphylaxis Australia Link  
<https://allergyfacts.org.au/>

#### 4. EVALUATION

- 4.1 This policy will be reviewed every three years as part of the College's Policy review cycle.

*Approved by College Council on 01/08/2022*