



ANAPHYLAXIS MANAGEMENT POLICY

1. RATIONALE

Billanook College is committed to providing a safe learning environment for all our students and complying with the current Ministerial Order No.706, the Department of Education and Training's Anaphylaxis Guidelines, the Education and Care Services National Regulations 2011 and the related guidelines published and amended by the Department of Education and Early Childhood Development (DEECD) from time to time (Guidelines).

2. PURPOSE

The College recognises that it cannot achieve a completely allergen free environment.

It is our policy:

- 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 adopt the recommendations of the Guidelines where relevant to the College
- to raise awareness about anaphylaxis and the College's *Anaphylaxis Management Policy* in the School community
- to engage with parents/carers of each student at risk of anaphylaxis when assessing risks and developing risk minimisation strategies for the student
- to ensure that Staff have knowledge about allergies, anaphylaxis and the College's policies and procedures in responding to an anaphylactic reaction

3. GUIDING PRINCIPLES

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening and is regarded as a medical emergency. 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 and certain insect stings (particularly bee stings).

The key to prevention of anaphylaxis in schools is knowledge of the student who has been diagnosed as at risk, awareness of allergens and prevention of exposure to those allergens. Partnerships between schools and parents/carers are important in helping the student avoid exposure.

Adrenaline given through an adrenaline autoinjector (such as an EpiPen or EpiPen® Jr) into the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

The Principal is responsible for ensuring that an Individual Anaphylaxis Management Plan is developed for any student diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction and delegates and liaises with the College Registered Div. 1 Nurse to implement the Anaphylaxis Management Policy.

The Wellness Centre (and specifically the College Nurse):

- manages all student and Staff medical information
- is responsible for liaising with parents/carers and treating doctors
- provides education on signs, symptoms and management for allergies/anaphylaxis
- administers medication and treatment within the bounds of their professional responsibility



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4. IMPLEMENTATION

This Policy is implemented through a combination of:

- College premises inspections (to identify wasp and bee hives)
- Staff training and supervision
- maintenance of medical records
- effective incident notification procedures
- effective communication procedures with the student's parents/carers
- initiation of corrective actions where necessary

Billanook College has developed the following work practices and procedures for managing anaphylactic shock:

- individual Anaphylaxis Management Plans
- Adrenaline autoinjectors – purchase, storage and use
- Communication Plan
- emergency response procedures
- risk minimisation strategies
- Anaphylaxis training and briefing

5. ROLES AND RESPONSIBILITIES

Parents/Carers

Section 9 of the Guidelines sets out the role and responsibilities of the parents/carers of a student at risk of anaphylaxis.

Parents/carers must:

- inform the College in writing, either at enrolment or diagnosis, of the student's allergies and whether the student has been diagnosed as being at risk of anaphylaxis
- obtain and provide the College with an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner. The ASCIA Action Plan should detail:
 - their condition
 - any medications to be administered
 - any other relevant emergency procedures
- immediately inform Staff in writing of any changes to the student's medical condition and if necessary, obtain and provide an updated ASCIA Action Plan for Anaphylaxis
- assist the College to develop the student's Individual Anaphylaxis Management Plan, including risk minimisation and management strategies
- provide an adrenaline autoinjector (EpiPen) and any prescribed medication. If no adrenaline autoinjector is available, the student will not be permitted to attend school. All prescribed medication needs to be replaced when required. It needs to be clearly labelled in the original container and within the expiry date. This will be monitored by the College Nurse and the Wellness Centre will contact families when replacement medication is required
- replace the student's adrenaline autoinjector and any other medication as needed, before their expiry date or when used



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- assist Staff in planning and preparation for the student prior to camps, field trips, incursions, excursions or special events (e.g. class parties, cultural days, fetes or sport days)
- if requested by Staff, assist in identifying and/or providing alternative food options for the student when needed
- inform Staff in writing of any changes to the student's emergency contact details
- participate in reviews of the student's Individual Anaphylaxis Management Plan
- review the student's Individual Anaphylaxis Management Plan in conjunction with their Doctor and the College Nurse on an annual basis, or earlier if changes or updates occur, and include input regarding any locally relevant risk minimisation/prevention strategies

Principal

Section 9 of the Guidelines sets out the role and responsibilities of the Principal or delegate.

The Principal or delegate must:

- ensure the College develops, implements and routinely reviews this Policy in accordance with Ministerial Order No. 706 and the Guidelines
- complete an annual Risk Management Checklist and review the Policy annually to ensure compliance with Ministerial Order No. 706
- actively seek information to identify students with severe life-threatening allergies or those who have been diagnosed as being at risk of anaphylaxis, either at the time of enrolment or at the time of diagnosis (whichever is earlier)
- ensure parents/carers provide an ASCIA Action Plan for Anaphylaxis which has been completed and signed by the student's medical practitioner and contains an up-to-date photograph of the student
- ensure that an Individual Anaphylaxis Management Plan is developed in consultation with the student's parents/carers for any student that has been diagnosed by a medical practitioner with a medical condition relating to allergy and the potential for an anaphylactic reaction, where the College has been notified of that diagnosis
- ensure students' Individual Anaphylaxis Management Plans are appropriately communicated to all relevant Staff
- ensure the canteen provider and all of its employees can demonstrate satisfactory training in the area of food allergy and anaphylaxis and its implications for food-handling practices
- ensure parents/carers provide the College with an adrenaline autoinjector for their child that is not out-of-date and a replacement adrenaline autoinjector when requested to do so
- ensure an appropriate Communication Plan is developed
- ensure there are procedures in place for providing information to school volunteers and casual relief staff about students who are at risk of anaphylaxis and their role in responding to an anaphylactic reaction of a student in their care
- ensure relevant Staff have successfully completed an approved Anaphylaxis Management Training Course and their accreditation is current
- provide accredited training to all Early Learning Program (ELP) Staff (including casual relief staff) regardless of whether they have a child diagnosed at risk of anaphylaxis or not



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- ensure all Staff are briefed at least twice a year by the Anaphylaxis Supervisor (or other appropriately trained member of the school Staff), allocate time, such as during Staff meetings, to discuss, practise and review this Policy
- encourage regular and ongoing communication between parents/carers and Staff about the current status of the student's allergies, the College's policies and their implementation
- ensure the student's Individual Anaphylaxis Management Plan is reviewed in consultation with parents/carers annually at the beginning of each school year, when the student's medical condition changes, as soon as practicable after a student has an anaphylactic reaction at School and whenever a student is to participate in an off-site activity such as camps or excursions or at special events conducted, organised or attended by the College
- ensure the Risk Management Checklist for Anaphylaxis is completed and reviewed annually
- arrange to purchase and maintain an appropriate number of adrenaline autoinjectors for general use to be part of the College's first aid kit and stored with a copy of the general ASCIA Action Plan for Anaphylaxis (orange).

Staff

Section 9 of the Guidelines sets out the role and responsibilities of the College Staff. Staff Have a duty of care to take reasonable steps to protect a student under their care from risks of injury that are reasonably foreseeable. This includes Administrators, canteen Staff, casual relieving Staff, specialist Staff and Volunteers. College Staff must:

- know and understand the College's *Anaphylaxis Management Policy*
- know the identity of students who are at risk of anaphylaxis, know their face and if possible, what their specific allergy is
- understand the causes, symptoms and treatment of anaphylaxis
- obtain regular training in how to recognise and respond to an anaphylactic reaction, including administering an adrenaline autoinjector
- know where to find a copy of each student's ASCIA Action Plan for Anaphylaxis quickly and follow it in the event of an allergic reaction
- know the College's general first aid and emergency response procedures and understand their role in relation to responding to an anaphylactic reaction
- know where students' adrenaline autoinjectors and the adrenaline autoinjectors for general use are kept
- know and follow the risk minimisation strategies in the student's Individual Anaphylaxis Management Plan
- display a generic Action Plan for Anaphylaxis poster in a prominent location (ELP only)
- display a student's ASCIA Action Plan in an area visible and known to Staff (ELP only)
- display a prominent notice at the main entrance stating that a child diagnosed at risk of anaphylaxis is attending (ELP only)
- plan ahead for special class activities (e.g. cooking, art and science classes), or special occasions (e.g. excursions, incursions, sport days, camp, cultural days, fetes and parties), either at the College or away from the College
- avoid the use of food treats in class or as rewards, as these may contain allergens



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- work with parents/carers to provide appropriate treats for students at risk of anaphylaxis, or appropriate food for their child if the food the College/class is providing may present an allergy risk
- be aware of the possibility of hidden allergens in foods and of traces of allergens when using items such as egg or milk cartons in art or cooking classes
- be aware of the risk of cross-contamination when preparing, handling and displaying food
- make sure that tables and surfaces are wiped down regularly and that students wash their hands before and after handling food
- raise student awareness about allergies and anaphylaxis and the importance of each student's role in fostering a College environment that is safe and supportive for their peers

Anaphylaxis Supervisors

The Guidelines recommend that the Principal nominates a Staff member to undertake appropriate training to be able to verify the correct use of adrenaline autoinjector (trainer) devices and lead the twice-yearly briefings on the School's *Anaphylaxis Management Policy* (Anaphylaxis Supervisor). It is recommended that at least two Anaphylaxis Supervisors per school or campus are appointed at the College.

Billanook College has appointed the following Staff member as its Anaphylaxis Supervisor:

- Nicole Nash - College Nurse

The Anaphylaxis Supervisor must complete the School Anaphylaxis Supervisor Checklist in conjunction with the Principal and other Staff to ensure that responsibilities, training requirements and tasks relating to anaphylaxis are being met by the College.

Section 9 of the Guidelines sets out the role and responsibilities of the College Anaphylaxis Supervisor.

The Anaphylaxis Supervisor must:

- work with the Principal to develop, implement and regularly review this Policy
- obtain regular training in how to recognise and respond to an anaphylactic reaction, including administering an adrenaline autoinjector
- provide access to the adrenaline autoinjector (trainer) device for practice by Staff
- send reminders to Staff or information to new Staff about anaphylaxis training requirements and liaise with the Principal/HR Manager to maintain records of training undertaken by Staff at the College
- lead the twice-yearly anaphylaxis College briefing
- develop school-specific scenarios to be discussed at the twice-yearly briefing to familiarise Staff with responding to an emergency situation requiring anaphylaxis treatment, for example:
 - a bee sting occurs on College grounds and the allergic student is conscious
 - an allergic reaction where the student has collapsed on College grounds and the student is not conscious
- keep an up-to-date register of students at risk of anaphylaxis



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- keep a register of adrenaline autoinjectors, including a record of when they are 'in' and 'out' from the central storage point. For instance, when they have been taken on excursions, camps etc.
- work with the Principal, parents/carers and students to develop, implement and review each Individual Anaphylaxis Management Plan in accordance with this Policy
- provide advice and guidance to Staff about anaphylaxis management in the College and undertake regular risk identification and implement appropriate minimisation strategies
- work with Staff to develop strategies to raise their own, students and College community awareness about severe allergies
- provide or arrange post-incident support (e.g. counselling) to students and Staff, if appropriate

6. RISK MANAGEMENT CHECKLIST

The Principal or delegate completes an annual Risk Management Checklist included in the Guidelines, to monitor our obligations.

We regularly check the Department of Education and Training's Anaphylaxis Management in Schools page to ensure the latest version of the Risk Management Checklist is used.

7. KEY DEFINITIONS

Adrenaline Autoinjector

An adrenaline autoinjector device, approved for use by the Commonwealth Government Therapeutic Goods Administration, which can be used to administer a single pre-measured dose of adrenaline to those experiencing a severe allergic reaction (anaphylaxis). These may include EpiPen® or EpiPen® Jr.

Anaphylaxis Management Training Course

This means a course in anaphylaxis management training:

- that is accredited as a VET accredited course in accordance with Part 3 of the National Vocational Education and Training Regulator Act 2011 (Cth) that includes a competency check in the administration of an adrenaline autoinjector
- accredited under Chapter 4 of the Act by the Victorian Registration and Qualifications Authority that includes a competency check in the administration of an adrenaline autoinjector
- endorsed and delivered by a tertiary level specialist allergy service within a tertiary level academic teaching hospital that includes a competency check in the administration of an adrenaline autoinjector
- any other course including an Online Training Course

ASCIA

Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.

ASCIA Action Plan for Anaphylaxis

This plan is a nationally recognised Action Plan for anaphylaxis developed by ASCIA. These plans are device-specific; that is, they list the student's prescribed adrenaline autoinjector (EpiPen® or EpiPen® Jr) and must be completed by the student's medical practitioner. Should



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a different adrenaline autoinjector become available in Australia, then a different ASCIA Action Plan specific to that device would be developed. This plan is one of the components of the student's Individual Anaphylaxis Management Plan.

Communication Plan

A plan developed by Billanook College which provides information to all Staff, students and parents/carers about anaphylaxis and this Policy.

Individual Anaphylaxis Management Plan

An individual plan for each student at risk of anaphylaxis, developed in consultation with the student's parents/carers. The Individual Anaphylaxis Management Plan includes the ASCIA Action Plan which describes the student's allergies, symptoms and the emergency response to administer the student's adrenaline autoinjector should the student display symptoms of an anaphylactic reaction. The Individual Anaphylaxis Management Plan also importantly includes age-appropriate strategies to reduce the risk of an allergic reaction occurring.

Online Training Course

Means the course called ASCIA Anaphylaxis e-training for Victorian Schools.

8. SIGNAGE

ASCIA Action Plans are posted in the staffroom with first aid procedures.

With permission from parents/carers, it may be appropriate to have a student's name, photo and the foods they are allergic to displayed in other locations around the College.

9. DISCIPLINE FOR BREACH OF POLICY

Where a Staff member breaches this Policy Billanook College may take disciplinary action.

10. KEY REFERENCE

This Policy has been developed having regard to the Anaphylaxis Guidelines for Victorian Schools.



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APPENDIX 1

GENERAL EMERGENCY RESPONSE

The general emergency response is applicable for all on-site emergencies including classroom medical crisis or College ground incidents. The *Anaphylaxis Management* Policy forms part of the general emergency response and first aid protocols for the College. For off-site activities please refer to the Off-site Activities section.

- a) Staff member to remain with student in crisis at all times. Send a student to alert other Staff for assistance if required. Exact location of incident must be conveyed. **College Nurse to be notified on Ext 120 or mobile 0418 529 172 (Auto Dial 512)** immediately stating anaphylactic incident.
- b) Staff member attending to student must locate and FOLLOW their ASCIA ACTION PLAN. IF IN DOUBT GIVE ADRENALINE AUTOINJECTOR (EpiPen).
- c) Ambulance 000 must be called if EpiPen is administered. (This will be done by the College Nurse or Staff member who is managing the emergency). Note time of EpiPen administration.
- d) Remain with student and offer reassurance.
- e) Notify Reception advising that an ambulance has been called and give crisis location. Reception will then implement ambulance protocol, which includes meeting and directing the ambulance to crisis area.
- f) Continue to monitor student until ambulance arrives. **DO NOT MOVE**. Keep them flat, with their feet elevated. Do not allow them to stand up or walk. If breathing is difficult allow them to sit. Further EpiPen doses can be administered if no response after five minutes, as per ASCIA Action Plan. If student is unconscious, roll onto side and protect airway. Monitor airway, breathing and circulation (ABC) and be prepared to commence CPR if required.
- g) Assisting Staff member to reassure and remove all other students from vicinity or the classroom. Make sure students are supervised before leaving the room, join classes together or find another supervising teacher.
- h) Notify parents/carers and College Leadership Team when possible.
- i) If an ELP student, the DEECD will need notification of the incident on (03) 9589 6266 and completion of relevant documentation.
- j) Debriefing will be organised to support Staff following incident.

Administration of EpiPen (Adrenaline Autoinjectors)

- Follow student's personal ASCIA Management Plan and administer prescribed EpiPen if available.
- If student's EpiPen is not available a Staff member must collect their back up EpiPen from the Wellness Centre or the Primary School. Generic back up EpiPens are also located at key locations including Main Reception, Wellness Centre, Café, Middle School Level Office, Primary Office, Food Technology and the Alan Ross Centre).
- ELP and Primary students will have their EpiPen available with their classroom teacher (which will accompany them to specialist classes).
- Back up, general use EpiPens (Junior/Adult) are located in the JLC staffroom and the Staff office beside the Senior Primary School wet area. Year 7-12 students are requested to carry their EpiPens with them, with their own back up EpiPen available in the Wellness Centre and general use back up EpiPens as previously noted at key locations in the College.
- Primary students are requested to leave an EpiPen at the College.
- Monitor the affected student's breathing and pulse.



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- If student is conscious, place in a comfortable position, lie flat with feet elevated – do not move.
- If unconscious protect airway, roll onto side, monitor ABC and be prepared to resuscitate.

APPENDIX 2

Location of ASCIA Plans and EpiPens

All students with anaphylaxis have an ASCIA Action Plan and this must be followed when responding to an anaphylactic reaction. The students' ASCIA Action Plan together with their Risk Management Plan can be accessed from the confidential section of *My Connect (My College/Wellness Centre/For Teachers)*. The College Nurse maintains an up-to-date list of students at risk of anaphylaxis at all times.

Copies of the plans are also located at the:

- Wellness Centre
- Primary School/ELP office
- Middle School office
- Reception
- Food Technology
- Café
- Alan Ross Centre
- Top oval yard duty folder

Students in Years 7-12 carry their own EpiPen for use in case of an allergic reaction. ELP and Primary student's EpiPens are kept in the student's classroom, in safe, easily assessed locations within their own medical bag with their ASCIA Action Plan.

Each student (Years 7-12) is also required to supply a back up EpiPen which is kept in the Wellness Centre, this is packed into first aid kits when the student attends an excursion, after hours incursion or camp. ELP and Primary students will be required to take an additional College back up, general use EpiPen from the Wellness Centre.

Additional back up, general use EpiPens are also located at key locations around the College including:

- Senior Primary (teacher office) (Adult and Junior)
- Alan Ross Centre foyer (Adult only)
- The Old Market Theatre (Adult and Junior)
- Junior Learning Centre - Staffroom (Adult and Junior)
- DPFC office (Adult and Junior)
- Food Technology (Adult)
- Café (Adult and Junior)
- Reception (Adult and Junior)
- Discovery Centre (Adult and Junior)
- ELP - front and back rooms (Junior only)
- Wellness Centre (Adult and Junior)
- Top oval yard duty bag (Adult)
- Gymnasium (Adult and Junior)
- >20 additional back up EpiPens for general use are located around the College



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The Principal, in conjunction with the College Nurse is responsible for arranging the purchase of additional adrenaline autoinjectors for general use and as back up to those supplied by parents/carers, taking into account the number of students in the College at risk of anaphylaxis, specific locations within the College grounds and at off site events or activities conducted, organised or attended by the College.

First-time reactions

If a student has a severe allergic reaction but has not been previously diagnosed with an allergy or as being at risk of anaphylaxis, an ambulance should be called immediately. Follow any instructions given by emergency services (which may include administering the generic EpiPen for general use), as well as following general emergency procedure.

Food and Food Technology

Staff members should have an explicit knowledge of students and their respective allergies.

If a cooking/food activity is undertaken, Staff are to ensure that the student is not exposed to any known trigger factors that may cause an anaphylactic incident and are required to follow the Department's risk management process.

Students at risk of a reaction should only consume food supplied or stipulated to be safe by the parents/carers.

If a Staff member suspects a student may have had an accidental exposure they should follow the general emergency response. An additional back up EpiPen is available within the Food Technology department.

Excursions/incursions and Sport

Staff are to ensure that the student's own EpiPen and ASCIA Action Plan, along with a back up EpiPen (available from the Wellness Centre) are taken on any excursion or off site activity, including sports events and excursions. Please note: incursions/after hours/weekend activities at School should be treated as per excursions.

Students are only to consume food stipulated by the parents/carers. EpiPens are at all times to be within the vicinity of the student.

A sufficient number of suitably qualified Staff must be present when students at risk of anaphylaxis are outside of normal classroom activities.

In the event of a student experiencing an anaphylactic reaction, Staff member to administer EpiPen (as previously outlined), call 000 and notify the College and parents/carers.

Camps and Tours

Risk minimisation strategies and discussion with families will be required prior to the camp or tour. Staff will need to ensure the student has their EpiPen and ASCIA Action Plan, along with a back up EpiPen (available from the Wellness Centre) prior to leaving the College. Details of location of nearest medical support will need to have been identified in the risk assessment.



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Students are only to consume food stipulated by the parents/carers. Safe food list is to be supplied by parents/carers prior to attending camp/tour. Outdoor Education Group (OEG) run camps have policy and procedures in place in relation to supporting students with allergies at risk of anaphylaxis. Please refer to the OEG website for further information: www.oeg.org.au

Art & Craft Activities

Where the College has been notified of susceptibility in respect to nuts or eggs the following restrictions must be observed:

- No nuts or nut derivatives, eggs to be used in activities
- Particular care is to be taken in the use of 'used' cartons and boxes for nut or egg residues, such as cereal boxes, oil bottles, empty egg cartons etc. Class teacher must examine and monitor any cartons that come into the classroom

College Canteen

Staff members should have an explicit knowledge of students and their respective allergies. Staff need to follow the Department's risk management process. If a Staff member suspects a student may have had an accidental exposure they should follow the general emergency response. Additional back up EpiPens are available within the Café.

Whilst the College cannot declare itself to be nut free it has however, removed nut items from the Café menu in support of students with allergies.

Before and After School Care

Before and After School Care is provided on site by Camp Australia who has a nut free policy. Please refer to the Camp Australia website for further information: www.campastralia.com.au

Fundraising/Special Events

Prior discussion and planning should take place prior to the event with knowledge of students at risk and minimisation strategies implemented. It is important that nuts are not used and that information about ingredients are listed on any home-made foods brought to school for fundraising activities or class parties.

The general emergency response should be followed with consideration to location within the College grounds.