

## PURPOSE

To explain to Northern Bay College parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Northern Bay College is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

## SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

## POLICY

### School Statement

Northern Bay College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

The College Principal has overall responsibility to ensure all aspects of MO 706 is in place and actioned.

### Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

*Signs and symptoms* of a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth
- vomiting (after an ingested allergen)

*Signs and symptoms* of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting (after a bite or sting)

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.

### Treatment

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis. Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

### Individual Anaphylaxis Management Plans

All students at Northern Bay College who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the principal class of each campus of Northern Bay College is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Northern Bay College and where possible, before the student's first day.

### Parents and carers must:

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline autoinjector for the student that has not expired;
- participate in annual reviews of the student's Plan.

*Each student's Individual Anaphylaxis Management Plan must* include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has

- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, 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 risk minimisation strategies, which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

#### **Review and updates to Individual Anaphylaxis Plans**

A student's Individual Anaphylaxis Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. Reviews will take be updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

#### **Location of plans and adrenaline autoinjectors**

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at an agreed location that will be determined by the Campus principal dependant on: geography, student age and building use; these agreed locations may include:

- the student's classroom,
- sick bay,
- the school office or
- in the materials provided to staff on yard duty.

Whilst some students keep their adrenaline autoinjector on their person (with a copy of their ASCIA Action Plan), medication for those that do not will be stored and labelled with their name at an agreed location, together with adrenaline autoinjector(s) for general use.

#### **Risk Minimisation Strategies**

To reduce the risk of a student suffering from an anaphylactic reaction at Northern Bay College, we have put in place the following strategies:

- staff and students are regularly reminded to wash their hands after eating;
- primary year students are discouraged from sharing food;
- external rubbish bins at school are covered with lids (some with a small opening only) to reduce the risk of attracting insects;
- gloves must be worn when picking up papers or rubbish in the playground;
- low allergen plants are used in campus gardens;
- school canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination;
- primary year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays;
- general use adrenaline autoinjectors will be stored at agreed locations at each campus with ease of access in mind;
- Planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending.

#### **Adrenaline autoinjectors for general use**

Northern Bay College will maintain a supply of spare adrenaline autoinjector(s) for general use, as a back-up to those provided by parents and carers for specific students, and also for students who may suffer from a first time reaction at school.

Adrenaline autoinjectors for general use will be stored at the agreed locations as determined by each Campus principal and labelled "general use".

The principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at Example School at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry.

#### **Emergency Response**

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school's general first aid procedures, emergency response procedures and the student's ASCIA Anaphylaxis

**Action Plan**

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by the College Practice Nurse or the Campus First Aid Officer and stored in at least one agreed location per campus. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

Step	Action
1.	<ul style="list-style-type: none"> <li>• Lay the person flat</li> <li>• Do not allow them to stand or walk</li> <li>• If breathing is difficult, allow them to sit or if vomiting or unconscious place on their side in the recovery position.</li> <li>• Be calm and reassuring</li> <li>• Do not leave them alone</li> <li>• Seek assistance from another staff member or reliable student to locate the student’s adrenaline autoinjector (with the student’s ASCIA Anaphylaxis Action Plan) or the school’s general use autoinjector (with the general use ASCIA Anaphylaxis Action Plan), which will be stored in at least one agreed location per campus.</li> <li>• If the student’s plan is not immediately available, or they appear to be experiencing a first time reaction using the General Use Epi pen and Anaphylaxis Action Plan, follow steps 2 to 5</li> </ul>
2.	Administer an EpiPen or EpiPen Jr (if the student is under 20kg) <ul style="list-style-type: none"> <li>• Remove from plastic container</li> <li>• Form a fist around the EpiPen and pull off the blue safety release (cap)</li> <li>• Place orange end against the student’s outer mid-thigh (with or without clothing)</li> <li>• Push down hard until a click is heard or felt and hold in place for 3 seconds</li> <li>• Remove EpiPen</li> <li>• Note the time the EpiPen is administered</li> <li>• Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration</li> </ul>
3.	Call an ambulance (000)
4.	If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.
5.	Contact the student’s emergency contacts.

If a student appears to be having a severe allergic reaction, but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 1 – 5 as above.

If in doubt, it is better to use an adrenaline autoinjector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction.

**Communication Plan**

This policy will be available on Northern Bay College’s website so that parents and other members of the school community can easily access information about Northern Bay College’s anaphylaxis management procedures. The parents and carers of students who are enrolled at Northern Bay College and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The Campus Principal Class is responsible for ensuring that all relevant staff, including casual relief staff and volunteers are aware of this policy Northern Bay College’s procedures for anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing or have a hard copy of this policy in their orientation folder.

**Staff training**

Staff at Northern Bay College will receive appropriate training in anaphylaxis management, consistent with the Department’s *Anaphylaxis Guidelines*.

Staff who are responsible for conducting classes that students who are at risk of anaphylaxis attend, and any further staff that the principal identifies, must have completed:

- an approved face-to-face anaphylaxis management training course in the last three years, or
- an approved online anaphylaxis management training course in the last two years.

Northern Bay College uses the ASCIA eTraining course (with 22303VIC), but accept either the 22300VIC or 10313NAT if already done by college staff.

Staff are required to attend a briefing on anaphylaxis management and this policy at least twice per year, facilitated by a staff member who has successfully completed a Verifiers anaphylaxis management course within the last 2 years including the College Practice Nurse or any of the College’s School Anaphylaxis Supervisors. Briefings address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located

- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector
- the school’s general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

**New Enrolment**

When a new student enrolls at Northern Bay College who is at risk of anaphylaxis, the campus principal will develop an interim plan in consultation with the student’s parents and ensure that appropriate staff are trained and briefed as soon as possible.

**FURTHER INFORMATION AND RESOURCES**

- School Policy and Advisory Guide:
  - [Anaphylaxis](#)
  - [Anaphylaxis management in schools](#)
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children’s Hospital: [Allergy and immunology](#)

**REVIEW CYCLE AND EVALUATION**

This policy will be reviewed ANNUALLY and was last updated July 2019 – Review Date July 2020

The principal will complete the Department’s Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.

Document #	Committee Responsible	Review Date	Public Location
NBC041	College Nurse with College Principal	July 2020	Website