

Anaphylaxis Management Policy

Policy Ref. #: 862-20130613

1. Purpose

This policy exists to define how the College handles the welfare of students with allergens that are harmful to them.

2. Scope

This policy concerns all staff within the College: administrators, office staff, teachers, educational assistants, support staff etc.

3. Background

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. 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 venom (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/guardians are important in helping the student avoid exposure.

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

4. Definitions

The following definitions will be found within this policy document:

<i>"Anaphylaxis":</i>	Anaphylaxis is the most severe form of allergic reaction and is potentially life-threatening. Not everyone with allergies will have anaphylaxis.
<i>"ASCIA Action Plan":</i>	(Australian Society of Clinical Immunology & Allergy) Action Plan completed by the child's medical practitioner with a current photo
<i>"Teacher-in-charge":</i>	The teacher primarily responsible for the running of an off-site activity and the duty of care for participating students.

5. Legislation

Anaphylaxis Management Guidelines for Schools Department of Education Services DES

Privacy Act 1988

6. Policy

The policy of the College is;

1. 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 their schooling.
2. To raise awareness about anaphylaxis and the school's anaphylaxis management policy in the school community.
3. To engage with parents/guardians of each student at risk of anaphylaxis in assessing risks and developing risk minimisation strategies for the student.
4. To ensure that staff have knowledge about allergies, anaphylaxis and the school's guidelines and procedures in responding to an anaphylactic reaction.

7. Procedure

1. Actively seek information to identify a student with severe life threatening allergies at enrolment. (As per *Enrolment Policy 859*)
2. Display the student's ASCIA Action Plan in appropriate staff areas around the school (e.g. staff room, canteen). Annual review to be completed by Office Manager.
3. Parents/guardians are to provide the student's adrenaline auto-injector and other medication (e.g. asthma reliever medication) within expiry date. Dates are to be recorded within the student database and followed-up when expiration is due.

Adrenaline auto-injectors are stored in the First Aid room, easily accessible to staff, but not accessible to students. It is stored with the student's ASCIA Action Plan and away from direct sources of heat and sunlight.

4. Relief staff will be informed of this policy and students within their care prior to commencing work. Their line-manager is responsible for ensuring this information is conveyed.
5. When students participate in off-site activities the Teacher-in-charge must ensure that an EpiPen® and ASCIA action plan, per affected child, plus an extra EpiPen® is taken with the group. (As per *Excursion Policy 854*)
6. During the induction of staff, and at annual intervals thereafter, staff will be trained in the recognition of allergic reactions, emergency treatment, and practice with adrenaline auto-injector trainer devices, post-incident support and risk minimisation strategies. (As per *Staff Induction Policy 801*)
7. Communication with staff/parents/students shall include the following;
 - a. Include anaphylaxis fact sheets with staff induction packs.
 - b. Make the fact sheet and this policy available on the school's website and once per term reminders in the newsletter.
 - c. Discussions within the classroom to inform students of associated risks

8. Approved by

This policy has been approved by the Principal, Mr Bruce Douglas, as of 13 June, 2013.

9. Review Schedule

DATE	REVIEW/ADJUSTMENT	APPROVED BY
20/8/14	Amend "twice-yearly" to "annual" at 7.(6)	Bruce Douglas