1. BASIC BELIEFS

1.1. 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 (eg: cashews), cow’s milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

2. POLICY

2.1. 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 the student’s schooling.

2.2. To engage with parents/carers of students at risk of anaphylaxis in assessing risks and developing risk minimisation strategies and management strategies for the student.

2.3. To ensure that information regarding the student at risk is provided to Appin Park Primary School on the initial enrolment form with their accompanying Individual Management Plan. It is to be updated at the beginning of each school year.

2.4. In the event of an anaphylactic incident a thorough debriefing of all concerned must take place.

2.5. To ensure that each staff member has adequate knowledge about allergies, anaphylaxis, and the APPS Anaphylaxis Policy and procedures in response to an anaphylactic emergency.

2.6. To continue to raise awareness about anaphylaxis and APPS Anaphylaxis Policy in the school community.

3. DEFINITIONS

DEECD Department of Education and Early Childhood Development

4. GUIDELINES

4.1. Individual Management Plans

4.1.1. The Principal will ensure that an Individual Management Plan is developed in consultation with the student’s parents for students diagnosed by a medical practitioner as being at risk of anaphylaxis.

4.1.2. The Individual Management Plan will include:

4.1.2.1. Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner). It is to be regularly up-dated.

The information is to be displayed in a prominent place for all staff, and in CRT folders.

CRT Staff must be aware of the Students at Risk and of the appropriate emergency response. Information should include who is at risk, the type of allergy, where the EpiPens are held and where the Individual Management Plans are in the school.

4.1.2.2. 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.
4.1.2.3. Information on where the student’s medication will be stored in an unlocked cabinet in the Office, and Yard Duty bags.

4.1.2.4. The student’s emergency contact details.

4.1.2.5. An Individual Management Plan provided by the parent that:

4.1.2.5.1. Sets out steps to be taken in the event of an allergic reaction;

4.1.2.5.2. Is signed by the medical practitioner developing the plan; and

4.1.2.5.3. Includes an up-to-date photograph of the student.

4.1.3. The Individual Management Plan will be placed in rooms where the ‘at risk student’ will be working (eg: Art Room, the Multi-purpose room, LOTE) in addition to the General Office, the Staffroom, in Yard Duty bags and First Aid bags for Excursions.

4.1.4. The student’s Individual Management Plan will be reviewed regularly and as applicable if the student’s condition changes, and immediately after the student has had an anaphylactic reaction at school. It is the responsibility of the parent to provide and update this information. Reminders will be sent out by Office Staff on a regular basis.

4.2. Staff Training

4.2.1. All staff must have up to date training in anaphylaxis management as recommended by DEECD and the Royal Children's Hospital. Full training is required every 3 years and updates must be held every year.

4.2.2. Staff will be briefed once each Semester by a Staff member who has an up-to-date anaphylaxis training, or by an accredited source. This includes School Support Staff and Administration Staff. Training must include:

4.2.2.1. The APPS Anaphylaxis Policy

4.2.2.2. The causes symptoms and treatment of anaphylaxis

4.2.2.3. How to use an auto adrenaline injecting device

4.2.2.4. The school’s First Aid and Emergency Response Procedures

4.2.3. This training must be minuted in the first Staff Meeting of each Semester as a means of protection if/when an emergency situation arises.

4.2.4. CRT Staff must be aware of the Students at Risk and of the appropriate emergency response. Information is to be placed in CRT folders including who is at risk, the type of allergy, where the EpiPens are held and where the Individual Management Plans are in the school.

4.2.5. At all other times while the student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, the Principal will ensure that there is a sufficient number of staff present who have up to date training in anaphylaxis management.

Anaphylaxis Trigger Minimisation

4.3. Communication

4.3.1. The Principal will be responsible for ensuring that a communication plan is developed to provide information to all staff, student and parents about anaphylaxis and APPS Anaphylaxis Policy.

4.3.2. It will include information about what steps will be taken to respond to an anaphylactic reaction in a classroom, in the school yard, on school excursions, on school camps and special event days.

4.3.3. Volunteers and Casual Relief Teachers (CRT’s) will be informed of Students at Risk in their CRT folder with a reminder to check the Board in the Staffroom where photos and information is displayed. They will need to urgently seek the assistance of any regular staff member, all of whom will be trained.
4.3.4. APPS will continue to alert the school community as to the seriousness of this allergy and encourage all to be ALERT.

4.3.4.1. Regular messages, once per month, will be placed in the school newsletter advising parents of the school’s preferred position that children DO NOT bring food items to school that may contain nut products.

4.3.4.2. All children will be instructed on the potential risks of sharing food and this will be actively discouraged by Staff.

4.4. Emergency Response

4.4.1. APPS’s First Aid procedures and the student’s Individual Management Plan procedures will be followed in responding to an anaphylactic reaction.

4.4.2. Individual Management Plans will be located for students at risk of anaphylaxis:

4.4.2.1. In Yard Duty bags and First Aid bags,
4.4.2.2. In the First Aid cabinet located in the main office,
4.4.2.3. In CRT files, and
4.4.2.4. In classrooms where at risk students will be working.

4.4.3. Student EpiPens will be located in the First Aid cabinet in the main office. (These will be clearly labelled with the child’s name and current photograph. EpiPen expiry dates will be logged onto the Business Manager’s Outlook calendar to prompt replacement and review of Individual Management Plan.)

4.4.4. Additional EpiPens will be provided in each Yard Duty bag for emergency use. It is vital that TWO EpiPens are available for use.

4.4.5. EpiPens and Individual Management Plans will be taken to all “away from school” events.

4.4.6. The following emergency response procedures shall be tested at least two times each year in a ‘drill’ situation, within the classroom situation and outside in the school yard.

4.4.7. In the event of an anaphylactic incident, a thorough debriefing of all concerned will be arranged by the Principal.

**In School Emergency – Classroom**

A. The teacher shall send a RED CARD alert to office with another teacher, aide or two reliable children advising need for EpiPen. The adult notified of the emergency shall immediately take the EpiPen and the Individual Management Plan to the classroom and advise another staff member to contact Ambulance Victoria to respond to an “anaphylaxis emergency”.

B. The staff member administering the EpiPen shall remain with and monitor the child until they can be handed over to ambulance staff.

C. The nearest first aid trained staff member will be summoned to attend and to remain with the child.

D. The classroom teacher shall remove and supervise the other children away from the immediate vicinity.

E. The Principal or their delegate shall notify parents and DEECD Emergency Management as per First Aid and Emergency Management guidelines.

**In School Emergency – Outside Classroom**

A. The teacher shall send THREE RED CARDS to the Office or to any nearby staff member. The adult notified of the emergency shall immediately take the EpiPen and Individual Management Plan to the location and advise another staff member to contact Ambulance Victoria to respond to an “anaphylaxis emergency”.
B. If the situation arises during Recess or Lunch breaks the supervising teacher shall administer the EpiPen according to the Individual Management Plan contained in the Yard Duty bag.

C. The staff member administering the EpiPen shall remain with and monitor the child until they can handover to ambulance staff.

D. The nearest first aid trained staff member will be summoned to attend and monitor the child until they can handover to ambulance staff.

E. The teacher shall remove and supervise the other children away from the immediate vicinity.

F. The Principal or their delegate shall notify parents and DEECD Emergency Management as per First Aid and Emergency Management guidelines.

**Out of School Emergency**

NOTE: It is essential that on all activities conducted away from school, TWO EpiPens and the Individual Management Plans are taken and carried with the child’s group and those supervising are fully aware of anaphylaxis emergency response procedures.

A. The supervising teacher shall administer the EpiPen according to the child’s Individual Management Plan.

B. The supervising teacher shall direct another member of staff or adult contact Ambulance Victoria “000” (using mobile phone) advising of “anaphylaxis emergency”.

C. The staff member administering the EpiPen shall remain with and monitor the child until they can handover to ambulance staff.

D. The nearest first aid trained staff member will be summoned to attend and monitor the child until they can handover to ambulance staff.

E. Other teaching staff and parents shall remove and supervise the other children away from the immediate vicinity.

F. The supervising teacher shall direct another member of staff or adult contact the school (using mobile phone) advising of “anaphylaxis emergency”.

G. The Principal or their delegate shall notify parents and DEECD Emergency Management as per First Aid and Emergency Management guidelines.

5. **RELATED DOCUMENTS**

   5.1. The APPS Anaphylaxis Policy will meet the DEECD guidelines for such activities (available at [www.education.vic.gov.au](http://www.education.vic.gov.au))

6. **AUTHORISATION**

   6.1. The APPS Anaphylaxis Policy was adopted by the APPS School Council in September 2011.

7. **REVIEW**

   7.1. These guidelines may be varied by the Principal in consultation with the School Council should the need arise.

   7.2. In addition, the APPS Anaphylaxis Policy shall be reviewed every two years from date of adoption.