

# **Anaphylaxis Management Policy**

## **1. Objective**

This Anaphylaxis Management Policy should be read in conjunction with the Cheshire Quality Management System suite of policies/procedures/codes and templates for:

- 05.001 Anaphylaxis Management
- 05.002 First Aid
- 05.003 Medications
- 05.004 Child Safety

This Anaphylaxis Management Policy confirms the commitment of *bestchance* with regard to Anaphylaxis Management by ensuring:

- The Cheshire School will review this policy on an annual basis
- The Cheshire School will comply with Ministerial Orders No. 706 and 1325 and related guidelines

## **2. Scope**

This Policy applies to all Cheshire School staff, volunteers and families.

This Policy applies to all children enrolled at Cheshire School.

### **The Head of School is responsible for:**

- Ensuring ASCIA Anaphylaxis Action Plans are received for all children medically diagnosed with or at risk of anaphylaxis
- Ensuring Individual Anaphylaxis Management Plans are developed for students diagnosed with a medical condition relating to an allergy and the potential for an anaphylactic reaction
- Ensuring Individual Anaphylaxis Management Plans are in place after the student enrolls, or as soon as practicable after the student attends the school. Individual Anaphylaxis Management Plans record information about:
  - Student allergies
  - Locally relevant risk minimization/prevention strategies
  - Names of people responsible for implementing risk minimization/prevention strategies
  - Storage of medication
  - Student emergency contact details
  - Student Australian Society of Clinical Immunology and Allergy (ASICA) action plans
- Consulting with parents and carers in the event that interim plans are required to:
  - develop an Interim Plan
  - advise if training and/or a briefing has not occurred as required
- Ensuring all Individual Anaphylaxis Management Plans are updated:
  - Annually
  - When a student's medical condition changes

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- As soon as possible after a student has an anaphylactic reaction at school
- When a student is to participate in an off-site excursion, or special event organised or attended by the school
- Appointing of two School Anaphylaxis Supervisors and ensuring appropriate training is offered and completed
- Ensuring relevant staff and volunteers are appropriately trained in First Aid and Anaphylaxis Management
- Developing and implementing a Communication Plan
- Conducting an annual risk management checklist

### Parents, Guardians or Carers are responsible for:

- Providing an ASCIA plan and up-to-date coloured photograph of their child
- Developing with the Head of School an Individual Anaphylaxis Management Plan including risk minimization and management strategies
- Providing an in-date auto injector for their child
- Immediately inform the Head of School in writing of any changes to the student's medical condition and provide an updated ASCIA Action Plan and an up-to-date colour photograph of their child
- Participating in reviews of Individual Anaphylaxis Management Plans in the event that:
  - There is a change to the student's condition
  - As soon as practical after the student has experienced an anaphylactic reaction at school
  - Annually
  - Prior to student participating in an off-site activity (such as camps and excursions, or at special events, conducted, organised or attended by the School)

### The School Anaphylaxis Supervisors are responsible for:

- Working with Cheshire Head of School in the implantation and regular view of this Anaphylaxis Management Policy and all related policies, codes and procedures
- Obtaining training in "*Course in Verifying the Correct Use of Adrenaline Auto Injector Devices 22303VIC*" or "*VU21802 Verify the correct use of auto injector devices*" (every three years)
- Conducting a minimum of two briefing sessions annually
- Maintaining an up-to-date register of all students identified at risk of anaphylaxis
- Maintaining an up-to-date register of locations, type and expiry dates for all auto injectors
- Checking to ensure:
  - a student's emergency contact details are up-to-date
  - a student's ASCIA Action Plan for Anaphylaxis matches the student supplied adrenaline auto injector
  - student-provided and general-purpose adrenaline auto injector expiry dates and requests, in writing one month prior to expiration, replacements as required

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- follows up to ensure replacements are received prior to expiry date
- copy of the relevant ASCIA Action Plan is retained within the individual student auto injector and the general-purpose auto injectors
- an up-to-date register of all adrenaline auto injectors, (including locations and expiry dates for both student provided and school provided) is maintained
- all Cheshire staff and volunteers are:
  - advised of the students at risk of anaphylaxis
  - provided post-incident support to those present as appropriate and required

### Staff and Volunteers are responsible for:

- Abiding by all policies, codes and procedures
- Attending all training as per Ministerial Order 706 requirements and as directed by Head of School for example:

Completed by	Course	Provider	Accreditation
All staff as directed by the Head of School	ASCIA Anaphylaxis e-training for Victorian Schools. Followed by auto injector competency check by the School Anaphylaxis Supervisor	ASCIA  School Anaphylaxis Supervisor	2 yearly
2 x School Anaphylaxis Supervisors be appointed and appropriately trained (Administration Officer and ESO/designated First Aid Officer)	Anaphylaxis Management Training 22099VIC, 22300VIC, 10313NAT or VU21800 & VU21801 and ASCIA Anaphylaxis e-training for Victorian Schools	Registered RTO  ASCIA	3 yearly  2 yearly
All staff	Twice yearly briefing session	School Anaphylaxis Supervisors	Twice yearly

### 3. Context and Guiding Principles

Anaphylaxis is a severe, life-threatening allergic reaction. Up to two per cent of the general population and up to five per cent (0-5 years) of children are at risk. The most common causes in children are eggs, peanuts, tree nuts, cow milk, sesame, bee and other insect stings, and some medications.

The Cheshire School community needs to be aware that it is not possible to achieve a completely allergen free environment in any school that is open to the general community. Therefore, the Cheshire School community should not have a false sense of security that an allergen has been eliminated, but rather recognize that Cheshire School has adopted this policy, procedures and risk minimisation strategies to minimize the presence of allergens.

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Cheshire School adopts the following strategies:

Strategy	Description
<b>Emergency Response</b>	Procedures which the school develops for emergency response to anaphylactic reactions for all in-school and out-of-school activities.
<b>ASCIA Action Plans</b>	An ASCIA Action Plan should be completed by the student's parents, guardians or carers in consultation with the student's medical practitioner and a copy provided to the school. <ul style="list-style-type: none"> <li>The plan must outline the student's known severe allergies and the emergency procedures to be taken in the event of an allergic reaction.</li> </ul>
<b>Individual Management Plans</b>	An individual plan for each student at risk of anaphylaxis, developed in consultation with the student's parents, guardians or carers. <ul style="list-style-type: none"> <li>These plans include the ASCIA Action Plan which describes the student's allergies, symptoms and the emergency response to administer the student's Adrenaline Auto Injector should the student display symptoms of an anaphylactic reaction.</li> </ul>
<b>Risk Minimisation Strategies</b> including:	<ul style="list-style-type: none"> <li>Not using peanuts, tree nuts, peanut butter or other peanut or tree nut products</li> <li>Although not a nut free school, parents are encouraged to be mindful of allergy causing foods when packing school lunches.</li> <li>Encouraging students not to share foods: <ul style="list-style-type: none"> <li>whilst in the classroom</li> <li>in the school year</li> <li>in all school buildings</li> <li>on school excursions</li> <li>on school camps</li> <li>at special events, organised or attended by the school</li> </ul> </li> <li>Ensuring all surfaces are regularly wiped down and that students wash their hands before and after handling food</li> </ul>
<b>Communication Plan</b> including:	<ul style="list-style-type: none"> <li>The Head of School is responsible for ensuring the communication plan is developed to provide information to all school staff, students and parents about anaphylaxis and the school's Anaphylaxis Management Policy.</li> <li>Strategies for advising school staff, students and parent about how to respond to an anaphylactic reaction: <ul style="list-style-type: none"> <li>during on-site activities (in the classroom, the yard, in all school buildings and sites including gyms and halls)</li> <li>during off-site activities (excursions, camps, special events conducted, organised or attended by the school)</li> </ul> </li> <li>Procedures to inform volunteers, other school staff including casual relief staff or the students with a medical condition that relates to allergy and the potential for an anaphylactic reaction of student in our care</li> <li>That the Head of School is responsible for ensuring that relevant staff are:</li> </ul>

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	<ul style="list-style-type: none"> <li>○ trained in accordance with Ministerial Order No. 706</li> <li>○ briefed at least twice per calendar year or when new students commence with a medical condition that relates to allergy and the potential for an anaphylactic reaction</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>● All school staff with a duty of care for the wellbeing of students at risk of anaphylaxis receive training in how to recognize and respond to an anaphylactic reaction including administering an adrenaline auto injector (i.e. EpiPen®).</li> </ul>
<b>Staff Briefings (2 annually) including:</b>	<p>Staff briefings to be conducted by a School Anaphylaxis Supervisor(s) twice yearly (one at the beginning of the year and when students commence at the school who have medically diagnosed Anaphylaxis or allergic reaction at risk of Anaphylaxis) with all staff and volunteers.</p> <ul style="list-style-type: none"> <li>● The Anaphylaxis briefings cover: <ul style="list-style-type: none"> <li>○ Anaphylaxis Management Policy</li> <li>○ Anaphylaxis Management Procedure</li> <li>○ Illness and Emergency Care Policy</li> <li>○ First Aid</li> <li>○ Anaphylaxis Guidelines as advised by the Department</li> <li>○ The causes, symptoms and treatment of anaphylaxis via scenarios</li> <li>○ Students medically diagnosed with Anaphylaxis or Allergic Reaction at risk of Anaphylaxis including: <ul style="list-style-type: none"> <li>○ Student ASCIA Anaphylaxis Action Plan and/or ASCIA Allergic Reaction Action Plan</li> <li>○ Individual Anaphylaxis Management Plan <ul style="list-style-type: none"> <li>▪ Locations of all auto injectors</li> <li>▪ Practice using auto injector devices</li> </ul> </li> </ul> </li> </ul> </li> </ul>
<b>Annual Risk Management Checklist</b>	The Head of School needs to complete an annual Anaphylaxis Risk Management Checklist to monitor their compliance with their legal obligations and the Guidelines.
<b>Purchase additional adrenaline auto-injection devices</b>	Schools with students at risk of anaphylaxis must purchase a spare or 'backup' adrenaline auto-injection device(s) as part of the school's first aid kit(s), for general use. Schools can purchase an adrenaline auto-injection device at local chemists. (Schools must regularly check the expiry date of the backup devices.) The Head of School is responsible for ensuring the purchase of general use auto injector devices.
<b>Encouraging participation in special events</b>	<p>Schools should ask parents, guardians or carers to complete the school's Medication Information Form.</p> <ul style="list-style-type: none"> <li>● Note: Consideration should be given to the food provided.</li> <li>● See: Related policies for: Health Care Needs</li> </ul>
<b>Communicating with parents, guardians and/or carers</b>	Regularly communicate with the student's parents, guardians or carers about the student's successes, development, changes and any health and education concerns.

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## 4. Definitions

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. Common allergens include:

Word	Definition
<b>Allergens</b> (include but are not limited to):	<ul style="list-style-type: none"> <li>• Eggs</li> <li>• Peanuts</li> <li>• Tree nuts such as cashews</li> <li>• Cow's milk</li> <li>• Fish and shellfish</li> <li>• Wheat</li> <li>• Soy</li> <li>• Sesame</li> <li>• Insect stings and bites</li> <li>• Medications</li> </ul>
<b>Symptoms of mild to moderate</b> allergic reaction include:	<ul style="list-style-type: none"> <li>• Swelling of the lips, face and eyes</li> <li>• Hives or welts</li> <li>• Tingly mouth</li> <li>• Abdominal pain and/or vomiting (signs of a severe allergic reaction to insects)</li> </ul>
<b>Symptoms of anaphylaxis</b> (severe allergic reaction) including any one of the signs noted	<ul style="list-style-type: none"> <li>• Difficult/noisy breathing</li> <li>• Swelling of tongue</li> <li>• Swelling/tightness in throat</li> <li>• Difficult talking and/or a hoarse voice</li> <li>• Wheeze or persistent cough</li> <li>• Persistent dizziness or collapse</li> <li>• Pale and floppy (young children)</li> <li>• Abdominal pain and/or vomiting (signs of a severe allergic reaction to insects)</li> </ul>

### Impact at school

An anaphylactic reaction can be traumatic for the students and others witnessing the reaction. In the event of an anaphylactic reaction, students and staff may benefit from post-incident counselling, provided by appropriate allied health personnel.

It is important to be aware that some students with anaphylaxis may not wish to be singled out or seen to be treated differently.

## 5. Related Policies

- 05.002 First Aid Policy
- 05.003 Administration of Medication Policy
- 05.004 Duty of Care Policy
- 05.004a Supervision of Students Policy
- 05.001a Responding to Anaphylaxis Procedure
- 05.001b Individual Anaphylaxis Management Plan

## 6. Relevant Legislation Sources

- [Children's Services and Education Legislation Amendment \(Anaphylaxis Management\) Act 2008](#)
- [Ministerial Order 90 \(repealed on 22 April 2014\)](#)
- [Ministerial Order 706 \(updated on 29 April 2021\)](#)
- Department of Education and Training [Anaphylaxis Guidelines](#)

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## 7. Other Resources

- [Allergies & Anaphylaxis Australia](#) - about living with anaphylaxis
- [ASCIA Guidelines](#) - for prevention of food related anaphylactic reactions in schools, preschools and childcare
- [Royal Children's Hospital: Allergy and Immunology](#)
- [Royal Children's Hospital - Anaphylaxis Support Advisory Line](#) - for all school anaphylaxis management enquiries, (including the implementation of Ministerial Order 706). The advisory line is available between the hours of 8.30am to 5.00pm, Monday to Friday via phone 1300 725 911 or (03) 9345 4235.