



Edinburgh College

Anaphylaxis

Management

Policy

Document History

This policy is to be ratified by the School Council on Dec 2022
The life cycle of this policy is three years.

Rationale

The intent of this policy is to ensure that Edinburgh College has in place an effective and practical management program for all anaphylactic children within our care.

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at school.

Definitions

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, latex, certain insect stings and medication.

Part 1: Aims

The Aims of the Anaphylaxis Management Policy are:

- To comply with Ministerial Order 706 as of 22 April 2014 and to acknowledge that Ministerial Order 90 is repealed at this time;
- To comply with all guidelines related to anaphylaxis management in schools as published and amended by DET from time to time;
- Ensure effective and appropriate information about the development, implementation, monitoring and regular review of Individual Anaphylaxis Management Plans, which include an individual ASCIA Action Plan for Anaphylaxis;
- Inform the College's Anaphylaxis Management Program to include:
 - a) Prevention strategies;
 - b) College management and emergency response procedures;
 - c) The purchase of adrenaline auto injectors for general use;

- d) A communication plan;
- e) Training of school staff and;
- f) Completion of a College anaphylaxis management checklist.

Part 2: Management of Students Diagnosed as at Risk of Anaphylaxis

Individual Anaphylaxis Management Plans

When a student with the risk of an anaphylactic episode enrolls, and prior to that student attending, the College will ensure that the Principal of Edinburgh College will be responsible for ensuring that an individual anaphylaxis management plan is developed, in consultation with the student's parents, for any student who has been diagnosed by a medical practitioner as having a medical condition that relates to allergy and the potential for anaphylactic reaction, where the College has been notified of that diagnosis;

- i. The individual Anaphylaxis Management Plan must be in place as soon as practicable after the student enrolls, and where possible before the student's first day of attendance at College;
- ii. The individual Anaphylaxis Management Plan will set out the following:
 - (a) Information about the medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy or allergies the student has (based on a written diagnosis from a medical practitioner);
 - (b) Strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of College staff, for in-school and out of school settings including in the College grounds, at camps and excursions, or at special events conducted, organized or attended by the College;
 - (c) The name of the person/s responsible for implementing the strategies;
 - (d) Information on where the student's medication will be stored;
 - (e) The student's emergency contact details – including up-to-date photo;
 - (f) An action plan in a format approved by the Australasian Society of Clinical Immunology and Allergy (ASCIA Action Plan), is provided by the parent;

(g) A review of the student's Individual Anaphylaxis Management Plan will be carried out in consultation with the student's parents in all of the following circumstances:

- Annually;
- If the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction and changes;
- As soon as is practicable after a student has an anaphylactic reaction at College; and
- When a student is to participate in an off-site activity such as camps and excursions, or at special events conducted, organized or attended by the College.

(h) Parents are informed of their responsibilities to:

- Provide the ASCIA Action Plan;
- Inform the College in writing if their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant provide an updated ASCIA Action Plan and;
- Provide the College with an adrenaline autoinjector that is current and not expired for their child.

Part 3: College Management of Anaphylaxis

(Edinburgh College uses a dynamic database of all students, including student photo, emergency contacts and all medical concerns, via our teacher companion software program – SEQTA.

Prevention Strategies

All staff will be aware of each student's anaphylaxis risk through a management plan provided in hard copy and conveyed in medical information on SEQTA.

All EOTC forms will be completed with reference to a student's specific risk and management strategy so that all off campus programs are approved subject to respond to foreseeable risk.

On days with high allergen reports susceptible students will be kept from risk of exposure as much as possible by allowing them to remain indoors to play etc.

College Management and Emergency Response

- (a) In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the schools general first aid and emergency response procedures and the student's ASCIA Action Plan
- (b) The response will be based on up-to-date medical information, including a photo of each student, contained within the Action Plan, provided at the time of Registration and annual updates. This will only be administered by a staff member with appropriate training, mostly in the Administration Office but also around the campus if the reaction is severe.
- (c) All up-to-date Student Action Plans are kept by (i) each classroom teacher with an anaphylactic student, (ii) at the Primary and Secondary Reception desks, (iii) with the administrative leaders in each sector of the campus, (iv) First Aid Notice Boards, (v) and on the pastoral care function of SEQTA. Student Action Plans are carried in the medical information of staff supervising off campus activities.
- (d) Adrenaline autoinjectors are located at (i) the Primary and Secondary Reception desks, (ii) in the First Aid kits carried by supervisors of off-campus activities, and (iii) by the individual students (at Secondary level).

Purchase of Adrenaline Autoinjectors for General Use

- (a) The Principal is responsible for arranging for the purchase of additional adrenaline autoinjector(s) for general use and as a back up to those supplied by parents;
- (b) The Principal will determine the number and type of adrenaline autoinjector(s) for general use to purchase and in doing so consider all of the following:
 - the number of students enrolled at the College that have been diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction;
 - the accessibility of adrenaline autoinjectors that have been provided by parents;
 - the availability of a sufficient supply of adrenaline autoinjectors for general use in specified locations at the College, including in the school yard, and at excursions, camps and special events conducted, organised or attended by the school and;

- that adrenaline autoinjectors have a limited life, usually expire within 12-18 months, and will need to be replaced at the school's expense, either at the time of use or expiry, whichever is first.

Communication Plan

The following plan for communication is in effect at Edinburgh College:

- (a) The Principal will ensure that information is provided to all College staff, students and parents about anaphylaxis and the College's anaphylaxis management policy. This will include hardcopies of Individual Action Plans for each teacher (including CRT Information Packs) of a student with a known anaphylaxis reaction; ensuring information is included on medical reports carried by supervisors of excursions or cross-campus activities and on SEQTA ;
- (b) Strategies for advising College staff, students, parents and volunteers about how to respond to an anaphylactic reaction includes:
 - during normal College activities, including food education and handling, in the classroom, the Caf and College grounds, in all school buildings and sites including gymnasiums and halls; and
 - during off-site or out of College activities, including on excursions, camps and at special events conducted, organised or attended by the College;
- (c) Procedures to inform volunteers and casual relief staff of students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to an anaphylactic reaction of a student in their care; and
- (d) That the principal will ensure that:
 - school staff who conduct classes that students whom are at risk attend of anaphylaxis attend are trained at the beginning of each year (as do all staff);
 - Meet at the beginning of the year with our campus nurse to ensure that staff understand the acute needs of each students' safety needs;
 - briefed at least twice per calendar year, which includes all staff participating in practical training and refresher training.

(e) That the principal will ensure that:

- any further/new school staff that the principal identifies, based on an assessment of the risk of an anaphylactic reaction occurring while the student is under the care or supervision of the school, will receive anaphylaxis training as required.

Staff Training

(a) The Administration will ensure that College staff are trained in accordance with Ministerial Order 706. Edinburgh College will ensure anaphylaxis training is provided to College staff and will include the following:

- Office Receptionists and Bursars
- Bus Drivers,
- Cafeteria supervisors,
- Library staff and
- Maintenance/ground staff.

(b) College staff subject to training requirements will:

- Have successfully completed an anaphylaxis management training course at the beginning of each year HLTAID003;
- and to undertake mid-year training (which includes the practical component under the supervision of a registered 1st Officer):
 - The College's anaphylaxis management policy;
 - i. the causes, symptoms and treatment of anaphylaxis;
 - ii. the identities of students with a medical condition that relates to allergy and the potential for anaphylactic reaction, and where their medication is located;
 - iii. how to use an adrenaline autoinjector, including hands on practise with a trainer adrenaline autoinjector;
 - iv. the College's general first aid and emergency response procedures; and

- v. the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.
- (c) If for any reason training and briefing has not yet occurred in accordance with Ministerial Order 706 the Principal must develop an interim plan in consultation with the parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction, and training must occur as soon as possible thereafter.

Annual Risk Management Checklist

- (a) The Principal complete an annual Risk Management Checklist to monitor the College's obligations, as published and amended from time to time.

Sources:

www.education.vic.gov.au/anaphylaxis

<http://www.education.vic.gov.au/Documents/school/teachers/health/anaphylaxisqanda2014.pdf>

Related Documents:

- Annual Risk Management Checklist
- Anaphylaxis Management Plan
- Communication Plan
- First Aid Policy
- Ministerial Order 706
- WH&S Action Management Plan

Template: Annual Risk Management Checklist

To be printed and completed annually

School Name:	Edinburgh College	
Date of Review:	December 2022	
Who completed this checklist?	Name: L Borgas	
	Position: First Aid Coordinator	
Review given to:	Name: W Pinnington & T Borgas	
	Position: OH&S Coordinator & Principal	
Comments:		
<p>General Information</p> <p>1. How many current students have been diagnosed as being at risk of anaphylaxis, and have been prescribed an Adrenaline Auto injector?</p>		
2. How many of these students carry their Adrenaline Auto injector on their person?		0
3. Have any students ever had an allergic reaction requiring medical intervention at school?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
a. If Yes, how many times?		

4. Have any students ever had an Anaphylactic Reaction at school?	<input type="checkbox"/> Yes <input type="checkbox"/> <input checked="" type="checkbox"/> No
a. If Yes, how many students?	N/A
b. If Yes, how many times	N/A
5. Has a staff member been required to administer an Adrenaline Auto injector to a student?	<input type="checkbox"/> Yes <input type="checkbox"/> <input checked="" type="checkbox"/> No
a. If Yes, how many times?	N/A
6. Was every incident in which a student suffered an anaphylactic reaction reported via the Incident Reporting and Information System (IRIS)?	<input type="checkbox"/> Yes <input type="checkbox"/> <input checked="" type="checkbox"/> No N/A
7. Does every student who has been diagnosed as being at risk of anaphylaxis and prescribed an Adrenaline Auto injector have an Individual Anaphylaxis Management Plan and ASCIA Action Plan completed and signed by a prescribed Medical Practitioner?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <input type="checkbox"/>
8. Are all Individual Anaphylaxis Management Plans reviewed regularly with Parents (at least annually)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> No
9. Do the Individual Anaphylaxis Management Plans set out strategies to minimise the risk of exposure to allergens for the following in-school and out of class settings?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> No
a. During classroom activities, including elective classes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> No
b. In canteens or during lunch or snack times	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> No
c. Before and after School, in the school yard and during breaks	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> No
d. For special events, such as sports days, class parties and extra-curricular activities	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> No

e. For excursions and camps	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
f. Other	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A

10. Do all students who carry an Adrenaline Auto injector on their person have a copy of their ASCIA Action Plan kept at the School (provided by the Parent)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>a. Where are they kept?</p> <p>Admin Office: Medical Folders Sick Bay Rooms on the wall</p> <p>Primary: In the classroom and Medication Bags</p> <p>Secondary: In Sick Bay, in the Medication Bags</p>	
11. Does the ASCIA Action Plan include a recent photo of the student?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SECTION 2: Storage and Accessibility of Adrenaline Auto injectors

<p>12. Where are the student(s) Adrenaline Auto injectors stored?</p> <p>Primary: In the classroom, in medication bags kept in medication basket</p> <p>Secondary: In Sick Bay Two, medication bags on the shelf</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
13. Do all School Staff know where the School's Adrenaline Auto injectors for General Use are stored?	
14. Are the Adrenaline Auto injectors stored at room temperature (not refrigerated)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<p>15. Is the storage safe?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>16. Is the storage unlocked and accessible to School Staff at all times?</p> <p>Comments:</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<p>17. Are the Adrenaline Auto injectors easy to find?</p> <p>Comments:</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>18. Is a copy of the student's Individual Anaphylaxis Management Plan (including the ASCIA Action Plan) kept together with the student's Adrenaline Auto injector?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>19. Are the Adrenaline Auto injectors and Individual Anaphylaxis Management Plans (including the ASCIA Action Plans) clearly labelled with the student's names?</p> <p>20. Has someone been designated to check the Adrenaline Auto injector expiry dates on a regular basis?</p> <p>Who? ...L Borgas - First Aid Officer.....</p> <p>21. Are there Adrenaline Auto injectors which are currently in the possession of the School and which have expired?</p> <p>22. Has the School signed up to EpiClub or ANA-alert (optional free reminder services)?</p> <p>23. Do all School Staff know where the Adrenaline Auto injectors and the Individual Anaphylaxis Management Plans are stored?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

24. Has the School purchased Adrenaline Auto injector(s) for General Use, and have they been placed in the School's first aid kit(s)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
25. Where are these first aid kits located? Primary: In Yard duty Bum Bags in Student Reception Area Secondary: In the Library by the hand washing sink Admin Office: In Emergency Bag at entrance to the Admin Office	
26. Is the Adrenaline Auto injector for General Use clearly labelled as the 'General Use' Adrenaline Auto injector?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
27. Is there a register for signing Adrenaline Auto injectors in and out when taken for excursions, camps etc.?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SECTION 3: Prevention Strategies	
28. Have you done a risk assessment to identify potential accidental exposure to allergens for all students who have been diagnosed as being at risk of anaphylaxis? (See Emergency Management Plan)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
29. Have you implemented any of the prevention strategies in the Anaphylaxis Guidelines? If not recorded, why?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
30. Have all School Staff who conduct classes with students with a medical condition that relates to allergy and the potential for anaphylactic reaction successfully completed an Anaphylaxis Management Training Course in the three years prior and participated in a twice yearly briefing?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
31. Are there always sufficient School Staff members on yard duty who have successfully completed an Anaphylaxis Management Training Course in the three years prior?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SECTION 4: School Management and Emergency Response	
32. Does the School have procedures for emergency responses to anaphylactic reactions? Are they clearly documented and	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

communicated to all staff?	
SECTION 4: School Management and Emergency Response	
32. Does the School have procedures for emergency responses to anaphylactic reactions? Are they clearly documented and communicated to all staff?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
33. Do School Staff know when their training needs to be renewed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
34. Have you developed Emergency Response Procedures for when an allergic reaction occurs?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
a. In the classroom?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. In the school yard?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
c. In all School buildings and sites, including gymnasiums and halls?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
d. At school camps and excursions?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
e. On special event days (such as sports days) conducted, organised or attended by the School?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
35. Does your plan include who will call the Ambulance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
36. Is there a designated person who will be sent to collect the student's Adrenaline Auto injector and Individual Anaphylaxis Management Plan (including the ASCIA Action Plan)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<p>37. Have you checked how long it will take to get to the Adrenaline Auto injector and Individual Anaphylaxis Management Plan (including the ASCIA Action Plan) to a student from various areas of the School including:</p> <p>a. The classroom?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>b. The school yard?</p> <p>c. The sports field?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>38. On excursions or other out of school events is there a plan for who is responsible for ensuring the Adrenaline Auto injector(s) and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan) and the Adrenaline Auto injector for General Use are correctly stored and available for use?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>39. Who will make these arrangements during excursions?</p> <p>Teacher in charge of organising the Excursion.....</p>	
<p>40. Who will make these arrangements during camps?</p> <p>Teacher in charge of organising the camp.....</p>	
<p>41. Who will make these arrangements during sporting activities? Teacher supervising the sporting activities.....</p>	
<p>42. Is there a process for post incident support in place?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>43. Have all School Staff who conduct classes that students with a medical condition that relates to allergy and the potential for an anaphylactic reaction and any other staff identified by the Principal, been briefed on:</p>	

<p>a. The School's Anaphylaxis Management Policy?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>b. The causes, symptoms and treatment of anaphylaxis?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>c. The identities of students with a medical condition that relates to allergy and the potential for an anaphylactic reaction, and who are prescribed an Adrenaline Auto injector, including where their medication is located?</p> <p>d. How to use an Adrenaline Auto injector, including hands-on practise with a trainer Adrenaline Auto injector?</p> <p>e. The School's general first aid and emergency response procedures for all in-school and out-of-school environments?</p> <p>f. Where the Adrenaline Auto injector(s) for General Use is kept?</p> <p>In Student Reception Area - in the Primary bumbags</p> <p>In Admin office - in the Staff Emergency Bag</p> <p>In the Library</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>g. Where the Adrenaline Auto injectors for individual students are located including if they carry it on their person?</p> <p>Primary - In their classrooms</p> <p>Secondary - In Sick Bay - on the shelf</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>SECTION 4: Communication Plan</p>	
<p>44. Is there a Communication Plan in place to provide information about anaphylaxis and the School's policies?</p>	
<p>a. To School Staff?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<p>b. To students?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>c. To Parents? (yes on website)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>d. To volunteers?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>e. To casual relief staff?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>45. Is there a process for distributing this information to the relevant School Staff?</p> <p>a. What is it?</p> <p style="text-align: center;">Information on SEQTA Notices and Class Roll</p> <p>46. How is this information kept up to date?</p> <p style="text-align: center;">Annual Review with Principal & First Aid Officer</p> <p>47. Are there strategies in place to increase awareness about severe allergies among students for all in-school and out-of-school environments?</p> <p>48. What are they?</p> <ul style="list-style-type: none"> ● all students are highlighted with a symbol on SEQTA ● students are highlighted on EOTC forms ● Younger students are encouraged regularly not to share food because of allergies 	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>