

Heritage College

Anaphylaxis Policy



Document Control

Revision Number	Implementation Date	Review Date	Description of Changes	Prepared By	Approved By
	August 2021	August 2022		Exec Leaders	School Council
001	December 2022	December 2023	Minor adjustments as per VRQA recommendations	Exec Leaders	



Rationale

Heritage College believes that every child has the right to be safe when in the care of the school environment.

Aims

- To ensure that children who are diagnosed as being at risk of anaphylaxis are cared for in a competent and timely manner.
- To ensure appropriate documentation is in place as required.
- To ensure this policy complies with Ministerial Order 706 as published and amended by the Department of Education and Training from time to time: Anaphylaxis Management in Victorian Schools (incorporating amendments made by Ministerial Order 1325 as at 29 April 2021), and associated guidelines, and Sections 4.3.1, 4.3.8C, 5.2.12 and 5.10.4 of, and clause 11 of Schedule 6 to the Education Reform Act 2006.
- This policy should be read in conjunction with the First Aid Policy.

Implementation

1. Individual Anaphylaxis Management Plans

- The Principal 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 being at risk of anaphylaxis.
- The individual Anaphylaxis Management Plan will be in place as soon as practicable after the student enrolls, and where possible before the student's first day at the College.
- Individual management plans are stored in the classroom and in the Office.
- The individual Anaphylaxis Management Plan will set out the following –
 - a) Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).
 - b) 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.
 - 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.
 - f) An emergency procedures plan, provided by the parent, that:
 - i) Sets out the emergency procedures to be taken in the event of an allergic reaction.
 - ii) Is signed by a medical practitioner who was treating the child on the date the practitioner signed the emergency procedures plan.
 - iii) Includes an up to date photograph of the student.
- The College will review the student's individual management plan in consultation with the student's parents/carers:
 - a) Annually.
 - b) If the student's medical condition changes.
 - c) Immediately after a student has an anaphylactic reaction at the College.
 - d) When the student is to participate in an off-site excursion or special event organised or attended by the College.



- It is the responsibility of the Principal to:
 - a) Maintain an up to date list of students with anaphylaxis. This list will be communicated to staff via:
 - Identification of all students with anaphylaxis during training and briefing sessions at the start of each semester
 - Email to staff of any new diagnosis during the year
 - SEQTA Notices for each student with a Medical Management Plan
 - Individual Anaphylaxis Management Plans are posted on the Sick Bay wall, included in the epipen bag stored in the sickbay, posted as a PDF on SEQTA and via a medical alert symbol beside the student's name on all SEQTA class rolls.
 - Copies of Individual Anaphylaxis Management Plans are in epipen bags, and taken on excursions are required.
 - b) Arrange the purchase of additional adrenaline auto-injectors for general use and as a back up to those supplied by parents.
 - c) Ensure all staff know the location of adrenaline auto-injectors ie. In the child's classroom, in the Office and in the excursion first aid kit.
 - d) The Principal is responsible for ensuring relevant staff are trained by attending an accredited course (22578VIC).
 - e) The Principal will complete an annual Risk Management Checklist.
 - f) Provide training and a briefing as soon as possible after an interim plan is developed.
 - g) Consider the following when purchasing adrenaline auto-injectors –
 - The number of students enrolled at risk of anaphylaxis.
 - The accessibility of adrenaline auto injectors supplied by parents.
 - The availability of sufficient supply of adrenaline auto injectors for general use in specified locations at school, including the school yard, at excursions, camps and special events conducted, organised or attended by the College.
 - That adrenaline auto-injectors have a limited life, usually expire within 12-18 months, and will need to be replaced at the College's expense, either at the time of use or expiry, whichever comes first.
- It is the responsibility of the parent to:
 - a) Provide the College with an adrenaline auto-injector that is current and not expired.
 - b) Provide the emergency procedures plan referred to in clause (f) above.
 - c) Inform the College in writing if their child's medical condition changes and if relevant provide an updated emergency procedures plan.
 - d) Provide an up to date photo for the emergency procedures plan when that plan is provided to the College and when it is reviewed.

2. Communication Plan

The following plan for communication is in place at Heritage College:

- 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;
- Strategies for advising College staff, students and parents about how to respond to an anaphylactic reaction includes:
 - during normal College activities including in the classroom, 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;



- Casual relief staff of students with anaphylaxis are provided a folder before their day of work regarding the anaphylaxis management plan, with the student clearly identified;
- Volunteers will be taken through a specific induction process showing clearly the students with anaphylaxis and the process for medication administration.
- The principal will ensure that all school staff are:
 - trained; and
 - briefed in accordance with clause 12 of MO706 at least twice per calendar year with the first one to be held at the beginning of the College year. The briefings will be conducted by a member of the school staff who has successfully completed an anaphylaxis management training course within the two years prior.
- The areas to be covered in the debrief include:
 - i) The College's Anaphylaxis Management Policy.
 - ii) The causes, symptoms and treatment of anaphylaxis.
 - iii) The identities of students diagnosed at risk of anaphylaxis and where their medication is located.
 - iv) How to use an adrenaline auto injection device, including hands-on practise with a trainer adrenaline auto injection device.
 - v) The autoinjectors locations are:
 - Reception - Emergency Backpacks
 - First Aid room
 - OC Primary - First Aid Box
 - MPC - First Aid Box
 - Head of Secondary Staff room - First Aid Box
 - Room 2 (OCS Learning Hub) - First Aid Box and First Aid Bag
 - Room 17 - Red Sports Bag
 - vi) The College's first aid and emergency response procedures.

3. Staff Training and Emergency Response

- Teachers and other staff who conduct classes which students at risk of anaphylaxis attend, or give instruction to students at risk of anaphylaxis must have up to date training in an anaphylaxis management training course in accordance with clause 12 of MO 706. Staff subject to this training requirement will:
 - i) Have successfully completed an anaphylaxis management training course in the three years prior or
 - ii) Completed an online anaphylaxis management training course in the two years prior.
- At other times while the student is under the care of supervision of the College, including excursions, yard duty, camps and special event days, the Principal must ensure that there is a sufficient number of staff present who have up to date training in an anaphylaxis management training course.
- The Principal is responsible for identifying the College staff who are to be trained as in point above based on an assessment of the risk of an anaphylactic reaction occurring while the student is under the care or supervision of the College.
- The Principal will ensure that training is provided to College staff referred to in this section as soon as practicable after the student enrolls.
- Wherever possible training will take place before the student's first day at the College. Where this is not possible, an interim plan must be developed in consultation with the parents.
- The College's first aid procedures and the student's emergency procedures plan will be followed in responding to an anaphylactic reaction. Please refer to the First Aid Policy.

4. Prevention Strategy:



- Ensuring students are aware of their plan.
- Ensuring affected students have their epipen with them.
- Ensuring all staff are aware of student plans.
- Ensuring other students are aware of risks.

5. In addition Heritage College will ensure that:

- Parents/caregivers are notified about any incident of anaphylactic reaction.
- Comprehensive and legible records are maintained of any incident of anaphylactic shock which occurs while the child is under the care of the College.
- A post outlining an Action Plan for Anaphylaxis is displayed in the staffroom.

Evaluation

This policy will be reviewed as part of the College's annual review cycle.