

# Lowther Hall

ANGLICAN GRAMMAR SCHOOL

*All about the girl*

# Anaphylaxis Policy

Date of last review:	2021
Review cycle:	Annual
Review and approval responsibility:	Executive & School Council
Category:	Medical
VRQA required:	Yes
Locations:	O:Drive, LowtherLink; Website & BoardPro



# ANAPHYLAXIS POLICY

## 1. DEFINITIONS

Anaphylaxis is a serious, rapid-onset, allergic reaction that may cause death. Severe anaphylaxis is characterised by life-threatening upper airway obstruction.

## 2. CONTEXT

This school believes that the safety and wellbeing of students who are at risk of anaphylaxis is a shared responsibility between home and school. We are committed to:

- Providing, as far as practicable, a safe and healthy environment in which students at risk of anaphylaxis can participate equally in all aspects of the programs and experiences the school provides.
- Ensuring that an individual anaphylaxis management plan is developed for any student diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction, the school Principal is responsible for this and also responsible for completing an annual Risk Management checklist.
- Raising awareness about allergies and anaphylaxis amongst the students and wider school community.
- Actively involving the parents/guardians of each student at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for their daughter.
- Ensuring each staff member and other relevant adults have adequate knowledge of allergies, anaphylaxis and emergency procedures.
- Facilitating communication to ensure the safety and wellbeing of students at risk of anaphylaxis.

## 3. SCOPE

This policy applies when a student diagnosed as being at risk of anaphylaxis by a qualified medical practitioner is enrolled at the school. It applies to students enrolled at the school, their parents/guardians, staff and licensees. It also applies to other relevant members of the school, such as volunteers and visiting specialists.

## 4. PURPOSE

The aims of this policy are to:

- Minimise the risk of an anaphylactic reaction occurring while the student is in the care of the school.
- Equip staff members to respond appropriately to an anaphylactic reaction by initiating appropriate treatment, including competently administering an EpiPen when prescribed
- Raise the school community's awareness of anaphylaxis and its management through education and policy implementation
- Outline the risk minimisation and prevention strategies in which Lowther Hall adheres to
- Ensure that Lowther Hall will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department of Education and Early Childhood Development.
- Ensure that Lowther Hall complies with the Victorian Registration & Qualifications Authority Anaphylaxis Management guidelines.

## 5. CAUSES

Anaphylaxis is most commonly caused by food allergies. Any food can cause an allergic reaction, however nine foods cause 90% of reactions in Australia, these are:

- Peanuts
- Tree nuts (e.g. hazelnuts, cashews, almonds)
- Egg
- Cow's milk
- Wheat
- Soybean
- Fish
- Shellfish
- Sesame

Other causes of anaphylaxis include:

- Insect stings and bites
- Medications
- Latex

## 6. SIGNS AND SYMPTOMS

Symptoms of anaphylaxis (severe allergic reaction) watch for any one of the following:

- Difficulty or noisy breathing
- Swelling of the tongue
- Swelling/tightness in the throat
- Difficulty talking and/or a hoarse voice
- Wheezing or persistent cough
- Loss of consciousness and/or collapse
- Young children may appear pale and floppy

## 7. TREATMENT

Adrenaline given as an injection using an autoinjector (such as an EpiPen®) into the outer mid-thigh muscle is the most effective first aid treatment for anaphylaxis. After the EpiPen is administered an ambulance will be called as well as the student's parents/guardian/emergency contact if unable to get in contact with the primary contact. Adrenaline autoinjectors are designed so that anyone can use them in an emergency.

### 7.1 DEFINITIONS

#### EpiPen®

An EpiPen® is an auto injectable device that delivers the drug epinephrine. It is used when someone is experiencing a severe allergic reaction. It is a device approved for the use by the Commonwealth Government Therapeutic Goods Administration, which can be used to administer a single premeasured dose of adrenaline to those experiencing a severe allergic reaction or anaphylaxis

## 8. PROCEDURES

The School will:

- Conduct an assessment of the potential for accidental exposure to allergens while students at risk of anaphylaxis are in the care of the school and develop a risk minimisation plan in consultation with staff and the families of the student/s
- Ensure staff are informed of students who are anaphylactic at the start of each school year - the placement of the EpiPen in the school will be made clear to staff.
- Ensure all staff responsible for the student/s at risk of anaphylaxis as identified by the principal to attend anaphylaxis management training that is reinforced biannually by the school nurse, with the first to occur at the beginning of the year and the second at the beginning of Term 3, delivered by a staff member who has successfully completed an anaphylaxis management course in the last 12 months. Staff briefing must cover:

- The school's anaphylaxis management policy
- The causes, symptoms and treatment of anaphylaxis
- The identities of students at risk of anaphylaxis, their medication and where the medication is located; How to use an EpiPen (including practising with a "trainer" EpiPen)
- The schools general First Aid and Emergency response procedures, and the locations and access to EpiPens that parents have provided and also the school back up EpiPen.
- Ensure that all relieving staff, casual relief teachers and other staff who the Principal identifies based on risk assessment are aware of symptoms of an anaphylactic reaction, the student at risk of anaphylaxis, the student's allergies, anaphylaxis action plan and EpiPen kit
  - If the relieving staff member is not trained in anaphylaxis management, the school will ensure at least one staff member trained in anaphylaxis management is present at the school and that staff member is aware that they are responsible for the administration of an EpiPen in an emergency. The Principal must develop an interim plan and consult with parents if training or briefing has not occurred as required. Training and briefing are required to occur as soon as possible after an interim plan is developed.
  - If this is not possible parents/guardians must be informed of this situation before a student at risk of anaphylaxis is left at the school
- Ensure that no student who has been prescribed an EpiPen is permitted to attend the school or its programs without that EpiPen
- Make parents/guardians aware of this policy, and provide access to it on request
- Encourage ongoing communication between parents/guardians, doctor and staff regarding the current status of the student's allergies, this policy and its implementation
- Display an ASCIA generic poster called Action plan for Anaphylaxis in key locations at the school - specifically the ELC, staff rooms and in The Health Centre
- Display an ambulance contact card by Reception telephones
  - If a student is having an anaphylactic reaction or a suspected reaction, an ambulance must be called prior to administering an EpiPen
  - If a parent is not available when the ambulance arrives to transport the student to hospital after having an anaphylactic reaction, if possible a staff member may travel in the ambulance with the child to hospital
- Maintain additional back up EpiPens for General Use, the school principal and school nurse are responsible for the purchase of additional back-up EpiPens®. There are multiple spare EpiPen Jr and EpiPens in The Health Centre on the shelf next to the Student's EpiPen's clearly marked SPARE EMERGENCY EPIPENS, these spare EpiPens are taken to all excursions, camps and sporting events where there are girls attending with anaphylaxis. There is also a spare EpiPen Jr and EpiPen in the Raymond House Reception emergency evacuation box as well as in the Automatic External Defibrillator (AED) green box located in the Blink Bonnie House, Raymond House and Senior School Reception areas as well as in the Cultural Centre. It is the school nurses responsibility to maintain and update all back up EpiPens® either at time of use or expiry, whichever comes first.
- Ensure that with every student's individual EpiPen stored in The Health Centre supplied by the student has a black marker stored with it. This should be used to write on the EpiPen when it is administered to the student in an emergency situation to be able to inform the emergency services what time it was administered and also if another EpiPen needs to be administered after the first EpiPen it can be timed appropriately
  - Ensure that each student's individual EpiPen must never be administered to another student.
  - Adhere to the risk management and prevention strategies.
  - Comply with the procedures outlined in Schedule 1.

Staff responsible for the student from 8.15am until 4.15pm at risk of anaphylaxis shall:

- Ensure a copy of the student's anaphylaxis action plan is visible to all staff and maintain an up to date list of students at risk of anaphylaxis on display in all buildings of the school

- Follow the school's first aid and emergency response procedures and the student's anaphylaxis action plan in the event of an allergic reaction, which may progress to anaphylaxis
- Practise EpiPen administration procedures using an EpiPen trainer and "anaphylaxis scenarios" on a regular basis.
- Ask all parents/guardians as part of the enrolment procedure, prior to their daughter's attendance at the school, whether the student has anaphylaxis and document this information on the student's enrolment record. If the student has anaphylaxis, ask the parents/guardians to provide a medical management plan signed by a Doctor
- Ensure that parents/guardians provide an anaphylaxis action plan signed by the student's Doctor and a complete EpiPen kit while the student is present at the school, and ensure that the kit is clearly labelled with the students' name on the outside
- Ensure that the EpiPen kit is stored in a location that is known to all staff, including relief staff and casual relief teachers; easily accessible to adults [not locked]; inaccessible to students and away from direct sources of heat. The EpiPen are stored in The Health Centre at Lowther Hall, and are easily accessible by all staff
- Ensure that the EpiPen kit for each student at risk of anaphylaxis is available by a trained adult on excursions that this student attends. Relevant staff must have completed an anaphylaxis management training course in the last 3 years
- Regularly check the EpiPen expiry date. [The manufacturer will only guarantee the effectiveness of the EpiPen to the end of the nominated expiry month].
- Adhere to the risk management and prevention strategies.
- Comply with the procedures outlined in Schedule 1.

Staff responsible for the student outside normal school hours (that is, before 8:15am or after 4:15pm) at risk of anaphylaxis shall:

- Ensure that every student at risk of anaphylaxis has their EpiPen provided by their parent, available for the specific out of hours activity and present with them. Parents will provide an anaphylaxis action plan signed by the student's Doctor and a complete EpiPen kit, clearly labelled with the students' name on the outside
- Follow the student's anaphylaxis action plan in the event of an allergic reaction, which may progress to anaphylaxis
- Practise EpiPen administration procedures using an EpiPen trainer and "anaphylaxis scenarios" on a regular basis

In the situation where a student who has not been diagnosed as allergic appears to be having an anaphylactic reaction staff will:

- Call an ambulance immediately by dialling 000
- Commence first aid measures
- Contact the parent/guardian
- Contact the person to be notified in the event of illness if the parent/guardian cannot be contacted

Parents/guardians of students shall:

- Adhere to the risk management and prevention strategies.
- Comply with the procedures outlined in Schedule 1.

Parents/guardians of a student at risk of anaphylaxis shall:

- Inform staff, either on enrolment or on diagnosis, of their daughter's anaphylaxis
- Provide staff with an anaphylaxis action plan and written consent updated annually to use the EpiPen in line with this action plan, it must be an ASCIA Action Plan for Anaphylaxis provided by a Medical Practitioner (ASCIA Action Plan must be colour and contain a current photo of the student). The management plan must clearly state the students allergies, risk minimisation/prevention

strategies, names of people responsible for implementing risk minimisation/prevention strategies, storage of medication and the student and parent emergency contact details

- If their daughter has an anaphylactic reaction, anaphylaxis management plan must be updated as soon as possible with the school post the reaction
- Provide staff with a EpiPen.
- Regularly check the EpiPen expiry date (School Nurse will also issue reminders when expiry date of EpiPen is 1 month from expiry).
- Assist staff by offering information and answering any questions regarding their daughter's allergies.
- Notify the staff of any changes to their daughter's allergy status in writing and provide a new ASCIA anaphylaxis action plan in accordance with these changes, including an updated photo if necessary.
- Communicate all relevant information and concerns to staff, for example, any matter relating to the health of the student.
- Comply with the school's policy that no child who has been prescribed an EpiPen is permitted to attend the school or its programs without that EpiPen, anaphylaxis management plans must be updated when a student is participating in an offsite excursion or special even organised or attended by the School.
- Adhere to the risk management and prevention strategies.
- Comply with the procedures outlined in Schedule 1.
- Lowther Hall has the responsibility to further develop, maintain and update this Anaphylaxis Policy when required and also annually.

## 9. RELATED DOCUMENTS

Related documents at the School

- Appendix 1: Enrolment checklist for students at risk of anaphylaxis
- Appendix 2: Communication Plan

# SCHEDULE 1

## PROCEDURES

The following risk management and prevention strategies should be implemented to help protect the student at risk of anaphylaxis from accidental exposure to food allergens within the School environment, excluding excursions and camps.

### CLASSROOM

In relation to the student at risk:

- A copy of the student's Individual Anaphylaxis Management Plan should be kept in the classroom for students in Kindergarten to Year 6 and in the relevant area of the School for all students.
- Senior school students (Year 7-12) are required to carry their own EpiPen in their school bag in an insulated container clearly marked with their name and a copy of their Individual Anaphylaxis Management Plan for travel to and from school, sport and excursions. This is in addition to the EpiPen which remains in the Health Centre for emergency use by the School and is not to be taken out of the Health Centre by the student.
- This student should only eat food that has been specifically prepared for her
  - Where the school is preparing food for the student, ensure that it has been prepared according to the parent's instructions
  - Some parents will choose to provide all food for their daughter
- Bottles, other drinks and lunch boxes, including any treats, provided by the parents/guardians for this student should be clearly labelled with the student's name
- There should be no trading or sharing of food, food utensils and containers with this student
- In some circumstances it may be appropriate that a highly anaphylactic student does not sit at the same table when others consume food or drink containing or potentially containing the allergen - however, students with allergies should not be separated from all students and should be socially included in all activities
- Parents/guardians of Blinkbonnie House and Raymond House students should provide a safe treat box for this student
- Increase supervision of this student on special occasions such as excursions, incursions or family days
- All staff should be informed of any student at risk of anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and Adrenaline Autoinjector and the schools Anaphylaxis Management Policy.

### PROCEDURES SPECIFIC TO KINDERGARTEN

- Ensure tables and bench tops are washed down after eating
  - Ensure hand washing for all students upon arrival at the school, before and after eating
  - Restrict use of food and food containers, boxes and packaging in crafts, cooking and science experiments, depending on the allergies of particular students
  - Staff should discuss the use of foods in such activities with parents/guardians of this student and these foods should be consistent with the risk minimisation plan
  - An ambulance must be called if an anaphylactic response is suspected, Kindergarten staff can administer an EpiPen prior to calling an ambulance
- The risk minimisation plan will inform the School's food purchases
- Food preparation personnel [staff and volunteers] should be instructed about measures necessary to prevent cross contamination between foods during the handling, preparation and serving of food – such as careful cleaning of food preparation areas and utensils

- Where food is brought from home to the school, all parents/guardians will be asked not to send food containing specified allergens or ingredients as determined in the risk minimisation plan and to list ingredients.

## **CANTEEN, FOOD STUDIES KITCHEN AND OTHER FOOD PREPARATION AREAS**

- Staff working in these areas should be able to demonstrate satisfactory training in food allergen management and its implications on food handling practices, including knowledge of the major food allergen management and its implication on food handling practices. Canteen and Food Studies staff should also have knowledge of the major food allergens triggering anaphylaxis, cross contamination issues and label reading.
- Canteen and Food Studies staff including volunteers should be briefed about students at risk of anaphylaxis
- Display the most current 'Students requiring Emergency Response' poster
- Products that are labelled 'may contain traces of nuts' should not be served to students allergic to nuts
- Make sure that tables and surfaces are wiped down with warm soapy water regularly.
- Ensure all cooking utensils, preparation dishes, plates, knives and forks etc. are washed and cleaned thoroughly after preparation of food and cooking
- Canteens should provide a range of healthy meals/products that exclude peanuts or other nut products in the ingredient list or 'may contain...' statement

## **GROUNDS**

- School staff on grounds duty must be trained in the administration of the Adrenaline Autoinjector EpiPen to be able to respond quickly to an anaphylactic reaction if needed
- The Adrenaline Autoinjector and each student's Individual Management Plan are easily accessible from the yard, and staff should be aware of their exact location
- All staff on yard duty must be aware of the school's Emergency Response Procedures and how to notify the general office/ school nurse of an anaphylactic reaction in the yard

## **SPECIAL EVENTS**

- School staff supervising the special event must be trained in the administration of the Adrenaline Autoinjector (EpiPen) to be able to respond quickly to an anaphylactic reaction if needed
- Party balloons should not be used if any student is allergic to latex

## **PROCEDURES FOR EXCURSIONS AND CAMPS**

### **➤ Out of School Settings / Field Trips, Excursions**

- The student's EpiPen, ASCIA Action Plan and a mobile phone must be taken on all field trips/excursions
- A staff member or team of staff who have been trained in the recognition of anaphylaxis and the administration of the EpiPen must accompany the student on field trips or excursions - all staff present during the field trip or excursion needs to be aware if there is a student at risk of anaphylaxis
- A copy of the Individual Anaphylaxis Management Plan for each student at risk of anaphylaxis should be easily accessible and School Staff must be aware of their exact location – in the front of the Allergy Buddy Bag which all EpiPens are stored in at Lowther Hall.
- Staff must develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction
- Consider the potential exposure to allergens when consuming food on buses

## ➤ Camps and Remote Settings

- Schools must have in place a risk management strategy for students at risk of anaphylaxis for school camps, developed in consultation with the student's parents/ guardians
- Camp management staff must be advised in advance of any students with anaphylaxis and the camp cook should be able to demonstrate satisfactory training in food allergen management and its implication on food handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergies and label reading
- Staff should liaise with parents/guardians to develop alternative menus or allow students to bring their own meals
- Camps should be advised not to stock products that trigger anaphylaxis
- Use of other substances containing allergens should be avoided where possible
- The student's EpiPen, ASCIA Action Plan and a mobile phone must be taken on camp
- A team of staff who have been trained in the recognition of anaphylaxis and the administration of the EpiPen must accompany the student on camp - however, all staff present need to be aware if there is a student at risk of anaphylaxis
- Staff must develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction
- Be aware of local emergency services in the area and how to access them - where possible and if appropriate, liaise with them before the camp
- Emergency services must be contacted as soon as possible when a student has an anaphylactic reaction and parents also must be notified as soon as possible
- The EpiPen should remain close to the student [and other students if appropriate] and staff must be aware of its location at all times
- The EpiPen may be carried in the school first aid kit, or by the student and must be available to a staff member trained in the administration of the EpiPen
- Prior to the excursion or field trip the school should consult parents/guardians to discuss issues that may arise, to develop an alternative food menu or request the parent/guardians to send a meal [if required]
- Staff have a duty of care towards the student even if the student does carry their own EpiPen
- The School will also take the student's school supplied EpiPen for when the student is attending a camp. This will mean that the student will have 2 EpiPens on camp if required
- Cooking and art and craft activities should not involve the use of known allergens
- The potential exposure to allergens when consuming food on buses and in cabins will be considered

## APPENDIX 1:

### ENROLMENT CHECKLIST FOR STUDENTS AT RISK OF ANAPHYLAXIS

- Risk Minimisation Plan completed, including strategies to address the particular needs of each student at risk of anaphylaxis, and this plan is implemented
- Provide a copy of the Anaphylaxis Policy to the parents of a student at risk
- All parents/guardians are made aware of the anaphylaxis policy
- An anaphylaxis action plan for the student is signed by the child's Doctor and is visible to all staff (The anaphylaxis action plan must be colour, no black and white copies with a current photo of the student.)
- EpiPen [within expiry date] is available for use at any time the student is in the care of the school – In the Health Centre.
- EpiPen is stored in a clearly labelled insulated container, in a location easily accessible to adults [not locked away], inaccessible to students and from direct sources of heat
- If the student is in Senior School, they have their own EpiPen in their school bag in an insulated container clearly marked with their name and a copy of their Individual Anaphylaxis Management Plan for travel to and from school, sport and excursions
- All staff, including relief staff, are aware of each EpiPen kit location
- Staff responsible for the students at risk of anaphylaxis undertake anaphylaxis management training, which includes strategies for anaphylaxis management, recognition of allergic reactions, emergency treatment and practise with an EpiPen trainer, and this is reinforced at yearly intervals
- The school's emergency action plan for the management of anaphylaxis is in place and all staff understand the plan
- A treat box, provided by the parents, is available for special occasions [if relevant] and is clearly marked as belonging to the student at risk of anaphylaxis
- Parent/guardian's current contact details are available
- Information regarding any other medications or medical conditions [for example asthma] is available to staff

.....  
Signed

.....  
Date

## **APPENDIX 2:**

### **ANAPHYLAXIS COMMUNICATION PLAN**

This communication plan will include strategies for advising School Staff, students and Parents about how to respond to an anaphylactic reaction by a student in various environments. It is the Principal's responsibility for ensuring that this communication plan is developed, maintained and up to date.

#### **Classroom Environment**

- Staff member must stay with the student having an anaphylactic reaction at all times
- Staff member must send another staff member or student to Blinkbonnie House or Raymond House Reception for immediate assistance and Blinkbonnie House or Raymond House Reception must alert the School Nurse immediately
- A different staff member will remove remaining students out of the classroom to another class to be supervised
- Staff member attending to the child in the classroom:
  - Must keep the child in the classroom and remain still and calm
  - Contact the office by sending a student with the red emergency First Aid card or calling. Office staff to call School Nurse to attend. If child's condition deteriorates an ambulance must be called
  - Office staff to alert Mansion Receptionist or Blinkbonnie House or Raymond House or Head of Senior School (Deputy Principal) (depending on where in the school the emergency is) that an ambulance has been called and someone must direct ambulance to where emergency is located
  - Follow First Aid training procedure (DRSABCD)
  - Follow the child's Anaphylaxis Action Plan, administer prescribed EpiPen if required
  - Parents of the child must be notified by Blinkbonnie House, Raymond House or Senior School Reception, classroom teacher or School Nurse

#### **School Grounds/ Playground Environment**

- Staff member to stay with the student having an anaphylactic reaction
- Student or a different staff member to take the red emergency First Aid card to School Nurse for immediate assistance
- A different staff member will remove remaining students from the grounds/playground area to be supervised
- Staff member attending to the child in the yard/playground:
  - must keep the child still, remain with the child and send for help via another staff member or student
  - ask another staff member or student to take the red emergency card to the Health Centre to inform the School Nurse of the emergency
  - School Nurse to attend to patient with cordless/mobile phone
  - follow First Aid training procedures (DRSABCD) and call ambulance (000) if child's condition deteriorates
  - follow child's Anaphylaxis Action Plan and administer EpiPen if required
  - parents of the child must be notified by Junior/Senior School Reception, classroom teacher or School Nurse

## Excursions, Camp and Sport – off Campus emergencies

- Any student who suffers from anaphylaxis must be closely supervised by staff from Lowther Hall at all times
- Senior school girls must carry their own individual EpiPen in their bag with a copy of their Anaphylaxis Action Plan at all times
- When away from school due to sport, excursions or camp the schools back up EpiPen must always be taken with the supervising teacher in charge of the school supplied EpiPens in their individual Allergy Buddy Bags. The EpiPen must be signed out of the Health Centre and returned immediately on return to school and signed back into the Health Centre.
- Staff member attending to the child off campus:
  - must keep the child still, remain with the child and send for help via another staff member or student to alert the camp supervisor
  - follow First Aid procedure (DRSABCD) and call an ambulance if the child's condition deteriorates
  - another staff member attending the off-campus event must contact the parents and school office to inform them of the emergency
  - an accident report must be completed as soon as possible, including full details of the event and what occurred
  - a debrief with the students and students directly involved in the incident
  - School Nurse and Deputy Principal (Senior/Junior) to discuss with parents after the event about what occurred and ask them to seek medical advice on how it can be prevented in the future
  - School Nurse to review the student's Individual Management Plan
  - implemented updated risk prevention strategies

Peer support is an important element of support of for students at risk of anaphylaxis. Lowther Hall raises student and staff awareness throughout the school with fact sheets and posters displayed around the school. Teachers are encouraged to discuss key messages with students including:

- Wash your hands after eating
- Always take food allergies seriously – severe allergies can put your friend's life at risk!
- Know what your friends are allergic to
- Don't share food with your friends
- Don't pressure your friends to eat food that they are allergic to
- Be respectful of your schoolmates EpiPen
- If a schoolmate becomes sick, get help immediately

**9 June 2021**