



# Camperdown College

## Anaphylaxis Policy

### PURPOSE

To explain to Camperdown College parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Camperdown College is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

### SCOPE

This policy applies to:

- All teachers and education support staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

### IMPLEMENTATION

#### School Statement

Camperdown College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training. The principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.

#### Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

#### *Symptoms*

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth.

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting.

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.

#### *Treatment*

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis. Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

#### Individual Anaphylaxis Management Plans

All students at Camperdown College who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan (IAMP). When notified of an

anaphylaxis diagnosis, the principal of Camperdown College is responsible for developing a plan in consultation with the student's parents/carers.

An Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Camperdown College and where possible, before the student's first day.

Parents and carers must:

- obtain an Australasian Society of Clinical Immunology & Allergy Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline autoinjector for the student that has not expired;
- participate in annual reviews of the student's Plan.

Each student's Individual Anaphylaxis Management Plan (IAMP) must include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the school
- the name of the person(s) responsible for implementing the risk minimisation strategies, which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

#### *Review and updates to Individual Anaphylaxis Management Plans*

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

#### *Communication of Individual Anaphylaxis Management Plans*

- Students with Individual Anaphylaxis Management Plans flagged on Compass roll
- Copy of each student's Individual Anaphylaxis Management Plans kept on Staff Drive - Administration
- Junior Campus: hard copy of IAMP plan kept with ASCIA plan in sickbay with student's -
- Senior Campus: IAMP plan kept with ASCIA plan in staffroom with student's Auto Injector

#### **Adrenaline auto-injection devices**

Parents of a child at risk of an anaphylactic reaction will be required to supply an in-date adrenaline auto-injection device(s) which will be kept at school. Parents of a child at risk of an anaphylactic reaction will be strongly encouraged to supply a second in-date adrenaline auto-injection device(s) for children attending overnight camps or excursions to remote areas.

Camperdown College will purchase a spare or 'backup' adrenaline auto-injection device for each campus. These will be replaced as needed to ensure 'backup' device is always in-date.

At the Junior Campus, the student's individual auto-injection device will be stored in the sick bay along with the campus spare auto-injection device, with all items clearly labelled.

At the Senior Campus, the student's individual auto-injection device will be stored in the staff lunchroom opposite the general office along with the campus spare auto-injection device, with all items clearly labelled.

### **Risk Minimisation Strategies**

*To reduce the risk of a student suffering from an anaphylactic reaction at Camperdown College, we have put in place the following strategies:*

- students are discouraged from sharing food
- garbage bins at school are covered with lids to reduce the risk of attracting insects
- year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays
- a general use Auto Injector is stored at each campus (Junior Campus sick bay, Senior Campus staff room)
- for camps, excursions and special events, the organising teacher is responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

### **Emergency Response**

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school's general first aid procedures, emergency response procedures and the student's Individual Anaphylaxis Management Plan.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by the designated campus first aid staff member and stored in the Junior Campus sick bay and Senior Campus staff room.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

Step	Action
1.	<ul style="list-style-type: none"><li>• Lay the person flat</li><li>• Do not allow them to stand or walk</li><li>• If breathing is difficult, allow them to sit</li><li>• Be calm and reassuring</li><li>• Do not leave them alone</li><li>• Seek assistance from another staff member or reliable student to locate the student's adrenaline autoinjector or the school's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored at Junior Campus sick bay or Senior Campus staff room.</li><li>• If the student's plan is not immediately available, or they appear to be experiencing a first-time reaction, follow steps 2 to 5</li></ul>
2.	<p>Administer an Auto Injector or Auto Injector Jr (if the student is under 20kg)</p> <ul style="list-style-type: none"><li>• Remove from plastic container</li><li>• Form a fist around the Auto Injector and pull off the blue safety release (cap)</li><li>• Place orange end against the student's outer mid-thigh (with or without clothing)</li><li>• Push down hard until a click is heard or felt and hold in place for 3 seconds</li><li>• Remove Auto Injector</li><li>• Note the time the Auto Injector is administered</li><li>• Retain the used Auto Injector to be handed to ambulance paramedics along with the time of administration</li></ul>
3.	Call an ambulance (000)
4.	If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.
5.	Contact the student's emergency contacts.

If a student appears to be having a severe allergic reaction but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

*Note:* If in doubt, it is better to use an adrenaline autoinjector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction.

### Staff training

At Camperdown College

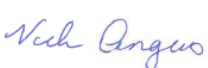
- All teaching and ES staff will be required to undertake the one hour ASCIA e-training course and have their competency in using an autoinjector tested in person within 30 days of completing the course by a School Anaphylaxis Supervisor. This course is free for all Victorian schools and valid for 2 years.
- A minimum of two staff members (one from each campus) will undertake face-to-face training *Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC* to skill them in providing competency checks to assess their colleagues' ability to use an auto-injector (e.g. Auto Injector) and become School Anaphylaxis Supervisors. This course is provided by the Asthma Foundation, is free to government schools and is valid for 3 years.
- All teaching and ES staff will participate in a briefing, to occur twice per calendar year with the first one to be held as close as possible to the beginning of the school year, by a member of school staff who has successfully completed an anaphylaxis management training course in the 12 months prior, on:
  - the school's anaphylaxis management policy.
  - the causes, symptoms and treatment of anaphylaxis.
  - the identities of students with a medical condition that relates to allergy and the potential for anaphylactic reaction, and where their medication is located.
  - how to use an adrenaline autoinjector, including hands on practise with a trainer adrenaline autoinjector.
  - the school's general first aid and emergency response procedures; and
  - the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

### COMMUNICATION OF POLICY:

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Included in staff induction processes
- Included in our staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Discussed at student forums/through communication tools
- Hard copy available from school administration upon request

### POLICY REVIEW AND APPROVAL

<b>Policy last reviewed</b>	<b>15/11/2022</b>
<b>Approved by</b>	<b>Acting Principal</b> 
<b>Next scheduled review date</b>	<b>February 2023</b>