



RIVER CITY CHRISTIAN COLLEGE
ANAPHYLAXIS MANAGEMENT POLICY

Approved by Principal: 26/2/2021

To be Reviewed: 2022 & Annually

Introduction:

It is our endeavour as a school to know our students well, caring for them all but with suitable attention for those with additional needs such as anaphylaxis. We will therefore require an authorised Individual Anaphylaxis Management Plan for such students, outlining the management of their particular condition, along with related risk minimisation and communication plans. In this we aim to:

- Provide as far as practicable, a safe and supportive environment in which students with anaphylaxis can participate equally in all aspects of schooling.
- Raise awareness about anaphylaxis and the school's anaphylaxis management policy in the school community
- Engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
- Ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.
- Remain compliant with *Ministerial Order 706: Anaphylaxis Management in Victorian Schools* and the guidelines on anaphylaxis management.

The key to prevention of anaphylaxis in the College is knowledge of those students who have been diagnosed at risk, awareness of the triggers, the prevention of exposure to these triggers and the availability / suitable application of an adrenaline auto injector device (Epi-pen) when needed.

Individual Anaphylaxis Management Plans (IAMP):

The Principal or delegate will ensure that an IAMP 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. (Refer Appendix 1) The IAMP needs to be in place the student's first school attendance day but also supported locally developed prevention strategies such as listed in the table under the heading of Prevention Strategies below. A similar approach will be followed for a staff member or regular volunteer who is known as being at risk of anaphylaxis. If an IAMP cannot be in place according to this timing, the Principal will develop an interim plan in consultation with the relevant parties and, as soon as practicable, ensure suitable briefing of the relevant staff.

It is the responsibility of parents to alert the College to any special medical needs of their child and to ensure that the appropriate medications and information from doctors is supplied to the College so as to enable the College to fulfil its duty of care to the student. This must include an ASCIA (Australasian Society of Clinical Immunology and Allergy)

Action Plan completed by the student's Medical Practitioner. For effective identification, parents must also supply a recent colour photo of the student.

The IAMP will be reviewed at least annually but also:

- If the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes;
- As soon as practicable after the student has an anaphylactic reaction at School; and
- When the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the School (e.g. Class parties, elective subjects, cultural days, fetes, incursions).

Therefore parents/carers are responsible to:

- 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.
- Provide the College with an Epi-pen that is current and not expired for their child. The prescribed medications should be provided in an insulated, named container and replaced before they expire. If up to date medication / Epi-pen is not available, the student will need to be excluded from the school until this can be rectified.

Communication:

The Principal or delegate will be responsible for ensuring that information is provided to all staff, relevant students and parents about anaphylaxis and the College's management of anaphylaxis. This will also include casual staff and regular volunteers who have a level of responsibility for students at risk of an anaphylactic reaction and will occur as part of staff induction, staff training as outlined below and for relevant students and staff as part of developing and agreeing on an associated IAMP.

This will include information about what steps will be taken to respond to an anaphylactic reaction by a student in a classroom, in the school yard, on excursions, camps and special event days. Volunteers and casual relief staff involved with students at risk of anaphylaxis will be suitably informed by the Principal or delegate. A list of at-risk students, due to various conditions, will be regularly updated and kept on display in the staff room, specifically stating if no anaphylactic related students currently exist.

Staff Training:

Teachers and other College staff who lead classes where students at risk of anaphylaxis attend, or give instruction / supervision of students at risk of anaphylaxis, must have up to date training in an approved anaphylaxis management training course. At other times while the student is under the care or supervision of the College, including excursions, camps and special event days, the Principal or delegate must ensure there are sufficient number of staff present who have up to date training in an approved anaphylaxis management training course.

Emergency First Aid Response in an Education Setting, including for CPR, Asthma and Anaphylaxis training is provided to all River City Christian College staff and updated annually mid-year. This training incorporates 22300VIC in accordance with Ministerial Order 706. In addition, at the start of each school year, the College's first aid, emergency and anaphylaxis procedures will be reviewed with all staff. This means they will have participated in a briefing twice per calendar year as required, with the one at the beginning

of the year being delivered by a staff member who has successfully completed an anaphylaxis management training course in the last 2 years and the briefing cover:

- College's anaphylaxis management policy
- Causes, symptoms and treatment of anaphylaxis
- Identities of students diagnosed at risk of anaphylaxis and where their medication is located
- Use an auto adrenaline injecting device, including hands-on practice with a trainer pen and the location of back-up adrenaline auto injectors for general use
- College's general first aid and emergency response procedures.

Anaphylaxis Emergency Response Procedure:

In the case of an anaphylactic reaction, the following procedure should be followed:

The school's first aid procedures and the student's Anaphylaxis Management Plan must be followed. The staff member on duty should perform basic first aid and send another staff member or student to contact the School Office, alerting staff of the location of the emergency, the child's name and other relevant details of the cause if known.

If the student is not carrying their Anaphylaxis Emergency Kit, the staff member will locate it or a general Epi-pen, plus a mobile phone and then proceed to the emergency without delay, ensuring Emergency Services (000) have been called.

All students will be excluded from the area in which treatment is being conducted. The staff member will carry out appropriate treatment following the instructions contained in the student's IAMP and on the Epi-pen. The Principal will have been notified, along with the student's emergency contacts, and a debrief for the school community organised as relevant.

If no improvement or severe symptoms continue, advice from 000 should be sought and further applications of an Epi-pen may be needed if available.

Prevention Strategies:

The College will ensure that risk minimisation and prevention strategies are in place for all relevant in-school and out-of-school settings, which include (but are not limited to) the following:

- during classroom activities (including specialist and elective classes);
- between classes and other breaks;
- during recess and lunchtimes;
- before and after school; and
- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

Classrooms	
1.	Copy of the student's IAMP kept in the Office and in Home Rooms
2.	Liaison with parents about food-related activities ahead of time
3.	Use non-food treats where possible, but if food treats are used it is recommended that the parents provide a treat box
4.	Never give food from outside sources to a student who is at risk of anaphylaxis

5.	Treats from other students in class should not contain the substances to which the student is allergic
6.	Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts. Products labelled 'may contains milk or egg' should not be served to students with milk or egg allergy
7.	Awareness of possible hidden allergens in food and other substances used in cooking, food technology, science and art classes
8.	Ensure all cooking utensils, preparation dishes, plates and knives/forks etc. are washed and cleaned thoroughly after preparation of food and cooking
9.	Regular discussions with students about the importance of washing hands, eating their own food and not sharing food
10.	The Principal or delegate will inform relief teachers, specialist teachers and volunteers of the names of any students at risk of anaphylaxis, the location of each student's IAMP and Epi-pen, the School's Anaphylaxis Policy and each person's responsibility in managing an incident

School Grounds	
1.	Sufficient knowledge and supervision of a student who is at risk of anaphylaxis by a staff member who is trained regarding anaphylaxis
2.	Epi-pens and IAMPs are easily accessible from the school grounds
3.	Staff on yard duty are routinely briefed so that they are suitably aware of where to quickly retrieve medical information and of the need to inform the school office if an anaphylactic reaction occurs during recess or lunch time.
4.	Students with anaphylactic responses to insects are encouraged to stay away from water or flowering plants
5.	Lawns are regularly mowed and bins are suitably covered
6.	Students are to keep drinks and food suitably covered while outdoors

Special Events	
1.	Sufficient staff who have been trained in anaphylaxis are supervising students
2.	Avoid using food in activities or games
3.	Consult parents in advance of special events to either develop an alternative food menu or request the parent to send a meal for the student at risk
4.	Parents of other students should be informed in advance about foods that may cause allergic reactions in students at risk and request that they avoid providing students with treats whilst they are at a special school event
5.	Appropriate identification labels placed on serving dishes containing the products that could cause harm
6.	The use and cleaning of utensils etc should be considered to avoid any cross contamination
7.	Party balloons are not to be used if a student has an allergy to latex

Excursions / Camps / Tours	
1.	Risk Assessment for each individual student attending completed prior to departure
2.	Staff trained in anaphylaxis are to attend
3.	Appropriate methods of communications must be established

4.	IAMPs and Epi-pens are to be easily accessible and staff must be aware of their location (who will carry it, how will it be delivered to the student)
5.	Staff in charge should consult parents of anaphylactic students in advance to discuss issues that might arise, to develop an alternative food menu or request the parent provide a meal (if required)
6.	Review the Individual Anaphylaxis Management Plan prior to departure to ensure that it is up to date and relevant to the particular excursion/camp/tour

Camps or Remote Settings	
1.	RCCC will attempt to only use providers / operator services who can provide food that is safe for anaphylactic students where needed
2.	Conduct a risk assessment and develop a risk management strategy for students (in consultation with parents and camp operators) at risk of anaphylaxis
3.	The College will consider alternative means of providing food for at risk students if there are concerns about whether food provided on camp will be safe for students at risk of anaphylaxis
4.	The use of substances containing allergens should be avoided where possible
5.	The student's Epi-pen and IAMP must be taken on camp and a mobile phone. If there is no mobile phone access, alternative methods e.g. Satellite phone will be considered.
6.	Epi-pens should remain close to the students and staff must be aware of its location at all times
7.	Students with anaphylactic responses to insects should wear closed shoes and long-sleeve garments when outdoors and are encouraged to stay away from water and flowering plants
8.	General use Epi-pens are included in camp first aid kits
9.	Consider exposure to allergens when consuming food during travel on bus / plane / etc. and whilst in cabins / tents / dormitories / etc.
10.	Cooking and art and craft games etc. should not involve the use of known allergens
11.	Students will be encouraged not to take or share snacks and other food or drink items to camp.

First time / Unknown Anaphylaxis:

If a student presents with signs and symptoms of a severe allergic reaction the attending staff member must immediately call 000, informing the service that the College has a general Adrenaline Auto Injector Device for emergency treatment. The staff member must then immediately implement the appropriate DRSABCD emergency response, alerting the School Office if it hasn't already happened. Parents should also then be contacted.

Where possible, only School Staff with training in the administration of an Epi-pen should administer it however, it is imperative that it's administered as soon as possible after an anaphylactic reaction. Therefore, if necessary, the Epi-pen is designed to be administered by any person following the instructions on the device and it would be better to use the Epi-pen and later discover it was not an anaphylactic reaction, than to risk a potentially life threatening reaction.

Back-Up Adrenaline Auto Injectors for General Use:

The Principal is responsible for arranging the purchase of additional Epi-pens for General Use and as back up to autoinjectors supplied by parents of students who have been diagnosed as being at risk of anaphylaxis. The number of such devices will depend on the:

- Number of students who have been diagnosed as being at risk of anaphylaxis;
- Accessibility of Epi-pens that have been provided by parents of students who have been diagnosed as being at risk of anaphylaxis;
- Availability and sufficient supply of Epi-pens for General Use on the school site, at excursions, camps and special events conducted, organised or attended by the School;

General use Adrenaline Auto Injectors will be stored in the First Aid Room cupboard with a suitable label on the outside of the cupboard. This is located at the School's Reception area and immediately accessible by all staff at all hours they are on duty at the school. Expiry dates will be checked annually and the Auto Injector replaced if near expiry or promptly after being used.

Annual Risk Management Checklist:

The Principal must complete an annual anaphylaxis Risk Management Checklist to monitor compliance with various legal obligations. (Refer Appendix 2)

Reference Documents:

Education and Training Reform Act 2006

Ministerial Order 706 - Anaphylaxis Management in Schools

Equal Opportunity Act 2010 (Vic) and the Disability Discrimination Act 1992 (Cth).

Responsibility:

The Principal has overall responsibility for the approval and implementation of this policy.

Appendix 1

Current Photo of Student

Individual Anaphylaxis Management Plan (IAMP) for the Year of

Name: _____ Year Level: _____

Emergency Contact Names & Numbers: _____

Allergens: _____

Medications: _____

Medication Storage locations: _____

<u>Risk</u> (In class, yard, specialist, excursion, camp, event, etc.)	<u>Strategy</u> (To minimize the risk)	<u>Responsibility</u> (Person or role)

Do you consent to your child's photo being displayed for identification purposes within the school? YES / NO

Your preference for the regular storage of your child's Epi-pen would be: (please tick one option)

In the classroom On their person In the First Aid Room Other _____

Completed ASCIA Action Plan attached

Parent / Carer Name: _____ Signature: _____

Principal / Delegate Name: _____ Signature: _____

Appendix 2

Annual Anaphylaxis Risk Management Checklist

School Name:	River City Christian College	
Date of Review:		
Who completed this checklist?	Name:	
	Position:	
Review given to:	Name	
	Position	
Comments:		
General Information		
1. How many current students have been diagnosed as being at risk of anaphylaxis, and have been prescribed an Adrenaline Autoinjector?		
2. How many of these students carry their Adrenaline Autoinjector on their person?		
3. Have any students ever had an allergic reaction requiring medical intervention at school?	<input type="checkbox"/> Yes <input 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"/> No	
a. If Yes, how many students?		
b. If Yes, how many times		
5. Has a staff member been required to administer an Adrenaline Autoinjector to a student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
a. If Yes, how many times?		
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"/> No	

Section 1: Training	
7. 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 approved Anaphylaxis Management Training Course, either: <ul style="list-style-type: none"> • ASCIA e-training within the last 2 years, or • accredited face to face training (22300VIC or 10313NAT) within the last 3 years? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Does your school conduct twice yearly briefings annually? If no, why not as this is a requirement for school registration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Do all school staff participate in a twice yearly briefing? If no, why as this is a requirement for school registration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Has your school trained a minimum of 2 school staff (School Anaphylaxis Supervisors) to conduct competency checks of adrenaline autoinjectors (EpiPen®)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Are your school staff being assessed for their competency in using adrenaline autoinjectors (EpiPen®) within 30 day of completing the ASCIA Anaphylaxis e-training for Victorian Schools?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 2: Individual Anaphylaxis Management Plans	
12. Does every student who has been diagnosed as being at risk of anaphylaxis and prescribed an Adrenaline Autoinjector have an Individual Anaphylaxis Management Plan and ASCIA Action Plan completed and signed by a prescribed Medical Practitioner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Are all Individual Anaphylaxis Management Plans reviewed regularly with Parents (at least annually)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. 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?	
a. During classroom activities, including elective classes	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. In canteens or during lunch or snack times	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Before and after School, in the school yard and during breaks	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. For special events, such as sports days, class parties and extra-curricular activities	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. For excursions and camps	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Do all students who carry an Adrenaline Autoinjector on their person have a copy of their ASCIA Action Plan kept at the School (provided by the Parent)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

a. Where are the Action Plans kept?	
16. Does the ASCIA Action Plan include a recent photo of the student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Have the Individual Management Plans (for students at risk of anaphylaxis) been reviewed prior to any off site activities (such as sport, camps or special events), and where appropriate reviewed in consultation with the student's parent/s?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 3: Storage and Accessibility of Adrenaline Autoinjectors	
18. Where are the student(s) Adrenaline Autoinjectors stored?	
19. Do all School Staff know where the School's Adrenaline Autoinjectors for General Use are stored?	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Are the Adrenaline Autoinjectors stored at room temperature (not refrigerated)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Is the storage safe?	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Is the storage unlocked and accessible to School Staff at all times? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
23. Are the Adrenaline Autoinjectors easy to find? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
24. Is a copy of student's Individual Anaphylaxis Management Plan (including the ASCIA Action Plan) kept together with the student's Adrenaline Autoinjector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
25. Are the Adrenaline Autoinjectors and Individual Anaphylaxis Management Plans (including the ASCIA Action Plans) clearly labelled with the student's names?	<input type="checkbox"/> Yes <input type="checkbox"/> No
26. Has someone been designated to check the Adrenaline Autoinjector expiry dates on a regular basis? Who?	<input type="checkbox"/> Yes <input type="checkbox"/> No
27. Are there Adrenaline Autoinjectors which are currently in the possession of the School and which have expired?	<input type="checkbox"/> Yes <input type="checkbox"/> No
28. Has the School signed up to EpiClub or ANA-alert (optional free reminder services)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

29. Do all School Staff know where the Adrenaline Autoinjectors and the Individual Anaphylaxis Management Plans are stored?	<input type="checkbox"/> Yes <input type="checkbox"/> No
30. Has the School purchased Adrenaline Autoinjector(s) for General Use, and have they been placed in the School's first aid kit(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
31. Where are these first aid kits located? Do staff know where they are located?	<input type="checkbox"/> Yes <input type="checkbox"/> No
32. Is the Adrenaline Autoinjector for General Use clearly labelled as the 'General Use' Adrenaline Autoinjector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
33. Is there a register for signing Adrenaline Autoinjectors in and out when taken for excursions, camps etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 4: Prevention Strategies	
34. 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
35. Have you implemented any of the prevention strategies in the Anaphylaxis Guidelines? If not record why not as this is a requirement for school registration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
36. Are there always sufficient school staff members on yard duty who have current Anaphylaxis Management Training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 5: School Management and Emergency Response	
37. 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 type="checkbox"/> No
38. Do School Staff know when their training needs to be renewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
39. Have you developed Emergency Response Procedures for when an allergic reaction occurs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. In the class room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. In the school yard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. In all School buildings and sites, including gymnasiums and halls?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. At school camps and excursions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. On special event days (such as sports days) conducted, organised or attended by the School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
40. Does your plan include who will call the Ambulance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

41. Is there a designated person who will be sent to collect the student's adrenaline autoinjector and individual ASCIA Action Plan for Anaphylaxis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
42. Have you checked how long it will take to get to the Adrenaline Autoinjector and Individual Anaphylaxis Management Plan (including the ASCIA Action Plan) to a student from various areas of the School including:	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. The class room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. The school yard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. The sports field?	<input type="checkbox"/> Yes <input type="checkbox"/> No
43. On excursions or other out of school events is there a plan for who is responsible for ensuring the Adrenaline Autoinjector(s) and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan) and the Adrenaline Autoinjector for General Use are correctly stored and available for use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
44. Who will make these arrangements during excursions?	
45. Who will make these arrangements during camps?	
46. Who will make these arrangements during sporting activities?	
47. Is there a process for post incident support in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
48. 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:	
a. The School's Anaphylaxis Management Policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. The causes, symptoms and treatment of anaphylaxis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 Autoinjector, including where their medication is located?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. How to use an Adrenaline Autoinjector, including hands on practise with a trainer Adrenaline Autoinjector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. The School's general first aid and emergency response procedures for all in-school and out-of-school environments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Where the Adrenaline Autoinjector(s) for General Use is kept?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Where the Adrenaline Autoinjectors for individual students are located including if they carry it on their person?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 6: Communication Plan	
49. Is there a Communication Plan in place to provide information about anaphylaxis and the School's policies?	
a. To School Staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. To students?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. To Parents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. To volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. To casual relief staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
50. Is there a process for distributing this information to the relevant School Staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. What is it?	
51. How is this information kept up to date?	
52. Are there strategies in place to increase awareness about severe allergies among students for all in-school and out-of-school environments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
53. What are they?	