

# WARRINGA PARK SCHOOL

## ANAPHYLAXIS POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact School Administration.

### PURPOSE

To explain to Warringa Park School's 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 Warringa Park School is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

### SCOPE

This policy applies to:

- all Warringa Park School Campuses
- all 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.

### POLICY

#### SCHOOL STATEMENT

Warringa Park School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

#### ANAPHYLAXIS

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. 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.

#### 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.



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## Treatment

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.

Adrenaline given through an EpiPen® auto injector to the muscle of the outer mid-thigh is the most effective 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 Warringa Park School who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the principal and the nurse of Warringa Park School is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Warringa Park School and where possible before the student's first day.

### Parents and carers must:

- obtain an ASCIA 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 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:



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- 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.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

### INDIVIDUAL ANAPHYLAXIS ACTION PLAN (ASCIA) - Appendix A

The individual Anaphylaxis Action Plan (ASCIA Action Plan) provided by the parent will:

- Set out the emergency procedures to be taken in the event of an allergic reaction.
- Be signed by a medical practitioner who was treating the child on the date the practitioner signs the plan.
- Contain an up-to-date photograph of the child.

### 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.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

### LOCATION OF PLANS AND ADRENALINE AUTOINJECTORS

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis and will be stored at the nurse's station (Warringa Park campus & Cayleys Rd campus) or the first aid room (Bethany Rd campus and Polly Parade campus), together with the student's adrenaline autoinjector. Adrenaline autoinjectors must be labelled with the student's name. Administration of the medication will be done wherever it is safe to be done, i.e., the pen and plan will be taken from the nurse's station/first aid room to the student.

### RISK MINIMISATION STRATEGIES

#### Food Management School Rules:

- Children must not share food at any time.
- Parents and families must see the class teacher before bringing a birthday cake or lolly bags to school.
- In designated No Nut Classrooms, peanut butter, Nutella, nut filled muesli bars and any nut products are encouraged not to be sent with children's lunches.



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- Parents should not give food treats to children in the playground.
- Parents and families should never give food to another person's child unless prior arrangement has been made between the parents.
- When there is an anaphylaxis allergy to a common food allergy i.e. dairy, instead of making it a no dairy classroom, the classroom can allocate a food exclusion table i.e.. dairy free table.

### Prevention Strategies:

- Know students in their class or classes who are at risk and be familiar with their individual management plans and have up to date training in anaphylaxis management.
- Classrooms with students with an anaphylaxis to nut products will be designated a No Nut Classroom and teachers are required to send a letter requesting no nut products in children's lunches.
- All students are required to eat their snacks and lunch in the classroom at designated times and in direct supervision of classroom staff.
- Have regular discussions with students about the importance of washing hands, eating their own food and not sharing food with others.
- Send parent permission notices home to all parents about classroom or school activities that may pose a risk to students with anaphylaxis, for example hatching chicken eggs.
- Be aware of hidden allergens or ingredients used for cooking, science and technology or art classes e.g. Egg milk cartons.
- Know where the red bags (containing the EpiPen's) are stored for students at risk of anaphylaxis and know the emergency response and how to use an EpiPen.
- Teachers can assign an allergen free table in the classroom i.e., Dairy Free Table for a student who is allergic to dairy products.

*Planning for off-site activities (such as camps and excursions) will include risk minimisation strategies for students at risk of anaphylaxis including ensuring:*

- students at risk of anaphylaxis are appropriately supervised
- there are an appropriate number of staff trained in managing anaphylaxis
- that the teacher-in-charge of the off-site activity has immediate access to relevant students' adrenaline autoinjectors and either hard copy or electronic access to Individual Anaphylaxis Management Plans and ASCIA Actions Plans.

### Parents will be responsible for:

- Providing information at the time of enrolment about their child allergies and if needed, an Individual Anaphylaxis Action Plan (ASCIA Action Plan) for their child.
- Providing one EpiPen for school use.
- Recording the expiry date of medications placed at school and ensuring the timely replacement of those medications/EpiPen.
- Informing the school if their child's medical condition changes and if relevant, providing an updated Individual Anaphylaxis Action Plan.
- Adhering to classrooms request not to send nut products to designated, No Nut Classrooms.

### The Principal will ensure that:

- A Risk Management Checklist is completed annually.



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- An Individual Management Plan will be developed for all students with an Anaphylactic Reaction.
- The Individual Action Plans are displayed in the First Aid room and the child's classroom.
- Copies of the Individual Action Plans will be kept in the yellow folder in the child's classroom, their red insulated bag (with their EpiPen) in the First Aid room and in the nurses Medical Alert Folder.
- Individual Anaphylaxis Action Plans are reviewed in consultation with parents/carers annually, if conditions change or immediately after a student has an anaphylactic reaction at school.
- All classroom and specialist teachers have a yellow folder with current photos of students with medical alerts, a list of allergies per classroom and their students action plans.
- A Communication Plan is developed, in order to raise staff, students and the school community awareness about anaphylaxis, severe allergies and school rules about food related matters.
- All staff will be briefed once each semester regarding the schools anaphylaxis management policy, the causes, symptoms and treatment of anaphylaxis, the students diagnosed at risk of anaphylaxis and the schools emergency response procedures.
- All teaching staff will participate in an accredited anaphylaxis management training course every two years.
- Two staff per campus will be designated as the Anaphylaxis Supervisors, who will be responsible for ensuring all staff are competent in administering an EpiPen. These designated staff members will participate in training every three years.
- The Casual Relief Teachers (CRT) are required to review their classrooms yellow folder, which will identify a photo of all students with red bags- i.e. emergency medication such as an EpiPen. Individual Action Plans per student will also be available in the yellow folders. Specialist staff yellow folders are given a full list of medical alerts per classroom.
- At risk students who are under the care or supervision of the school during yard duty, excursions, camps and special events, are provided with a sufficient number of staff present who have current training in anaphylaxis management.
- EpiPens of children identified by Individual Anaphylaxis Action Plans are kept in individual red bags in the first aid room. These bags are clearly labelled with students name and photo and easily accessible on hooks.
- A Red bag (containing an individual child's EpiPen & ASCIA action plan) is signed out from the first aid room and carried by school staff on excursions, outings and camps for each student with an Individual Anaphylaxis Action Plan and the Red Bag is accessible to the adult who is responsible for or accompanying the child during the activity.
- Induction for new staff will include anaphylaxis awareness information and appropriate training will be sought as soon as possible for new staff.
- For high-risk food allergies i.e. dairy, an additional red bag containing a second EpiPen will be allocated to a student's school bag (front pocket) for easy access to classroom staff and during bus travel.

### STAFF TRAINING

The principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

- All teaching staff will participate in an accredited anaphylaxis management training course every two years or completed an online anaphylaxis management training course every two years (ASCIA e-training for Victorian Schools).
- Two staff per campus will be designated as the Anaphylaxis Supervisors, who will be responsible for ensuring all staff are competent in administering an EpiPen. These designated staff members will participate in Verifying the Correct Use of Adrenaline Autoinjector Device 22303VIC training every three years.
- All staff will be briefed once each semester regarding the school's anaphylaxis management policy, the causes, symptoms and treatment of anaphylaxis, the students diagnosed at risk of anaphylaxis and the school's



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emergency response procedures.

- Induction for new staff will include anaphylaxis awareness information and appropriate training will be sought as soon as possible for new staff.

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by the School's nurse. Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

## ADRENALINE AUTO-INJECTORS FOR GENERAL USE

Warringa Park School will maintain a supply of adrenaline autoinjector(s) for general use, as a back-up to those provided by parents and carers for specific students, and also for students who may suffer from a first-time reaction at school.

Adrenaline autoinjectors for general use will be stored at the nurse's station (Warringa Park campus & Cayleys Rd campus) or the first aid room (Bethany Rd campus and Polly Parade campus) and labelled "general use." The Principal and the school nurse are responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- The number of students enrolled at Warringa Park school at risk of anaphylaxis.
- The accessibility of adrenaline auto-injectors supplied by parents.
- The availability of a sufficient supply of adrenaline auto-injectors for all campuses.
- The availability of a sufficient supply of adrenaline auto-injectors for excursions, camps and special events conducted, organised, or attended by the school.
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry.
- the weight of the students at risk of anaphylaxis to determine the correct dosage of adrenaline autoinjector/s to purchase.

## EMERGENCY RESPONSE

In the event of an anaphylactic reaction (on or off-site), 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 school nurse and stored at the nurse's station (Warringa Park campus & Cayleys Rd campus) or the first aid room (Bethany Rd campus and Polly Parade Campus). For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their



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Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

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

Step	Action
•	<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:               <ul style="list-style-type: none"> <li>○ the <i>nurse's station</i> (Warringa Park campus &amp; Cayleys Rd campus) or</li> <li>○ the <i>first aid room</i> (Bethany Rd campus and Polly Parade campus).</li> </ul> </li> <li>• If off-site, the teacher-in-charge of the off-site activity will have immediate access to items listed above</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>
•	<p>Administer an EpiPen or EpiPen Jr</p> <ol style="list-style-type: none"> <li>1. Remove from plastic container</li> <li>2. Form a fist around the EpiPen and pull off the blue safety release (cap)</li> <li>3. Place orange end against the student's outer mid-thigh (with or without clothing)</li> <li>4. Push down hard until a click is heard or felt and hold in place for 3 seconds</li> <li>5. Remove EpiPen</li> <li>6. Note the time the EpiPen is administered</li> <li>7. Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration</li> </ol> <p><b>OR</b></p> <p>Administer an Anapen® 500, Anapen® 300, or Anapen® Jr.</p> <ol style="list-style-type: none"> <li>8. Pull off the black needle shield</li> <li>9. Pull off grey safety cap (from the red button)</li> <li>10. Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing)</li> <li>11. Press red button so it clicks and hold for 10 seconds</li> <li>12. Remove Anapen®</li> <li>13. Note the time the Anapen is administered</li> <li>14. Retain the used Anapen to be handed to ambulance paramedics along with the time of administration</li> </ol>
•	Call an ambulance (000)
•	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.
•	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.

Schools can use either the EpiPen® **and Anapen® on any student** suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.

Where possible, schools should consider using the correct dose of adrenaline autoinjector depending on the weight of the student. However, in an emergency if there is no other option available, any device should be administered to



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the student.

## COMMUNICATION PLAN

This policy will be available on Warringa Park Schools website so that parents and other members of the school community can easily access information about Warringa Park School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Warringa Park School are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The Principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Warringa Park Schools procedures for anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk. The Principal is also responsible for ensuring relevant staff are trained and briefed twice per calendar year in anaphylaxis management, consistent with the Department's [Anaphylaxis Guidelines](#).

The communication and procedures policy will:

- Raise staff, students and school community awareness about anaphylaxis, severe allergies and the school rules about sharing food, food brought in by home and the schools Food Management School Rules.
- Include information about what steps will be taken to respond to an anaphylaxis reaction by a student in a classroom, in the school yard, on school excursions, on school camps and special event days.
- Outline how volunteers and casual relief staff will be informed of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care.
- Outline the schools Emergency Procedure Plan for a student who has an anaphylactic reaction within the classroom, school yard, excursions or camps.

## STAFF TRAINING

The Principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

School staff who conduct classes attended by students who are at risk of anaphylaxis

School staff who conduct specialist classes, all cafe staff, admin staff, first aiders and any other member of school staff as required by the Principal based on a risk assessment.

Staff who are required to undertake training must have completed:

- an approved face-to-face anaphylaxis management training course in the last three years, or
- an approved online anaphylaxis management training course in the last two years.

Warringa Park School uses the following training course:

- ASCIA Anaphylaxis e-training for Victorian Schools followed by a competency check by the school nurse. To perform the competency check, the school nurse must have completed the Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC.
- A DET approved face to face program (22578VIC, or 22579VIC or 10710NAT).

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years including the school nurse. Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located





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- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

When a new student enrolls at Warringa Park School who is at risk of anaphylaxis, the Principal and school nurse will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.

A record of staff training sessions will be maintained via the school's online Emergency Management Plan. The Principal will ensure that while students at risk of anaphylaxis are under the care or supervision of the school outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

- The teacher is to follow general first aid procedures and the student ASCIA Action Plan.

### FURTHER INFORMATION AND RESOURCES

- [Allergy & Anaphylaxis Australia](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)
- [Confidential Medical Information Form for Excursions](#)
- Department's Policy and Advisory Library (PAL):
  - [Anaphylaxis](#)
  - [Risk Assessment for Local and Day Excursions](#)
- Related Policies:
  - Administration of Medication Policy
  - First Aid Policy
  - Health Care Needs Policy
  - Medication Administration Log
  - Medication Authority Form

### REVIEW CYCLE

The Anaphylaxis policy and management procedures will be monitored and reviewed **annually** by the Assistant Principal, the Nurse and class teacher in conjunction with the parents of the students with Individual Anaphylaxis Action Plans.

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.

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	June 2025

