

WARRINGA PARK SCHOOL

ANAPHYLAXIS COMMUNICATION AND PROCEDURES POLICY



Help for non-English speakers

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

PURPOSE

Anaphylaxis Communication and Procedures Policy outlines the prevention and management of anaphylactic events at the school or outside school on school related activities. This Communication and Procedures Policy should be read in conjunction with Warringa Park School's Anaphylaxis Policy.

SCOPE

This policy applies to:

- All Warringa Park School Campuses
- All staff, including casual relief staff, contractors and volunteers
- All students who have been diagnosed with asthma or who may require emergency treatment for asthma and their parents/carers.

POLICY

At the time of enrolment or (if later) diagnosis, the classroom teacher, nurse and other staff members working with the student will familiarise themselves with the medical needs of the student with anaphylaxis. It is expected that parents will advise the school without delay when a student is diagnosed by a medical practitioner as being at risk of anaphylaxis. Warringa Park School's Anaphylaxis Policy and Anaphylaxis Communication and Procedures Policy will be placed in the nurses' office, will be available to all staff on Google Drive/Whole School/Policies/OHS Policies and published on the School's website.

INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

The Individual Anaphylaxis Management Plan will be in place as soon as practicable after the student enrolls and where possible before their first day of school. This should include:

- Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).
- Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, for in-school and out of school settings including camps and excursions.
- The name of the person responsible for implementing the strategies.
- The student's emergency contact details.
- Information on where the student's medication will be stored.

LOCATION OF EPIPENS AND STUDENT PHOTOS

A current EpiPen will be provided by the parent. The EpiPen will be in the Nurses' office in a red insulated bag. These bags are hanging on hooks and easily accessible by all staff. They are clearly labelled with each child's name, group, expiry date of EpiPen and photo of the student. Spare EpiPens are in red insulated bags on hooks:



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- PPC – On a hook in the First Aid Room, above the sink
- WCC – On a hook in the First Aid Room, above the internal window
- BRC – On a hook in the First Aid Room, beside the tall cupboard
- CRC - behind the door in the main building

There may be additional EpiPens as per Individual Management Plans, i.e., Travel EpiPens for travel training students.

CASUAL RELIEF TEACHERS (CRT's)

All CRTs are given a CRT folder at the beginning of their session. The Medical Emergency Procedure is outlined, and staff are encouraged to familiarise themselves with the location of the red bags and emergency backpack.

All casual relief staff are required to review the yellow health folders which are assigned to each classroom. These folders identify students with allergies and other medical alerts. This includes a photo list of all anaphylactic students in the school. All Action Plans for Anaphylaxis are displayed in a prominent position in the child's classroom and First Aid Room.

PROCEDURES FOR RESPONDING TO AN ANAPHYLACTIC REACTION

CLASSROOM

In the event of an anaphylactic reaction in the classroom, the teacher is:

1. To phone the campus nurse or to phone the campus reception
2. Request the student's red insulated bag.
3. Request the nurse and a staff member from leadership.
4. The teacher is to stay with the student.
5. Lay the person flat, do not stand or walk, if breathing is difficult allow them to sit upright against a wall.

All teaching staff and other staff having contact with a student with Anaphylaxis will have completed an accredited Anaphylaxis Course (eLearn package) every two years and attend a briefing twice yearly.

YARD

Teachers should not leave a student who is experiencing an anaphylactic reaction. The teacher must alert another staff member to obtain the student's red insulated bag from the first aid room and to inform reception to contact the nurse and a staff member from leadership.

SPECIAL EVENT DAYS, EXCURSIONS AND CAMPS

Prior to leaving the school for any event, excursion or camp the teacher in charge will sign out their student's red insulated bag. They must take their yellow health folders that contain the Action Plan for Anaphylaxis and the students Individual Management Plan.

In the event of an anaphylactic reaction away from school the teacher is to immediately implement the student's emergency procedure plan, call an ambulance and then notify the school. The Principal should be notified without delay. They will arrange for parents or guardians to be notified.

FOOD MANAGEMENT POLICY

SCHOOL COMMUNITY

The Food Management Policy is communicated to families on their enrolment through their enrolment package and via the school newsletter. If a student has an anaphylaxis allergy to nuts, we allocate their classroom as a No Nut Classroom. No Nut Classroom teachers are responsible to send a letter to their families, informing them that a student in their child's classroom has a severe anaphylaxis allergy to nuts and to request families not to send any peanut or



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nut containing products to school. No Nut Classroom signs are clearly displayed upon entry to the classroom. If a student is allergic to other common food groups i.e., Dairy, a No Dairy Table can be assigned within the child's classroom.

POST-INCIDENT ACTION

It is expected that after an incident has occurred and has been resolved, that staff members involved will engage in the following activities:

1. Completion of an Incident/Accident Report form including full details of event and what occurred.
2. Collection of the student's personal effects (if he is transported by ambulance and does not have them) for return to school.
3. Debrief with students directly involved as witnesses to the event.
4. Debrief of staff involved.
5. Communication with the Principal of the school as appropriate, regarding the particulars of the incident, actions taken and outcomes.
6. Principal/ Assistant Principal to discuss with parents (later) what occurred and ask them to seek medical advice on how it may be prevented in future.
7. Leadership staff and the School Nurses are required to review the student's Individual Management Plan.
8. Implement updated risk prevention strategies (where applicable).

ADMINISTRATION OF AN EPIPEN

1. Lay the person flat, do not stand or walk, if breathing is difficult, allow them to sit leaning against a wall.
2. Give EpiPen (or EpiPen Jnr if under 20kgs).
3. Phone ambulance (call 000).
4. Contact family or emergency contact.
5. A further adrenalin may be given if there is no response after 5 minutes (use a non-prescription adrenaline auto injector if required-general use EpiPen).
6. Note the time of administration and advise paramedics when they arrive.
7. Hand the paramedics the used adrenaline auto injector(s).

FURTHER INFORMATION AND RELATED POLICIES

- Anaphylaxis Policy
- Care Arrangement for ill students Policy
- Duty of Care Policy
- First Aid Policy
- Medication Management Policy
- ASCIA website (Australasian Society of Clinical Immunology and Allergy)
<https://www.allergy.org.au/hp/anaphylaxis>
- ASCIA Action Plan for Anaphylaxis (RED) 2020 EpiPen®

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.

This policy will also be reviewed as part of the school's regular policy review process.



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Policy last reviewed	June 2025
Approved by	Principal
Next scheduled review date	June 2026