

Policy Information	ANAPHYLAXIS
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Policy Number	1002
Last Revision Date	
Next Revision Date	

Rationale

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. The most common allergens in College-aged children are eggs, peanuts, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, certain insect stings and medications.

The key to prevention of anaphylaxis in Colleges is knowledge, awareness and planning. Under the Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act, the College has committed itself to the safety of its students at risk of Anaphylactic shock.

Purpose

Grace Christian College Christian College recognises its responsibilities and duty of care with regard to the safe management of students who are subject to Anaphylactic shock. Therefore, the College will fully comply with Ministerial Order 706 and associated Guidelines published and amended by the Department of Education from time to time.

Guideline 1 Compliance

The College affirms its compliance with Ministerial Order 706 Anaphylaxis Management in College and the Anaphylaxis Guidelines for Victorian Government Colleges to assess and review the College's current management policies and practices.

***Note 1 Relevant Ministerial Order**

•The College will comply with Ministerial Order No 706 of the Education and Training Reform Act 2006

***Note 2 Guidelines regarding anaphylactic management**

- The College will comply with government guidelines regarding anaphylactic management including:*
- The implementation of Anaphylaxis Management Plans, including individual ACSIA Actions Plans for Anaphylaxis, for each student, developed in consultation with the student's parents/carers and medical practitioner*
- Implement prevention strategies for all students at risk and for the whole College generally*
- Prevention strategies for in-College and out-of-College settings*
- Communication Procedures to raise staff, student, canteen and volunteers, and College community awareness about Anaphylaxis and the College's policy and procedures.*
- Regular training and updates for College staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen® as required under the Act.*
- Annual review of individual Anaphylaxis management plans or as required*

***Note 3 Management Plan**

•The College will apply a rigorous management plan to the student body as a whole, and in particular to those students who are subject to anaphylactic shock.

***Note 4 Individual Management**

•The College will ensure there are individual management plans for those students who are at risk of anaphylactic shock

***Note 5 Initiate Emergency Response Procedures**

•The College will, in the event of an anaphylactic reaction, initiate its first aid and emergency response procedures and follow the affected student's Anaphylaxis Management Plan.

***Note 6 EpiPen Supply**

•The College is to purchase and maintain a current EpiPen for general use

*Note 7 **Review Timing**

- *The College will conduct an annual review via the Annual Anaphylaxis Risk Management Checklist [Appendix 7]*

Guideline 2 **Individual Anaphylaxis Management Plans**

The Principal is responsible for ensuring that an Individual Anaphylaxis Management Plan is developed for each student, in consultation with the students's parents, for any student who has been diagnosed by a Medical Practitioner as having a medical condition that relates to allergy and the potential for anaphylactic reaction, where the College has been notified of that diagnosis.

Student Management Plans are to be:

- Developed in consultation with the student's parents.
- Be in place as soon as practicable after the student enrolls, and where possible, before the student's first day at the College.

An Individual Anaphylaxis Management Plan must set out the following:

- Information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy or allergies the student has (based on a written diagnosis from a Medical Practitioner);
- Strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of staff, for in-College and out-of-College settings including in the College yard, at camps and excursions, or at special events conducted, organised or attended by the College;
- The name of the person(s) responsible for implementing the strategies;
- Information on where the student's medication will be stored;
- The student's emergency contact details; and
- An ASCIA Action Plan.

Guideline 3 **Location of Anaphylaxis Management Plans**

Copies of each student's Individual Anaphylaxis Management Plan is located in all College buildings including Sick Bay. They are easily accessible by all staff in the event of an incident.

Guideline 4 **Review of a Anaphylaxis Management Plans**

The Principal is responsible for:

Reviewing Individual Anaphylaxis Management Plans in consultation with the student parents in all of the following circumstances:

- Annually
- 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 College
- 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 College

Guideline 5 **Development and Review of a Plan (Figure 7.1)**

It is the responsibility of parents to:

- Provide the ASCIA Action Plan
- 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 an up to date photo for the ASCIA Action Plan when that Plan is provided to the College and when it is reviewed
- Provide the College with an Adrenaline Auto-injector that is current and not expired for their child.

The interaction between the College's Anaphylaxis Management Policy and each student's Individual Anaphylaxis Management Plan is diagrammatically represented at Figure 7.1, including the responsibilities of the Principal and the student's family.

Guideline 6 Roles and Responsibilities of the Principal

The Principal has overall responsibility for implementing strategies and processes for ensuring a safe and supportive environment for students at risk of anaphylaxis. The Principal is to:

- Ensure that the College develops, implements and reviews its College Anaphylaxis Management Policy in accordance with the Order and these Guidelines.
- Actively seek information to identify students with severe life-threatening allergies or those who have been diagnosed as being at risk of anaphylaxis, either at enrolment or at the time of diagnosis (whichever is earlier).
- Ensure that Parents provide an ASCIA Action Plan which has been signed by the student's Medical Practitioner and that contains an up-to-date photograph of the student.
- Ensure that an Individual Anaphylaxis Management Plan is developed in consultation with the student's parents for any student that has been diagnosed by a Medical Practitioner with a medical condition relating to allergy and the potential for anaphylactic reaction, where the College has been notified of that diagnosis.
- This includes ensuring the documentation of practical strategies for activities in both in-College and out-of-College settings to minimise the risk of exposure to allergens, and nomination of staff who are responsible for implementation of those strategies.
- The risk minimisation plan should be customised to the particular student for participation in normal College activities (e.g. during cooking and art classes) and at external events (e.g. swimming sports, camps, excursions and interstate/overseas trips).
- Ensure students' Individual Anaphylaxis Management Plans are communicated to staff.
- If using an external canteen provider, be satisfied that that the provider can demonstrate satisfactory training in the area of anaphylaxis and its implications for food-handling practices. This includes careful label reading, and an understanding of the major food allergens that trigger anaphylaxis and cross-contamination issues specific to food allergies.
- Ensure that parents provide the College with an Adrenaline Auto-injector for their child that is not out-of-date and a replacement Adrenaline Auto-injector when requested to do so.
- Ensure that a Communication Plan is developed to provide information to all staff, students and parents about anaphylaxis and the College's Anaphylaxis Management Policy.
- Ensure there are procedures in place for providing volunteers and casual relief staff of students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to an anaphylactic reaction by a student in their care.
- Ensure that relevant staff have successfully completed an anaphylaxis management training course in the three years prior.
- Ensure that relevant staff are briefed at least twice a year by a staff member who has completed current anaphylaxis management training on:
 - The College's Anaphylaxis Management Policy;
 - The causes, symptoms and treatment of anaphylaxis;
 - The identities of students diagnosed at risk of anaphylaxis and the location of their medication;
 - How to use an Adrenaline Auto-injector, including hands-on practise with a trainer Adrenaline Auto-injector (which does not contain adrenaline);
 - The College's general first aid and emergency procedures
 - The location of Adrenaline Auto-injectors that have been purchased by the College for General Use.
 - Allocate time, such as during staff meetings, to discuss, practise and review the College's Anaphylaxis Management Policy. Practise using the trainer Adrenaline Auto-injector as a group and undertake drills to test effectiveness of the College's general first aid procedures.
- Encourage ongoing communication between parents and staff about the current status of the student's allergies, the College's policies and their implementation.
- Ensure that the student's Individual Anaphylaxis Management Plan is reviewed in consultation with parents annually, when the student's medical condition changes, as soon as practicably after a student has an anaphylactic reaction at College, and whenever a student is to participate in an off-site activity such as camps or excursions or at special events conducted, organised or attended by the College.
- Ensure the Risk Management Checklist for anaphylaxis is completed annually.
- Arrange to purchase and maintain an appropriate number of Adrenaline Auto-injectors for General Use to be part of the College's first aid kit.

Guideline 7 Role and Responsibilities of College Staff

All staff have a duty of care to take reasonable steps to protect a student in their care from risks of injury that are reasonably foreseeable. This includes administration staff, canteen volunteers, casual relief staff and other volunteers.

A summary of some of the key obligations under Order 706 , and suggested prevention strategies, is set out below in order to assist staff who conduct classes with students who have a medical condition and are potentially at risk of anaphylactic reaction. This is a guide only, and is not intended to contain an exhaustive list to be relied upon by staff when seeking to discharge their duty of care:

- Know and understand the College Anaphylaxis Management Policy.
- Know the identity of students who are at risk of anaphylaxis. Know the students by face.
- Understand the causes, symptoms, and treatment of anaphylaxis.
- Obtain regular training in how to recognise and respond to an anaphylactic reaction, including administering an Adrenaline Auto-injector
- Know where to find a copy of each student's Individual Anaphylaxis Management Plan quickly, and follow it in the event of an allergic reaction.
- Know the College's general first aid and emergency response procedures, and understand their role in relation to responding to an anaphylactic reaction.
- Know where students' Adrenaline Auto-injectors and the Adrenaline Auto-injectors for General Use are kept. The Adrenaline Auto-injector is designed so that anyone can administer it in an emergency.
- Know and follow the prevention and risk minimisation strategies in the student's Individual Anaphylaxis Management Plan.
- Plan ahead for special class activities (e.g. cooking, art and science classes), or special occasions (e.g. excursions, incursions, sport days, camp, cultural days, fetes and parties), either at College, or away from College. Work with Parents to provide appropriate food for their child if the food the College/class is providing may present a risk for him or her.
- Avoid the use of food treats in class or as rewards, as these may contain hidden allergens. Consider the alternative strategies provided in this document (see Chapter 8). Work with Parents to provide appropriate treats for students at risk of anaphylaxis.
- Be aware of the possibility of hidden allergens in foods and of traces of allergens when using items such as egg or milk cartons in art or cooking classes.
- Be aware of the risk of cross-contamination when preparing, handling and displaying food.
- Make sure that tables and surfaces are wiped down regularly and that students wash their hands after handling food.
- Raise student awareness about severe allergies and the importance of their role in fostering a College environment that is safe and supportive for their peers.

Guideline 8 Role and Responsibilities of First Aid Coordinators

The majority of staff are trained in First Aid and Anaphylaxis. They are to support the Principal and other staff in implementing the College's Anaphylaxis Management Policy.

Set out below are some suggested areas where first aiders may provide assistance and advice. This is a guide only, and is not intended to contain an exhaustive list to be relied upon by first aiders:

- Work with the Principal to develop, implement and review the College's Anaphylaxis Management Policy.
- Obtain regular training in how to recognise and respond to an anaphylactic reaction, including administering an Adrenaline Auto-injector EpiPen®.
- Provide or arrange regular training to other College Staff to recognise and respond to anaphylactic reaction, including administration of an Adrenaline Auto-injector.
- Keep an up-to-date register of students at risk of anaphylaxis.
- Keep a register of Adrenaline Auto-injectors as they are 'in' and 'out' from the central storage point. For instance when they have been taken on excursions, camps etc.
- Work with Principals, Parents and students to develop, implement and review each Individual Anaphylaxis Management Plan to:
 - Ensure that the student's emergency contact details are up-to-date;
 - Ensure that the student's ASCIA Action Plan matches the student's supplied Adrenaline Auto-injector;
 - Regularly check that the student's Adrenaline Auto-injector is not out-of-date, such as at the beginning or end of each term;
 - Inform parents in writing that the Adrenaline Auto-injector needs to be replaced a month prior to the expiry date;
 - Ensure that the student's Adrenaline Auto-injector is stored correctly (at room temperature and away from light) in an unlocked, easily accessible place; and
 - Ensure that a copy of the Individual Anaphylaxis Management Plan (including the ASCIA Action Plan) is stored with the student's Adrenaline Auto-injector.
- Work with College Staff to conduct regular risk prevention, minimisation, assessment and management strategies.
- Work with College Staff to develop strategies to raise their own, students and College community awareness about severe allergies.
- Provide or arrange post-incident support (e.g. counselling) to students and College Staff, if appropriate.

Guideline 9 Role and Responsibilities of Parents of a Student at Risk of Anaphylaxis

Parents have an important role in working with the College to minimise the risk of anaphylaxis. Set out below is a summary of some of the key obligations for parents under the Order, and some suggested areas where they may actively assist the College. This is a guide only, and is not intended to contain an exhaustive list to be relied upon by Parents.

- Inform the College in writing, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed at the time as being at risk of anaphylaxis.
- Obtain an ASCIA Action Plan from the student's Medical Practitioner that details their condition, and any medications to be administered, and other emergency procedures and provide this to the College.
- Inform staff in writing of any changes to the student's medical condition and if necessary, provide an updated ASCIA Action Plan.
- Provide the College with an up to date photo for the student's ASCIA Action Plan and when the plan is reviewed.
- Meet with and assist the College to develop the student's Individual Anaphylaxis Management Plan, including risk management strategies.
- Provide the College with an Adrenaline Auto-injector and any other medications that are current and not expired.
 - Replace the student's Adrenaline Auto-injector and any other medication as needed, before their expiry date or when used.
 - Assist College Staff in planning and preparation for the student prior to camps, field trips, incursions, excursions or special events (e.g. class parties, cultural days, fetes or sport days).
 - If requested by College Staff, assist in identifying and/or providing alternative food options for the student when needed.
 - Inform staff in writing of any changes to the student's emergency contact details
 - Participate in reviews of the student's Individual Anaphylaxis Management Plan:
 - When there is a change to the student's condition;
 - As soon as practicable after the student has an anaphylactic reaction at College;
 - At its annual review; and
 - Prior to the student participating in an off-site activity such as camps and excursions, or at special events conducted, organised or attended by the College.

Guideline 10 Parental Obligations

Parents have important obligations under the Order and this Anaphylaxis Management Policy. Their obligations will assist the College in managing the risk of anaphylaxis. Parents must, therefore,;

- Communicate their child's allergies and risk of anaphylaxis to the College at the earliest opportunity, preferably on enrolment;
- Continue to communicate with College Staff and provide up to date information about their child's medical condition;
- Provide the College Staff with an ASCIA Action Plan;
- Participate in yearly reviews of their child's Individual Anaphylaxis Management Plan; and
- Ensure that their child has an Adrenaline Auto-injector that is current and not expired at all times.

Guideline 11 Requirements of Anaphylaxis Educator

The Educator is to:

- At enrolment, actively seek information to identify students with severe life threatening allergies
- Conduct a risk assessment of the potential for accidental exposure to allergens while the student is in the care of the College.
- Meet with parents/carers to develop Anaphylaxis Management Plans for students.
- Document practical strategies for in-College and out-of-College settings to minimise the risk of exposure to allergens, and nominating staff who are responsible for their implementation
- Ensure ASCIA Action Plans are completed, signed by a medical practitioner and have a current photograph.
- Ensure Action Plans are displayed in Administration and in every class room.
- Ensure Grace Christian College Anaphylaxis Management Plans are completed and signed for each student at risk
- Ensure Medication Authority Forms are provided for all students at risk
- Inform the College staff, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed as being at risk of anaphylaxis.

Guideline 12 Risk Management and Prevention Strategies

The College recognises Section 4.3.1(6)(c) of the Act which applies to all Victorian Colleges (government, Catholic and independent), and prescribes the circumstances under which a College is required to have a College Anaphylaxis Management Policy containing the matters required by the Order.

***Note 1 Minimisation of Anaphylaxis in in the College**

When a student with a medical condition that relates to allergy and the potential for anaphylactic reaction is under the care or supervision of the College outside normal class activities, including the College yard, at camps and excursions, or at special events organised or attended by the College, the Principal is to ensure there is a sufficient number of College staff present who have trained in the management of anaphylaxis.

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

Accordingly, all staff are to be made aware of and to remember the importance of risk minimisation of anaphylaxis and that it is everyone's responsibility including:

- *The College as whole*
- *The Principal*
- *All College staff*
- *Parents*
- *Students and the*
- *Broader College community.*

***Note 2 Specific Risk Minimisation and Prevention Strategies**

Peanuts and nuts are the most common trigger for an anaphylactic reaction and fatality due to food anaphylaxis. Other common triggers are animal fur and grasses

***Note 3 Nuts**

In order to minimise the risk of a first time reaction to peanuts and nuts:

- *The College has banned the use of peanuts, nuts, peanut butter or other peanut or nut products during in-College and out-of-College activities.*
- *Staff must not place pressure on a student to try foods, whether they contain a known allergen or not.*

***Note 4 Animal Fur**

In order to minimise the risk of a first time reaction to animal fur:

- *The College has in place a requirement that parents seek class teacher approval for the admission of pets into the classroom and other activities*
- *Pet days are to be planned with anaphylactic students in mind*

***Note 5 Risk minimisation and prevention strategies**

Risk minimisation and prevention strategies are to be followed by all staff for all relevant in-College and out-of-College settings which include (but are not limited to) the following:

- *During classroom activities including class rotations, specialist and elective classes*
- *Between classes and other breaks*
- *In the canteen*
- *During recess and lunchtimes*
- *Before and after College*
- *Special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.*

***Note 6 Exercise of Duty of Care**

All staff are to exercise a duty of care and take all reasonable steps to protect a student in their care from risks of injury that are reasonably foreseeable. The adherence to and the implementation of appropriate prevention strategies as per the following lists to minimise the risk of incidents of anaphylaxis is an important step to be undertaken by all staff when trying to satisfy this duty of care.

Guideline 13 Anaphylaxis Prevention Strategies: In-College

Set out below are a range of specific strategies which, as a minimum, should be adhered to and implemented by all staff, in order to prevent opportunity for an anaphylactic reaction by any student.

Staff are to determine which strategies are appropriate after consideration of factors such as the age of the student, the facilities and activities available at the College, and the general College environment. Where relevant, it is necessary to record the reason why a decision was made to exclude a particular strategy listed below.

All of the following strategies are specified as being required standards for implementation.

***Note 1 Food**

Staff are to determine which strategies set out below for various in-College settings are appropriate after consideration of factors such as the age of the student, the facilities and activities available at the College, and the general College environment. The following strategies are to be undertaken by all staff:

***Note 2 Classrooms**

Keep a copy of the student's Individual Anaphylaxis Management Plan in the classroom. The ASCIA Action Plan must be easily accessible

- *Liaise with parents about food-related activities ahead of time.*
- *Use non-food treats where possible*

If food treats are used in class, parents of students with food allergy are to be asked to provide a treat box with alternative treats.

- *Treat boxes should be clearly labelled and only handled by the student.*
- *Never give food from outside sources to a student who is at risk of anaphylaxis.*
- *Treats for the other students in the class should not contain the substance to which the student is allergic.*

Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts. Products labelled 'may contain milk or egg' should not be served to students with milk or egg allergy and so forth.

Staff are to be aware of the possibility of hidden allergens in food and other substances used in cooking, food technology, science and art classes (e.g. egg or milk cartons, empty peanut butter jars).

- *All cooking utensils, preparation dishes, plates, and knives and forks, etc, must be washed and cleaned thoroughly after preparation of food and cooking.*
- *Staff are to have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.*

The staff member responsible for Anaphylaxis administration is to inform casual relief teachers, specialist teachers and volunteers of the names of any students at risk of anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and Adrenaline Auto-injector, the College's Anaphylaxis Management Policy, and each individual person's responsibility in managing an incident.

***Note 3 Canteen & Home Economics**

- All canteen volunteers are to demonstrate satisfactory training in food allergen management and its implications on food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc.
- Canteen staff, including volunteers, must be briefed about students at risk of anaphylaxis and, where the Principal determines in accordance with clause 12.1.2 of the Order, have up to date training in an Anaphylaxis Management Training Course as soon as practical after a student enrolls.
- Display the student's ACSIA Plan which includes the student's name and photo in the Canteen as a reminder to all staff, volunteers and students.
- Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts.
- The Canteen should provide a range of food products that exclude peanut or other nut products in the ingredient list or a 'may contain...' statement.
- Make sure that tables and surfaces are wiped down with warm soapy water regularly
- Be wary of contamination of other foods when preparing, handling or displaying food.

Staff and volunteers are referred to:

- 'Safe Food Handling' in the College Policy and Advisory Guide, available at:
- <http://www.education.vic.gov.au/school/principals/spag/governance/pages/foodhandling.aspx>
- Helpful resources for food services:

***Note 4 College Yard**

- If the College has a student who is at risk of anaphylaxis, sufficient College Staff on yard duty must be trained in the administration of the Adrenaline Auto-injector EpiPen® to be able to respond quickly to an anaphylactic reaction if needed.
- The Adrenaline Auto-injector and each student's Individual Anaphylaxis Management Plan must be easily accessible from the yard, and staff are to be aware of their exact location.
- Remember that an anaphylactic reaction can occur in as little as a few minutes
- College has a Communication Plan in place so the student's medical information and medication can be retrieved quickly if a reaction occurs in the yard.
- All yard duty staff are to carry emergency cards in yard-duty bags, walkie talkies or yard-duty mobile phones.
- All staff on yard duty must be aware of the College's Emergency Action Plan and how to notify the general office of an anaphylactic reaction in the yard.
- Yard duty staff must also be able to identify, by face, those students at risk of anaphylaxis.
- Students with anaphylactic responses to insects should be encouraged to stay away from water or flowering plants. College Staff should liaise with Parents to encourage students to wear light or dark rather than bright colours, as well as closed shoes and long-sleeved garments when outdoors.
- Keep lawns and clover mowed and outdoor bins covered.
- Students should keep drinks and food covered while outdoors.

***Note 5 For Special Events**

- Sufficient staff supervising the special event must be trained in the administration of an Adrenaline Auto-injector to be able to respond quickly to an anaphylactic reaction if required.
- Staff should avoid using food in activities or games, including as rewards.
- For special occasions, staff should consult parents in advance to either develop an alternative food menu or request the parents to send a meal for the student.
- Parents of other students should be informed in advance about foods that may cause allergic reactions in students at risk of anaphylaxis and request that they avoid providing students with treats whilst they are at College or at a special College event.
- Party balloons should not be used if any student is allergic to latex.

***Note 6 Pets**

Staff, parents and students are to be aware of the following:

It is possible for students to be at risk of anaphylactic shock when in contact with animal fur and hair.

Parents are to seek the approval of class teachers before bringing pets to College.

Staff are to be aware of students at risk of anaphylactic shock regarding animals

Guideline 14 Anaphylaxis Prevention Strategies: Out-of-College Settings

***Note 1 Travel To and From College by Bus**

Staff should consult with Parents of students at risk of anaphylaxis and the bus service provider to ensure that appropriate risk minimisation and prevention strategies and processes are in place to address an anaphylactic reaction should it occur on the way to and from College on the bus. This includes the availability and administration of an Adrenaline Auto-injector. The Adrenaline Auto-injector and ACSIA Action Plan for Anaphylaxis must be with the student even if this child is deemed too young to carry an Adrenaline Auto-injector on their person at College.

***Note 2** **Field Trips, Excursions, etc**

- *Sufficient staff supervising the special event must be trained in the administration of an Adrenaline Auto-injector and be able to respond quickly to an anaphylactic reaction if required for a student at risk of anaphylaxis.*
- *A College staff member or team of staff trained in the recognition of anaphylaxis and the administration of the Adrenaline Auto-injector must accompany any student at risk of anaphylaxis on field trips or excursions.*
- *College staff must avoid using food in activities or games, including as rewards.*
- *The Adrenaline Auto-injector and a copy of the Individual Anaphylaxis Management Plan for each student at risk of anaphylaxis should be easily accessible and College Staff must be aware of their exact location.*
- *For each field trip, excursion etc, a risk assessment should be undertaken for each individual student attending who is at risk of anaphylaxis. The risks may vary according to the number of anaphylactic students attending, the nature of the excursion/sporting event, size of venue, distance from medical assistance, the structure of excursion and corresponding staff-student ratio.*
- *All College staff members present during the field trip or excursion need to be aware of the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face.*
- *The College is to consult parents of anaphylactic students in advance to discuss issues that may arise in order to:*
 - *Develop an alternative food menu or*
 - *Request the parents provide a meal (if required).*
 - *Parents may wish to accompany their child on field trips and/or excursions. This should be discussed with parents as another strategy for supporting the student who is at risk of anaphylaxis.*

*Note 3 **Camps and Remote Settings**

- Prior to engaging a camp owner/operator's services the College is to make enquiries as to whether it can provide food that is safe for anaphylactic students. If a camp owner/operator cannot provide this confirmation to the College, then the College should consider using an alternative service provider
- The College is to ascertain if the camp cook is able to demonstrate satisfactory training in food allergen management and its implications on food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc.
- Staff must not sign any written disclaimer or statement from a camp owner/operator that indicates that the owner/operator is unable to provide food which is safe for students at risk of anaphylaxis. Colleges have a duty of care to protect students in their care from reasonably foreseeable injury and this duty cannot be delegated to any third party.
- The College is to conduct a risk assessment and develop a risk management strategy for students at risk of anaphylaxis. This should be developed in consultation with Parents of students at risk of anaphylaxis and camp owners/operators prior to the camp dates.
- College Staff are to consult with parents of students at risk of anaphylaxis and the camp owner/operator to ensure that appropriate risk minimisation and prevention strategies and processes are in place to address an anaphylactic reaction should it occur.
- If the College has concerns about whether the food provided on a camp will be safe for students at risk of anaphylaxis, it should also consider alternative means for providing food for those students.
- Use of substances containing allergens are to be avoided where possible.
- Camps should avoid stocking peanut or tree nut products, including nut spreads. Products that 'may contain' traces of nuts may be served, but not to students who are known to be allergic to nuts.
- The student's Adrenaline Auto-injector, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis and a mobile phone must be taken on camp.
- If mobile phone access is not available, an alternative method of communication in an emergency must be considered, e.g. a satellite phone.
- Prior to the camp taking place, College staff are to consult with the student's parents to review the student's Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the circumstances of the particular camp.
- College Staff participating in the camp should be clear about their roles and responsibilities in the event of an anaphylactic reaction.
- Check the emergency response procedures that the camp provider has in place.
- Ensure that these are sufficient in the event of an anaphylactic reaction and ensure all College staff participating in the camp are clear about their roles and responsibilities.
- Contact local emergency services and hospitals well prior to the camp.
- Advise full medical conditions of students at risk, location of camp and location of any off camp activities.
- Ensure contact details of emergency services are distributed to all College staff as part of the emergency response procedures developed for the camp.
- Staff are to take the College's Adrenaline Auto-injector for General Use on a College camp, even if there is no student at risk of anaphylaxis.
- It is to be used as a back up device in the event of an emergency.
- The College's Adrenaline Auto-injector for General Use to be kept in the first aid kit and including this as part of the Emergency Response Procedures.
- The Adrenaline Auto-injectors should remain close to the student at risk and other students.
- College staff must be aware of their location at all times.
- The Adrenaline Auto-injectors should be carried in the College first aid kit.
- The exception is to allow students, particularly adolescents, to carry their Adrenaline Auto-injector on camp.
- Note: All College staff members still have a duty of care towards the student even if students carry their own Adrenaline Auto-injector.
- Students with anaphylactic responses to insects should always wear closed shoes and long-sleeved garments when outdoors and should be encouraged to stay away from water or flowering plants.
- Cooking and art and craft games should not involve the use of known allergens.
- Consider the potential exposure to allergens when consuming food on buses and in cabins.

***Note 4 Overseas Travel**

- Review and consider the strategies listed under “Field Trips/Excursions/Sporting Events” and “Camps and Remote Settings”. Where an excursion or camp is occurring overseas, Colleges should involve parents in discussions regarding risk management well in advance.
- Investigate the potential risks at all stages of the overseas travel such as:
 - Travel to and from the airport/port;
 - Travel to and from Australia (via aeroplane, ship etc);
 - Various accommodation venues;
 - All towns and other locations to be visited;
 - Sourcing safe foods at all of these locations; and
 - Risks of cross contamination, including:
 - Exposure to the foods of the other students;
 - Hidden allergens in foods;
 - Whether the table and surfaces that the student may use will be adequate cleaned to prevent a reaction; and
 - Whether the other students will wash their hands when handling food.
 - Assess where each of these risks can be managed using minimisation strategies such as the following:
 - Translation of the student’s Individual Anaphylaxis Management Plan and ASCIA Action Plan;
 - Sourcing of safe foods at all stages;
 - Obtaining the names, address and contact details of the nearest hospital and Medical Practitioners at each location that may be visited;
 - Obtaining emergency contact details; and
 - Sourcing the ability to purchase additional auto-injectors.
 - Record details of travel insurance, including contact details for the insurer. Determine how any costs associated with medication, treatment and/or alteration to the travel plans as a result of an anaphylactic reaction can be paid.
 - Plan for appropriate supervision of students at risk of anaphylaxis at all times, including that:
 - There are sufficient College Staff attending the excursion who have been trained in anaphylaxis management
 - There is an appropriate level of supervision of anaphylactic students throughout the trip, particularly at times when they are taking medication and eating food;
 - There will be capacity for adequate supervision of any affected student(s) requiring medical treatment, and that adequate supervision of other students will be available; and
 - Staff/student ratios should be maintained during the trip, including in the event of an emergency where the students may need to be separated.
 - The College should re-assess its Emergency Response Procedures, and if necessary adapt it to the particular circumstances of the overseas trip. Keep a record of relevant information such as the following:
 - Dates of travel;
 - Name of airline, and relevant contact details;
 - Itinerary detailing the proposed destinations, flight information and the duration of the stay in each location;
 - Hotel addresses and telephone numbers;
 - Proposed means of travel within the overseas country;
 - List of students and each of their medical conditions, medication and other treatment (if any);
 - Emergency contact details of hospitals, ambulances, and Medical Practitioners in each location;
 - Details of travel insurance
 - Plans to respond to any foreseeable emergency including who will be responsible for the implementation of each part of the plans;
 - Possession of a mobile phone or other communication device that would enable the College Staff to contact emergency services in the overseas country if assistance is required.

***Note 5 Work Experience**

The Colleges is to involve parents, the student and the employer in discussions regarding risk management prior to a student at risk of anaphylaxis attending work experience. Employing staff must be shown the ASCIA Action Plan for Anaphylaxis and how to use the Adrenaline Auto-injector in case the work experience student shows signs of an allergic reaction whilst at work experience.

It is important to note that in this setting it may not be possible to ban food or other products is used as a risk minimisation and prevention strategy. Discussion must be undertaken with the employer to ensure the safety of the student.

Guideline 15 Auto Injectors

***Note 1 Storage of Adrenaline Auto-injectors**

Adrenaline Auto-injectors for individual students, or for general use, are to be stored correctly in Sick Bay where they can be accessed very quickly. [Exposure to an allergen can lead to an anaphylactic reaction in as little as five minutes]

Adrenaline Auto-injectors are stored in an named pouches hanging on the Sick Bay room wall, away from direct light and heat. They must not be stored in a refrigerator or freezer

- Each Adrenaline Auto-injector is clearly labelled with the student's name and a copy of the student's ASCIA Action Plan is displayed in the First Aid room and all other buildings
- The College's Auto-injector for General Use be clearly labelled and distinguishable from those for students at risk of anaphylaxis. It is stored in the First Aid room.
- Trainer Adrenaline Auto-injectors (which do not contain adrenaline or a needle) are stored in the Business Manager's office

***Note 2 Regular Review of Adrenaline Auto-injectors**

Reviews of students Auto-injectors, and those for general use are undertaken annually. The following factors are to be checked and/or considered in the review.

Adrenaline Auto-injectors are:

- Stored correctly in individual pouches which are attached to the Sick Bay wall. They are detachable and are able to be accessed quickly
- Each individual pouch bears the student's name
- The individual EpiPen bears the student's name
- The Sick Bay is open at all times
- Pens are stored in the unlocked Sick Bay and are easily accessible
- Pens are placed away from direct light and heat.
- Pens are not stored in the refrigerator or freezer
- Pens are signed in and out when taken from its usual place, e.g. for camps or excursions.
- Pens are distinguishable from other students' Auto-injectors and medications.

The following should also be noted.

- All staff know where Auto-injectors are located.
- A copy of the student's ASCIA Action Plan is kept with their Auto-injector.
- Depending on the speed of past reactions, it may be appropriate to have a student's Auto-injector in class or in a yard-duty bag.
- The trainer Auto-injectors (which do not contain adrenaline) are stored in the Business Manager's office
- The designated staff member is to conduct regular reviews of the Auto-injectors to ensure they are not out of date.

If the designated staff member identifies any Auto-injectors which are out of date, s/he is to:

- Send a written reminder to the student's parents to replace the Auto-injector
- Advise the Principal that an Auto-injector needs to be replaced by a parent; and
- Work with the Principal to prepare an interim Individual Anaphylaxis Management Plan pending the receipt of the replacement Adrenaline Auto-injector.

***Note 3 Self-Administration of the Adrenaline Auto-injector**

- The decision whether a student can carry their own Adrenaline Auto-injector is to be made when developing the student's Individual Anaphylaxis Management Plan, in consultation with the student, the student's parents and the student's Medical Practitioner.
- Where students who ordinarily self-administer their Adrenaline Auto-injector may not physically be able to self-administer due to the effects of a reaction, staff must administer an Adrenaline Auto-injector to the student, in line with their duty of care for that student.
- If a student self-administers an Adrenaline Auto-injector, one staff member must supervise and monitor the student, and another member of the staff should contact an ambulance (on emergency number 000/112).
- If a student carries their own Adrenaline Auto-injector, it may be prudent to keep a second Adrenaline Auto-injector (provided by the Parent) on-site in an easily accessible, unlocked location that is known to all staff.

***Note 4 Adrenaline Auto-injectors for General Use**

It is the policy of the College that an Adrenaline Auto-injector must be purchased and stored for General Use.

The Principal of the College is responsible for arranging for the purchase of additional Adrenaline Auto-injector (s) for General Use, and as a back up to Adrenaline Auto-injectors supplied by parents of students who have been diagnosed as being at risk of anaphylaxis.

The Principal is to determine the type of Adrenaline Auto-injector to purchase for General Use. In doing so, it is important to note the following:

- *Adrenaline Auto-injectors available in Australia are EpiPen®*
- *Children under 20 kilograms are prescribed a smaller dosage of adrenaline, through an EpiPen®Jr; and*
- *Adrenaline Auto-injectors are designed so that anyone can use them in an emergency.*

***Note 5 Number of Back Up Adrenaline Auto-injectors to Purchase**

The Principal is to determine the number of additional Adrenaline Auto-injector(s) required. In doing so, the Principal should take into account the following relevant considerations:

- *The number of students enrolled at the College who have been diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction;*
- *The accessibility of Adrenaline Auto-injectors that have been provided by parents of students who have been diagnosed as being at risk of anaphylaxis;*
- *The availability and sufficient supply of Adrenaline Auto-injectors for General Use in specified locations at the College including in the College yard, and at excursions, camps and special events conducted, organised or attended by the College; and*
- *The Adrenaline Auto-injectors for General Use have a limited life, and will usually expire within 12-18 months, and will need to be replaced at the College's expense either at the time of use or expiry, whichever is first.*

***Note 6 When to use Adrenaline Auto-injectors for General Use**

It is recommended that Adrenaline Auto-injectors for General Use be used when:

- *A student's prescribed Adrenaline Auto-injector does not work, is misplaced, out of date or has already been used; or*
- *Instructed by a medical officer after calling 000 or 112*

ASCIA advises that no serious harm is likely to occur from mistakenly administering adrenaline to an individual who is not experiencing anaphylaxis.

Guideline 16 Staff Training

The following College Staff will be appropriately trained:

- College Staff who conduct classes that students with a medical condition that relates to allergy and the potential for anaphylactic reaction; and
- Any further College Staff that are determined by the Principal, based on an assessment of the risk of an anaphylactic reaction occurring while a student is under the care or supervision of the College.

***Note 1 Training Scope and timing**

The identified staff will undertake the following training:

- An Anaphylaxis Management Training Course in the three years prior; and
- Participate in a briefing, to occur twice per calendar year with the first briefing to be held at the beginning of the College year, by a member of College staff who has successfully completed an anaphylaxis management training course in the 12 months prior, on:
 - The College's Anaphylaxis Management Policy;
 - The causes, symptoms and treatment of anaphylaxis
 - The identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, and where their medication is located
- How to use an Adrenaline Auto-injector, including hands on practise with a trainer Adrenaline Auto-injector device
 - The College's general first aid and emergency response procedures; and
 - The location of, and access to, Adrenaline Auto-injector that have been provided by Parents or purchased by the College for general use.

The briefing must be conducted by a member of staff who has successfully completed an Anaphylaxis Management Training Course in the last twelve months.

In the event that the relevant training and briefing has not occurred, the Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the Parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction. Training will be provided to relevant staff as soon as practicable after the student enrolls, and preferably before the student's first day at College.

The Principal will ensure that while the student is under the care or supervision of the College, including excursions, yard duty, camps and special event days, there is a sufficient number of staff present who have successfully completed an Anaphylaxis Management Training Course in the three years prior.

***Note 2 Anaphylaxis Training Requirements**

Ministerial Order 706 Anaphylaxis Management in Colleges requires Grace Christian College to provide regular training and updates for College staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen®.

The designated Anaphylaxis Educator is the College's Receptionist.

Anaphylaxis Management Training for Grace Christian College Educator

The staff member appointed as Educator will:

- Successfully complete a certified anaphylaxis management training course.
- In order to maintain this recognition, that staff member will be required to renew their qualification every 3 years.
- The Principal will ensure that the Educator will brief all staff at least twice a year as per the College's Anaphylaxis Management Policy

Twice Yearly Anaphylaxis Briefing

A majority of staff at Grace Christian College have to undertaken training provided by the Colleges accredited Educator. Under Ministerial Order 706, Grace Christian College undertakes twice yearly staff briefings on anaphylaxis management [Terms 1 and 3]. The briefing presentation incorporates information and practice on how to administer an EpiPen®. All staff will practice with a training EpiPen®. Staff are reminded of the students in the College at risk of an anaphylactic reaction and their anaphylaxis management plans at that briefing. An anaphylaxis training DVD is presented to staff at the training session. All staff are required to attend and their attendance will be recorded on the Anaphylaxis Management Training Register.

***Note 3 Availability of Training**

The College is to arrange training for staff through qualified providers.

***Note 4 Online Training**

Staff may have refresher training via online training courses but these courses do not meet the training requirements of the Order.

Guideline 17 Risk Management

The Principal is responsible for ensuring an Annual Anaphylaxis Risk Assessment is undertaken using the Risk Management Checklist. The purpose of the risk assessment is to monitor the College's compliance with:

- Ministerial Order 706
- DEECD Anaphylaxis Guidelines February 2014
- The College's legal obligations.

The College's Annual Risk Management Checklist for anaphylaxis must contain questions relating to the following:

- Background information about the College and students identified at risk of anaphylaxis
- Details of Individual Anaphylaxis Management Plans and ASCIA Action Plans;
- Storage and accessibility of Adrenaline Auto-injectors
- Prevention strategies used by the College to minimise the risk of an anaphylactic reaction
- The College's general first aid and emergency response procedures for when an allergic reaction occurs at all on-site and off-site College activities
- Communication with College Staff, students and Parents.

it is mandatory that an Excursion Checklist for Anaphylaxis Risk Management is completed prior to all excursions including camps, conventions and overseas trips.

Guideline 18 Emergency Response

The College has in place first aid and emergency response procedures that allow staff to react quickly if an anaphylactic reaction occurs, for both in-College and out-of-College settings. These procedures consist of the following:

***Note 1 Storage of adrenaline auto injectors**

- *Adrenaline auto injectors are stored correctly and be able to be accessed quickly, because, in some cases, exposure to an allergen can lead to an anaphylactic reaction in as little as five minutes.*
- *The adrenaline auto injectors are stored in an unlocked, easily accessible place away from direct heat but not in a refrigerator or freezer.*
- *All staff are advised where adrenaline auto injectors are located.*
- *Each adrenaline auto injector is clearly labeled with the student's name is stored with a copy of the student's Individual Anaphylaxis Management Plan*
- *Trainer adrenaline auto injectors (which do not contain adrenaline) are not be stored in the same location.*
- *Auto injectors are to be signed in and out when taken from its usual place, e.g. for camps or excursions.*
- *A copy of the student's ASCIA Action Plan for Anaphylaxis is be kept with their adrenaline auto injector.*
- *Depending on the speed of past reactions, it may be appropriate to have the adrenaline auto injector in class or in a yard-duty bag.*

***Note 2 Regular review of adrenaline auto injectors**

The designated trained staff member is responsible for conducting regular reviews of the adrenaline auto injectors to ensure that they are not out of date, are not cloudy, and do not have substances floating in them. If the designated staff member identifies any adrenaline auto injectors which are out of date, the designated staff member should:

- *Send a written reminder to the student's parents/carers to replace the adrenaline auto injector*
- *Advise the principal that an adrenaline auto injector needs to be replaced by a parent/carers*
- *Work with the principal to prepare an interim plan pending the receipt of the replacement adrenaline auto injector.*

EpiClub is a free service that sends a reminder by email, SMS or standard mail prior to the expiry date of an EpiPen®. Colleges can register with EpiClub at <http://www.epiclub.com.au>

***Note 3 Student's at risk of anaphylaxis**

- *If possible, it is advisable that a staff member should remain with the student who is displaying symptoms of anaphylaxis at all times.*
- *A staff member should immediately locate the student's adrenaline auto injector and the student's Individual Anaphylaxis Management Plan.*
- *The adrenaline auto injector should then be administered following the instructions in the student's Individual Anaphylaxis Management Plan.*

***Note 4 Other Policies**

This policy is to be read and applied in conduction with the following policies and procedures:

- 1032 Medication
- 1038 First Aid
- Emergency Action Plan

***Note 5 In the Event of an Emergency**

All staff are responsible for the immediate announcement of any incident requiring immediate assistance. All incidents come under the following headings:

- Fire
- Medical emergency
- Armed intruder
- Bomb threat
- Suspect mail
- Student behaviour
- Public Disorder.

An anaphylactic emergency is announced as a Code Blue/Medical Emergency. The announcement includes the location of the emergency. Staff are to immediately respond accordingly and as trained. This includes the administration of first aid or for Anaphylaxis.

***Note 6 Note Signs and Symptoms**

All reactions are to be taken seriously, but not all require adrenaline. Signs of anaphylaxis include:

- Hives/rash
- Abdominal pain, vomiting or diarrhoea
- Localised swelling
- Facial swelling
- Cough or wheeze
- Difficulty in breathing or swallowing
- Loss of consciousness or collapse
- Breathing stops

***Note 7 If an Allergic Reaction Occurs:**

- Call an Ambulance
- Refer to the students's ACSIA plan at the nearest location or in Sick Bay
- Apply EpiPen®
- Massage the injection site for 10-20 seconds
- Monitor student's breathing and condition until ambulance arrives
- Apply life saving procedures should breathing fail

A stand down announcement is only announced once the emergency has been fully dealt with.

***Note 8 Post Incident Actions**

- Contact parents/carers or Emergency Contacts to advise them of the incident
- Request a replacement of the epipen for possible future need
- Record incident in student injury register
- Conduct post critical incident review with staff and students involved

***Note 9 Emergency Response**

When a student with a medical condition that relates to allergy and the potential for anaphylactic reaction is under the care or supervision of the College outside of normal class activities, including in the College yard, at camps and excursions, or at special events conducted, organised or attended by the College, the Principal must ensure that there are a sufficient number of staff present who have been trained in Anaphylaxis management.

In the event of an anaphylactic reaction, the Emergency Response Procedures in this policy must be followed, together with the College's general first aid and emergency response procedures and the student's ASCIA Action Plan.

***Note 10 First Aid**

First aid and emergency response procedures must be in place so that staff are able to react quickly if an anaphylactic reaction occurs, for both in-College and out-of-College settings. Drills to test the effectiveness of these procedures are to be undertaken.

***Note 11 Responding to an Incident**

Where possible, only staff with training in the administration of the Adrenaline Auto-injector should administer the student's Adrenaline Auto-injector. However, it is imperative that an Adrenaline Auto-injector is administered as soon as possible after an anaphylactic reaction. Therefore, if necessary, the Adrenaline Auto-injector is designed to be administered by any person following the instructions in the student's ASCIA Action Plan.

It is important that in responding to an incident, the student does not stand and is not moved unless in further danger (e.g. the anaphylactic reaction was caused by a bee sting and the bee hive is close by).

In-College Environment

- Classrooms, Canteen, Yards and all other locations

Staff are to immediately implement the College's Emergency Action Plan announcing a Medical Emergency [Code Blue and the location, repeated three times].

- Trained first aiders are on duty during lunch breaks
- A nominated staff member will call the ambulance as part of the Code Blue protocol
- A nominated staff member will wait for ambulance at a designated College entrance as part of the Code Blue protocol

Out-of College Environments

- Excursions and Camps

Each individual camp and excursion requires risk assessment for each individual student attending who is at risk of anaphylaxis.

- A staff member trained in anaphylaxis must attend each event
- A communication plan must put in place

It is imperative that the process also addresses:

- The location of Adrenaline Auto-injectors
- Who is responsible for carrying the auto-injectors
- 'How' to get the Adrenaline Auto-injector to a student
- 'Who' will call for ambulance response, including giving detailed location address.

***Note 12 Students at Risk of Anaphylaxis**

The College has a list of students who are at risk of suffering an anaphylactic reaction
Anaphylaxis Management Plans and ASCIA Action Plans are located:

- In every classroom and building including the gymnasium and hall
- In First Aid bag taken on College excursions
- In First Aid bag taken on College camps
- In First Aid bag taken on to special events conducted, organised or attended by the College.

A student who is displaying symptoms of anaphylaxis must have a staff member in attendance at all times. They must follow the instructions on the ASCIA Action Plan:

'Lay the person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.'

A staff member must immediately:

- Locate the student's Adrenaline Auto-injector
- The student's Individual Anaphylaxis Management Plan, which includes the student's ASCIA

Action Plan.

- Administer the auto-injector following the instructions in the student's ASCIA Action Plan.

How to administer an EpiPen®

1. Remove from plastic container.
2. Form a fist around EpiPen® and pull off the blue safety cap.
3. Place orange end against the student's outer mid-thigh (with or without clothing).
4. Push down hard until a click is heard or felt and hold in place for 10 seconds.
5. Remove EpiPen®.
7. Massage injection site for 10 seconds.
8. Note the time you administered the EpiPen®.
9. The used auto-injector must be handed to the ambulance paramedics along with the time of administration.

If an Adrenaline Auto-injector is administered, the College must

1. Immediately call an ambulance (000/112).
2. Lay the student flat and elevate their legs.
 - Do not allow the student to stand or walk.
 - If breathing is difficult for them, allow them to sit but not to stand.
3. Reassure the student experiencing the reaction as they are likely to be feeling anxious and frightened as a result of the reaction and the side-effects of the adrenaline. Watch the student closely in case of a worsening condition. Ask another member of the College Staff to move other students away and reassure them elsewhere.
4. In the situation where there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan), a second injection (of the same dosage) may be administered after five minutes, if a second auto-injector is available (such as the Adrenaline Auto-injector for General Use).
5. Then contact the student's emergency contacts.
6. Enact the College's emergency and critical incident management plan.

***Note 13 Always Call an Ambulance As Soon As Possible (000 or 112)**

- When using a standard phone call 000 (triple zero) for an ambulance.
- When using a GSM digital mobile phone which is out of range of your service provider, displays a message indicating emergency calls only, or does not have a SIM card, call 112.

***Note 14 First-time Reactions**

If a student has a severe allergic reaction, but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, the College should follow the College's Emergency Action Plan procedures which includes:

- Immediately contacting an ambulance using 000.
- Administering an Adrenaline Auto-injector for General Use.

***Note 15 Post-incident Support**

An anaphylactic reaction can be a very traumatic experience for the student, others witnessing the reaction, and Parents. In the event of an anaphylactic reaction, students and staff may benefit from post-incident counselling provided by the Chaplain.

***Note 16 Review**

After an anaphylactic reaction has taken place that has involved a student in the College's care and supervision, the following review processes must take place:

- 1. The Adrenaline Auto-injector must be replaced by the parent as soon as possible.*
- 2. The Principal is to ensure there is an interim Individual Anaphylaxis Management Plan in place should another anaphylactic reaction occur prior to the replacement Adrenaline Auto-injector being provided.*
- 3. A used Adrenaline Auto-injector for General Use must be replaced as soon as possible.*
- 4. The Principal must ensure there is an interim plan in place should another anaphylactic reaction occur prior to the replacement Adrenaline Auto-injector for General Use being provided.*
- 5. The student's Individual Anaphylaxis Management Plan should be reviewed in consultation with the student's Parents.*
- 6. The College's Anaphylaxis Management Policy should be reviewed to ensure that it adequately responds to anaphylactic reactions by students who are in the care of staff.*

Guideline 19 Communication Plan

The Principal is responsible for ensuring that a Communication Plan is developed to provide information to all staff, students and parents about anaphylaxis and the College's Anaphylaxis management policy

The Communication Plan includes strategies for advising staff, students and parents about how to respond to an anaphylactic reaction of a student in various environments including:

- During normal College activities including in the classroom, in the College yard, in all College buildings and sites including gymnasiums and halls; and
- During off-site or out of College activities, including on excursions, College camps and at special events conducted, organised or attended by the College.

The Communication Plan includes procedures to inform volunteers and casual relief staff of students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to an anaphylactic reaction by a student in their care.

It is the responsibility of the Principal of a College to ensure that all staff are:

- Trained
- Briefed at least twice per calendar year.

***Note 1 Raising Staff Awareness**

The Communication Plan includes arrangements for all staff to be briefed at least twice per year by the staff member who has current anaphylaxis management training

The College has a designated staff member responsible for briefing all new staff, volunteers and casual relief staff of the above information and their role in responding to an anaphylactic reaction by a student in their care.

***Note 2 Raising Student Awareness**

The College recognises peer support is an important element of support for students at risk of anaphylaxis. Staff can raise awareness in College through fact sheets or posters displayed in hallways, canteens and classrooms. Class teachers can discuss the topic with students in class, with a few simple key messages, outlined in the following:

Student messages about anaphylaxis

- 1. Always take food allergies seriously – severe allergies are no joke.*
- 2. Don't share your food with friends who have food allergies.*
- 3. Wash your hands after eating.*
- 4. Know what your friends are allergic to.*
- 5. If a College friend becomes sick, get help immediately even if the friend does not want to.*
- 6. Be respectful of a College friend's Adrenaline Auto-injector.*
- 7. Don't pressure your friends to eat food that they are allergic to.*

Source: Be a MATE kit, published by Anaphylaxis & Allergy Australia.

Students at risk of anaphylaxis may not want to be singled out or be seen to be treated differently. Bullying of students at risk of anaphylaxis can occur in the form of:

- *Teasing or tricking a student into eating a particular food or threatening a student with the substance that they are allergic to, such as peanuts.*

Students involved in such behaviour must be made aware of the seriousness of an anaphylactic reaction. Any attempt to harm a student diagnosed at risk of anaphylaxis must be treated as a serious and dangerous incident and dealt with in line with the College's anti-bullying policy.

***Note 3 Raising Parent Awareness**

Parents of a child who is at risk of anaphylaxis may experience considerable anxiety about sending their child to College. Accordingly, the College is to develop an open and cooperative relationship with parents so they can feel confident that appropriate management strategies are in place. Anxiety that parents and students may feel can be considerably reduced by regular communication and increased education, awareness and support from the College community.

***Note 4 Raising College Community Awareness**

The College is to raise awareness about anaphylaxis in the College community so that there is an increased understanding of the condition. This is to be done by providing information in the following ways:

- Personal letter to all parents of children who are anaphylactic. This letter includes:
- ASCIA Action Plan for Anaphylaxis
- Grace Christian College Anaphylaxis Management Plan
- Copy of Grace Christian College Anaphylaxis Management Policy
- Newsletter
- A standing advert reminds parents that the College "Aims to be Nut Free"
- Breaches of this rule are advertised in order to reinforce the College's policy
- Posters are displayed in prominent places in the College buildings. These include:
- Classrooms
- Home Economics classroom
- Canteen
- Administration in the College newsletter.

***Note 5 Student Communication Plan**

A Communication Plan is required for each individual student who is at risk. Its purpose is to provide information to all staff, students and parents about anaphylaxis and the College's Anaphylaxis Management policy.

1. The Communication Plan includes information about steps to be taken to respond to an Anaphylactic reaction by a student in various environments such as:

- Normal College activities including in:
- The classrooms
- The gymnasium
- The College Hall
- Other College buildings
- The College yard
- During off-site or out of College activities, including excursions, College camps and special events conducted or organised by the College

2. The Communication Plan includes procedures to inform volunteers and casual relief staff of students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to an anaphylactic reaction by a student in their care

3. The Communication Plan ensures:

Relevant College staff are:

- Trained in anaphylaxis management
- Briefed at least twice a year at the start of each Semester by a staff member who has up to date anaphylaxis management training with regard to:
- The College's Anaphylaxis Management policy
- The causes, symptoms and treatment of anaphylaxis
- The identities of students diagnosed at risk of anaphylaxis and where their medication is located
- How to use an adrenaline auto-injecting device including hands on practice with a trainer adrenaline auto-injecting device and
- The College's First Aid and emergency response procedures.

4. The Communication Plan ensures parents:

- Provide an emergency procedures plan relative to their own child
- Inform the College if their child's medical condition changes and if relevant, provide an updated emergency procedures plan
- Provide an up to date photograph for the emergency procedures plan when that plan is provided to the College and when it is reviewed

Guideline 20**References**

- Asthma Management Policy
- Medication Policy
- Emergency Action Plan

Guideline 21**Implementation:**

This policy is to be administered by the Principal, Office Staff and Teachers.

Guideline 22**Anaphylaxis Management Summary**

Individual Management Plans are to be mapped in consultation with the parents of students subject to anaphylactic shock. They must be put in place at the time of:

- Enrolment or before the first day of College or
- The diagnosis of anaphylaxis by a medical practitioner

Each individual Anaphylaxis Management Plan must include:

- Information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction including the type of allergy or allergies the student has [based on a diagnosis from a Medical Practitioner]
- Strategies to minimise the exposure to known and notified allergens while the student is under the care or supervision of College staff, for in-College and out of College settings including the College yard, at camps and excursions, or at special events conducted, organised or attended by the College
- The name of the person[s] responsible for implementing the strategy
- Information on where the student's medication will be stored
- The student's emergency contact details
- An ASCIA Action Plan
- Emergency procedures to be taken in the event of an allergic reaction
- The signature of the treating medical practitioner who was treating the child on the date the practitioner signs the emergency Action Plan
- An up to date photograph of the student.

Note: The red and blue 'ASCIA Action Plan for Anaphylaxis' is the recognised form for emergency procedure plans that is provided by Medical Practitioners to Parents when a child is diagnosed as being at risk of anaphylaxis.

An example can be found in Appendix 2 or can be downloaded from <http://www.education.vic.gov.au/College/teachers/health/Pages/anaphylaxischl.aspx>

***Note 1 Anaphylaxis Management Plan [AMP]**

Individual Management Plans are to be mapped in consultation with the parents of students subject to anaphylactic shock. They must be put in place at the time of:

- *Enrolment or before the first day of College or*
- *The diagnosis of anaphylaxis by a medical practitioner*

Each individual Anaphylaxis Management Plan must include:

- *Information about the the students medical condition that relates to allergy and the potential for anaphylactic reaction including the type of allergy or allergies the student has [based on a diagnosis from a Medical Practitioner]*

- *Strategies to minimise the exposure to known and notified allergens while the student is under the care or supervision of College staff, for in-College and out of College settings including the College yard, at camps and excursions, or at special events conducted, organised or attended by the College*

- *The name of the person[s] responsible for implementing the strategy*
- *Information on where the student's medication will be stored*
- *The student's emergency contact details*
- *An ASCIA Action Plan*
- *Emergency procedures to be taken in the event of an allergic reaction*
- *The signature of the treating medical practitioner who was treating the child on the date the practitioner signs the emergency Action Plan*

- *An up to date photograph of the student.*

Note: The red and blue 'ASCIA Action Plan for Anaphylaxis' is the recognised form for emergency procedure plans that is provided by Medical Practitioners to Parents when a child is diagnosed as being at risk of anaphylaxis.

An example can be found in Appendix 2 or can be downloaded from <http://www.education.vic.gov.au/College/teachers/health/Pages/anaphylaxisschl.aspx>

***Note 2 Action Plans for Anaphylaxis [AICSA]**

All parents of children at risk of Anaphylaxis are required to submit an ASCIA Action Plan to the College at enrolment or as required. It must be completed and signed by a medical practitioner and must have a current photograph attached. The Action Plan is available from Reception or can be downloaded from the website for the Australasian Society of Clinical Immunology and Allergy [AICSA].

*Note 3 **Requirements of Anaphylaxis Educator**

The Educator is to:

- *At enrolment, actively seek information to identify students with severe life threatening allergies*
- *Conduct a risk assessment of the potential for accidental exposure to allergens while the student is in the care of the College.*
- *Meet with parents/carers to develop Anaphylaxis Management Plans for students.*
- *Document practical strategies for in-College and out-of-College settings to minimise the risk of exposure to allergens, and nominating staff who are responsible for their implementation*
- *Ensure ASCIA Action Plans are completed, signed by a medical practitioner and have a current photograph.*
- *Ensure Action Plans are displayed in Administration and in every class room.*
- *Ensure Grace Christian College Anaphylaxis Management Plans are completed and signed for each student at risk*
- *Ensure Medication Authority Forms are provided for all students at risk*
- *Inform the College staff, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed as being at risk of anaphylaxis.*
- *Assist College staff in planning and preparation for the student prior to College camps, field trips, incursions, excursions or special events such as class parties or sport days.*
- *Inform staff of any changes to the student's emergency contact details.*
- *Participate in reviews of the student's Anaphylaxis Management Plan when there is a change to the student's condition or at an annual review.*
- *Assist trained First Aid staff as required*
- *Ensure parents provide the student's EpiPen® or Anapen® and that it is not out of date.*
- *Liaise with the parents in order to determine whether the students EpiPen® or Anapen® will be kept in the First Aid room or with the student*
- *Ensure staff obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen® or Anapen®.*
- *Maintain the College's communication plan to raise student, staff and parent awareness about severe allergies and the College's policies.*
- *Provide information to all staff, including relief staff, of students who are at risk of anaphylaxis, the student's allergies, the College's management strategies and first aid procedures.*
- *Ensure that there are procedures in place for informing casual relief teachers of students at risk of anaphylaxis and the steps required for prevention and emergency response.*
- *Ensure Canteen volunteers demonstrate satisfactory training in the area of anaphylaxis and its implications on food handling practices.*
- *Allocate time, such as during staff meetings, to discuss, practise and review the College's management strategies for students at risk of anaphylaxis. Practise using the trainer EpiPen® and Anapen® regularly.*
- *Encourage ongoing communication between parents/carers and staff about the current status of the student's allergies, the College's policies and their implementation.*
- *Keep an up to date register of students at risk of anaphylaxis.*
- *Ensure that students' emergency contact details are up to date.*
- *Obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen® or Anapen®.*
- *Check that the EpiPen® or Anapen® is not cloudy or out of date regularly, e.g. at the beginning or end of each term.*
- *Inform parents/carers a month prior in writing if the EpiPen® needs to be replaced.*
- *Ensure that the EpiPen® or Anapen® is stored correctly (at room temperature and away from light) in an unlocked, easily accessible place, and that it is appropriately labelled.*
- *Arrange post-incident support (e.g. counselling) to students and staff, if appropriate.*
- *Work with staff to conduct regular reviews of prevention and management strategies.*
- *Work with staff to develop strategies to raise College staff, student and community awareness about severe allergies.*

***Note 4 Requirements of Parents**

Parents or carers are required to advise the College on the child's enrolment papers of their anaphylactic condition or as they become aware of their child's allergy. They are to:

- Provide an emergency ASCIA Action Plan that is completed and signed by a medical practitioner and has a current photograph.
- Provide a Grace Christian College Anaphylaxis Management plan, completed and signed.
- Provide the necessary Medication Authority Form [MAF] and to
- Inform the College, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed as being at risk of anaphylaxis.
- Obtain information from the student's medical practitioner about their condition and any medications to be administered.
- Inform College staff of all relevant information and concerns relating to the health of the student.
- Meet with the College to develop the student's Anaphylaxis Management Plan, including if the EpiPen® or Anapen® will be kept in the First Aid room or with the student
- Provide the EpiPen® or Anapen® and any other medications to the College.
- Replace the EpiPen® or Anapen® before it expires.
- Assist College staff in planning and preparation for the student prior to College camps, field trips, incursions, excursions or special events such as class parties or sport days.
- Supply alternative food options for the student when needed.
- Inform staff of any changes to the student's emergency contact details.
- Participate in reviews of the student's Anaphylaxis Management Plan, e.g. when there is a change to the student's condition or at an annual review.

NOTE * students who do not have a valid EpiPen® will not be permitted to attend College until such time that one has been lodged with the Educator.

***Note 5 Requirements of the Principal**

•The Principal has overall responsibility for implementing the required strategies and processes for ensuring a safe and supporting environment for students at risk of anaphylaxis. The Principal is to ensure the trained Anaphylaxis Facilitator is aware of his or her responsibilities.

Guideline 23 Risk Minimisation Strategies

- All staff members should know by sight and those students which students are at risk must be known by staff.
- Students at risk are not to be left alone when complaining of feeling unwell, even in sickbay.
- Their complaint should always be taken seriously.

The many areas of risk and the strategies one might implement to reduce the risk of an allergic reaction vary greatly according to a number of factors including:

- The age of the child at risk
- The age of their peers
- What the child is allergic to
- The severity of the child's allergy
- The environment they are in
- The level of training carer's have received.

The following list of strategies is meant to be used as a guide or as a tool to prompt thought on achievable risk minimisation procedures in an environment where there is an individual who is at risk of a potentially life threatening allergic reaction. It is not an exhaustive list of all strategies that could be implemented in any given environment.

College staff are to work with the parents of the child at risk in the production of an Individualised Management Plan which could include some of the strategies listed in this discussion paper as well as others specific to the child's needs.

* Information on strategies to help prevent insect sting reactions is included at the end of this long list of strategies. In young children, the risk of anaphylaxis from insect sting reactions is much lower than the risk from food allergic reactions but it certainly does still occur.

***Note 1 Action Plan**

Every child at risk of anaphylaxis in the College must have an ASCIA Action Plan for Anaphylaxis provided by their doctor;

***Note 2 Individual Management Plan**

Each child at risk must also have an Individual Management Plan that details strategies to help reduce risk for that child.

***Note 3 Early Implementation**

This Individual Management Plan is developed on enrolment after there is a face-to-face meeting with parents.

***Note 4 Party Agreement**

Both parties sign off the plan once the plan is agreed to by the parents and the College.

***Note 5 Review Cycle**

The Individual Management Plan for each child is to be reviewed yearly OR after a reaction.

***Note 6 Review after Reaction**

The Management Plan strategies are to be reviewed if there is a reaction.

***Note 7 Strategies change over time**

As the child gets older and has more understanding of personal management, strategies will differ.

***Note 8 Status change**

A child may also outgrow an allergy or develop another allergy.

Guideline 24 Anaphylaxis Management Training Register

All teachers and other College staff who conduct classes or give instruction to students at risk of anaphylaxis must have up to date training in anaphylaxis management. Therefore:

- The College receptionist is trained, in accordance with appropriate regulations, as the College's Facilitator to teach all staff in the use of auto injectors.
- The Facilitator will conduct in-house training twice a year for all staff including CR teachers.
- All staff are responsible for advising the Trainer if they are not up to date.
- All new staff are to be trained at time of employment induction

Guidelines

- Teachers and other College staff who conduct classes which students at risk of anaphylaxis attend, must have up to date training in anaphylaxis management
- The Principal is to ensure there are sufficient trained staff present who have up to date training for excursions, camps, yard duty and special event days
- In addition, the Principal should ensure that all staff are briefed at least twice a year by a staff member who has up to date anaphylaxis management training on:
 - The College's Anaphylaxis Management Policy
 - Causes, symptoms and treatment of anaphylaxis
 - The identities of students diagnosed as at risk of anaphylaxis and where their medication is located
 - How to use an adrenaline auto injecting device, including hands on practice with an auto injecting trainer device
- The College's first aid and emergency response procedures.