

YARRA ROAD PS

Anaphylaxis Policy

Yarra Road Primary School is committed to implementing a culture of child safety, inclusive of all school environments, in and outside of school hours and practices zero tolerance of child abuse.

Background

On 14 July 2008, the Children's *Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008* came into effect amending the *Children's Services Act 1996* and the *Education and Training Reform Act 2006* requiring that all licensed children's services and schools have an anaphylaxis management policy in place. *Ministerial Order 706 - Anaphylaxis Management in Victorian Schools* outlines points that schools need to ensure are included in their Anaphylaxis Management Policy. A revised Ministerial Order 706 came into effect on 3 December 2015.

Ministerial Order 706 (M0706) –School Requirements:

Schools must review and update their existing policy and practices in managing students at risk of anaphylaxis to ensure they meet the legislative and policy requirements outlined below. Ministerial Order 706 has been amended to allow for the new online training model. Under this model it is recommended that **all Victorian school staff** undertake the new Australasian Society of Clinical Immunology and Allergy (ASCIA) e-training course and have their competency in using an autoinjector tested in person within 30 days of completing the course.

Policy:

Any school that has enrolled a student or students at risk of anaphylaxis must by law have a School Anaphylaxis Management Policy in place that includes:

- a statement that the school will comply with MO706 and associated guidelines
- a statement that in the event of an anaphylactic reaction, the school's first aid and emergency management response procedures and the student's Individual Anaphylaxis Management Plan must be followed
- the development and regular review of Individual Anaphylaxis Management Plans for affected students
- prevention strategies to be used by the school to minimise the risk of an anaphylactic reaction
- the purchase of 'backup' adrenaline auto-injector(s) as part of the school first aid kit(s), for general use

- the development of a Communication Plan to raise staff, student and school community awareness about severe allergies and the School's Anaphylaxis Management Policy
- regular training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen
- the completion of an Annual Anaphylaxis Risk Management Checklist.

For resources and support materials see: [Department resources](#) below.

For all anaphylaxis management enquires, (including the implementation of MO706), schools can call the Royal Children's Hospital Anaphylaxis Advisory Line on 1300 725 911 or (03) 9345 4235.

For advice on how to respond to an anaphylactic reaction see: [Responding to Anaphylaxis](#)

Guidelines:

Guidelines have been developed to assist all Victorian schools to meet their duty of care to students at risk of anaphylaxis and to support those students.

The Guidelines support schools in complying with legislation, most critically the:

- *Education and Training Reform Act 2006*, which specifies that a school must have an anaphylaxis management policy if it has enrolled a student in circumstances where the school knows (or ought reasonably to know) that the student has been diagnosed as being at risk of anaphylaxis
- *Ministerial Order 706 - Anaphylaxis Management in Victorian Schools*, which provides the regulatory framework for the management of anaphylaxis in all Victorian schools and prescribes what must be included in an anaphylaxis management policy as well as prescribing the training requirements for school staff working with students who are at risk of anaphylaxis.

The Guidelines include information on anaphylaxis including:

- legal obligations of schools in relation to anaphylaxis
- School Anaphylaxis Management Policy
- staff training
- Individual Anaphylaxis Management Plans
- risk minimisation and prevention strategies
- school management and emergency responses
- adrenaline autoinjectors for general use
- Communication Plan
- Risk Management Checklist.

See: [Department resources](#) below

Training Requirements:

From 2016 a new online model for anaphylaxis training is available to support Victorian schools to meet their training requirements and to improve schools' capacity to provide safe learning environments for young people with severe allergies.

Ministerial Order 706 has been amended to allow for the new online training model. Under this model it is recommended that **all Victorian school staff** undertake the new Australasian Society of Clinical Immunology and Allergy (ASCIA) e-training course and have their competency in using an autoinjector tested in person within 30 days of completing the course.

The online ASCIA e-training course is fully funded for all Victorian school staff. The course will take approximately one hour and can be accessed from the ASCIA site at: [anaphylaxis e-training: Victorian Schools](#)

Additionally every school is invited to nominate two staff members from each campus to undertake face-to-face training to skill them in providing competency checks to assess their colleagues' ability to use an auto-injector (e.g. EpiPen) and become School Anaphylaxis Supervisors.

Registration for the *Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC* can be accessed from the Asthma Foundation by phone 1300 314 806 or by visiting: www.asthma.org.au

Once your School Anaphylaxis Supervisors have completed their training your school can transition to the online model.

A School Anaphylaxis Supervisor Checklist has been developed to guide schools with the requirements of this role. Training agencies that have the *Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC* in their scope of practice are required to use this checklist to guide their training with Victorian schools.

Alternatively schools can opt to undertake fee-based face-to-face training in one of the accredited anaphylaxis training courses that meet the requirements of MO706:

- Course in First Aid Management of Anaphylaxis 22300VIC
- Course in Anaphylaxis Awareness 10313NAT.

To find registered training organisations that deliver anaphylaxis training, go to the Australian Government Department of Education and Training site at: www.training.gov.au

In summary, school staff must complete one of the following options to meet the anaphylaxis training requirements of MO706:

Option 1

All school staff - ASCIA *Anaphylaxis e-training for Victorian Schools* followed by a competency check by the School Anaphylaxis Supervisor. This course is provided by ASCIA, is free for all Victorian schools and valid for 2 years.

AND

2 staff per school or per campus (School Anaphylaxis Supervisor) - *Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC*. This course is provided by the Asthma Foundation, is free to government schools and is valid for 3 years.

Option 2

School staff (as determined by the principal) - *Course in First Aid Management of Anaphylaxis 22300 VIC (previously 22099VIC)*. This course is provided by an RTO that has this course in their scope of practice and is paid for by each school. The training is valid for 3 years.

Option 3:

School staff (as determined by the principal) - *Course in Anaphylaxis Awareness 10313NAT*. This course is provided by any RTO that has this course in their scope of practice and is paid for by each school. The training is valid for 3 years.

Please note: First aid training does **NOT** meet the requirements of anaphylaxis training requirements under MO706.

Twice Yearly Anaphylaxis briefing requirements:

All schools with a child or young person at risk of an anaphylactic reaction are required to undertake twice yearly briefings on anaphylaxis management under MO706.

A presentation has been developed to help schools ensure they are complying with the legislation. The briefing presentation incorporates information on how to administer an EpiPen and it is expected all staff will practice with the EpiPen trainer devices provided to your school. As part of the briefing, school staff should familiarise themselves with the children and young people in the school at risk of an anaphylactic reaction and their Individual Anaphylaxis Management Plans.

Any person who has completed Anaphylaxis Management Training in the last 2 years can lead the briefing. If your school has decided to choose the online option, your School Anaphylaxis Supervisor may be the most appropriate staff member for this role. A facilitation guide and speaking notes have also been developed, see: [Department resources](#) below

Definition:

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. Common allergens include:

- eggs
- peanuts
- tree nuts such as cashews
- cow's milk
- fish and shellfish
- wheat
- soy

- sesame
- insect stings and bites
- medications.

Signs of mild to moderate allergic reaction include:

- swelling of the lips, face and eyes
- hives or welts
- tingly mouth
- abdominal pain and / or vomiting (signs of a severe allergic reaction to insects).

Signs of anaphylaxis (severe allergic reaction) include any **one** of the following:

- difficult / noisy breathing
- swelling of tongue
- swelling / tightness in throat
- difficulty talking and / or a hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- pale and floppy (young children)
- abdominal pain and / or vomiting (signs of a severe allergic reaction to insects)

Impact at School:

An anaphylactic reaction can be traumatic for the student and others witnessing the reaction. In the event of an anaphylactic reaction, students and staff may benefit from post-incident counselling, provided, for example, by the school nurse, guidance officer, student welfare coordinator or school psychologist.

It is important to be aware that some students with anaphylaxis may not wish to be singled out or seen to be treated differently.

Strategies:

This table describes how schools manage students with anaphylaxis.

<u>Strategy</u>	<u>Description</u>
<u>School Anaphylaxis Policy</u>	This is a school-based policy that is required to be developed under s 4.3.1(6) of the Act because the school has at least one enrolled student who has been diagnosed as being at risk of anaphylaxis.

	This policy describes the school's management of the risk of anaphylaxis. MO706 prescribes the matters which the policy must contain.
<u>Prevention Strategies</u>	Under MO706, a School's Policy must include prevention strategies used by the school to minimise the risk of an anaphylactic reaction.
<u>Communication Plan</u>	A plan developed by the school which provides information to all school staff, students and parents about anaphylaxis and the School's Anaphylaxis Management Policy.
<u>Emergency Response</u>	<p>Procedures which each school develops for emergency response to anaphylactic reactions for all in-school and out-of-school activities.</p> <p>The procedures, which are included in the School's Anaphylaxis Management Policy, differ from the instructions listed on the ASCIA Action Plan of 'how to administer the Adrenaline Autoinjector'.</p>
<u>ASCIA Action Plans</u>	<p>An ASCIA Action Plan should be completed by the student's parents/guardians in consultation with the student's medical practitioner and a copy provided to the school.</p> <p>The plan must outline the student's known severe allergies and the emergency procedures to be taken in the event of an allergic reaction.</p>
<u>Individual management Plans</u>	An individual plan for each student at risk of anaphylaxis, developed in consultation with the student's parents. These plans include the ASCIA Action Plan which describes the student's allergies, symptoms, and the emergency response to administer the student's Adrenaline Autoinjector should the student display symptoms of an anaphylactic reaction.
<u>Annual Risk Management Checklist</u>	Principals need to complete an annual Anaphylaxis Risk Management Checklist to monitor their compliance with their legal obligations and the Guidelines.
<u>Purchase additional Adrenaline Auto-Injectors</u>	Schools with students at risk of anaphylaxis must purchase a spare or 'backup' adrenaline auto-injection device(s) as part of school first aid kit(s), for general use. Schools can purchase an adrenaline auto-injection device at local chemists. (Schools must regularly check the expiry date of the backup device).

	Schools must determine the number of backup adrenaline autoinjector devices to be purchased for general use, taking into account the number of diagnosed students attending the school and the likely availability of a backup device in various settings, including school excursions and camps.
<u>Training</u>	All school staff with a duty of care responsibility for the wellbeing of students at risk of anaphylaxis should receive training in how to recognise and respond to an anaphylactic reaction including administering an adrenaline autoinjector (i.e. EpiPen®).
<u>Encouraging camps and special event Participation</u>	Schools should ask the parents/guardians to complete the Department's Confidential Medical Information for School Council Approved School Excursions form. Note: Consideration should be given to the food provided. See: Related policies for: <ul style="list-style-type: none"> • Health Care Needs • Health Support Planning Forms
<u>Communication with Parents</u>	Regularly communicate with the student's parents about the student's successes, development, changes and any health and education concerns.

Rationale:

Yarra Road Primary School has a duty of care towards students, which includes protecting an anaphylactic student from risks that the college should reasonably have foreseen.

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medications.

Signs and symptoms of anaphylaxis

For a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes
- hives or welts
- abdominal pain and/or vomiting.

For a severe allergic reaction can include:

- difficulty breathing or noisy breathing
- swelling of the tongue
- swelling/tightness in the throat
- difficulty talking and/or a hoarse voice
- wheezing or persistent coughing
- loss of consciousness and/or collapse
- young children may appear pale and floppy

Aims:

To facilitate the safety of students suffering from anaphylaxis, the School will follow DET Anaphylaxis guidelines for students who are recognised as at risk.

Implementation:

- Individual Risk Management Plans created in consultation between classroom teacher and parents at the beginning of each school year and reviewed where necessary.
- The school has rules in each classroom that children do not share food and wash hands before and after eating.
- Any class parties or events are discussed with parents of children with allergies well in advance of the day in order to ensure risks are managed. Teacher may ask the parent to attend the party as a 'parent helper'.
- Education is provided to students in all classes about what allergies and anaphylaxis are and what we do to look after each other.
- Information provided in newsletter to community.
- Briefings occur twice a year for staff to review school procedures which include regular CRTs. This includes photos of students and staff who are anaphylactic.
 - Teachers organising/attending an excursion or sporting event plan an emergency response procedure prior to the event. This outlines the roles and responsibilities of teachers attending, if an anaphylactic reaction occurs. This includes distribution of laminated cards to all attending teachers, detailing the following: location of event, including Melway reference or nearest cross street.
- EpiPen cards in First Aid bags for if any reactions occur in the yard.
- Photos of anaphylactic and allergy children kept in yard duty folders for reference.

- **Storage and Accessibility of EpiPens**

If a student has been prescribed an EpiPen, the EpiPen must be provided by the student's parent/carers to the school.

 - EpiPens will be located in the **General Office**
 - EpiPens should be clearly labelled with the student's name.
 - A copy of the student's ASCIA Action Plan should be kept with the EpiPen.
 - Each student's EpiPen should be distinguishable from other students' EpiPens and medications.
 - All staff should know where the EpiPen is located.
 - EpiPens should be signed in and out when taken from the usual place, for example for camps or excursions.
- Yarra Road Primary School will also provide generic EpiPens for both Adult and Junior.

Responsibilities:

- **School.** Responsible for:
 - Actively seeking information to identify students with severe life threatening allergies at enrolment.
 - Meeting with parents/carers to obtain information about student's allergies and prevention strategies if a student has been diagnosed as being at risk of anaphylaxis.

- Conducting a risk assessment to allergens while the student is in the care of the school.
- Requesting that parents provide an ASCIA Action Plan that has been signed by the student's medical practitioner and has an up to date photograph of the student.
- Ensuring that parents provide the student's EpiPen and that it is not out of date.
- Ensuring that relevant staff obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen.
- Developing a communication plan to raise student, staff and parent awareness about severe allergies and the school's policies through newsletters, posters, meetings and training.
- Providing information to all staff (including teaching and non-teaching, CRT staff, new staff, canteen staff and volunteers) so that they are aware of students who are at risk of anaphylaxis, the student's allergies, the school's management strategies and first aid procedures.
- Ensuring that the canteen and other program providers can demonstrate satisfactory training in the area of anaphylaxis and its implications on food handling practices.
- Developing and reviewing the student's Anaphylaxis Management Plan annually including an annual risk assessment, in consultation with parents.

➤ **Relevant staff.** Responsible for:

- Knowing the identity of students who are at risk of anaphylaxis.
- Understanding the causes, symptoms, and treatment of anaphylaxis.
- Obtaining training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen.
- Knowing the school's first aid emergency procedures and what their role is in relation to responding to an anaphylactic reaction.
- Knowing where the student's EpiPen is kept. Remember that the EpiPen is designed so that anyone can administer it in an emergency.
- Knowing and following the prevention strategies in the student's Anaphylaxis Management Plan.
- Planning ahead for special class activities or special occasions such as excursions, incursions, sport days, camps and parties. Working with parents/carers to provide appropriate food for the student.
- Avoiding the use of food treats in class or as rewards, as these may contain hidden allergens.
- Being careful of the risk of cross-contamination when preparing, handling and displaying food.
- In food technology, making sure that tables and surfaces are wiped down regularly and that students at risk are given an allocated workspace.
- Raising student awareness about severe allergies and the importance of their role in fostering a school environment that is safe and supportive for their peers.

➤ **First aid coordinators.** Responsible for supporting principals and teachers to implement

prevention and management strategies for the school that include:

- Maintaining an up to date register of students at risk of anaphylaxis.
- Expecting that students' emergency contact details are up to date.
- Obtaining training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen.

- Checking that the EpiPen is not cloudy or out of date regularly, e.g. at the beginning or end of each term.
 - Informing parents/carers a month prior if the EpiPen needs to be replaced.
 - Ensuring that the EpiPen is stored correctly (at room temperature and away from light) in an unlocked, easily accessible place, and that it is appropriately labelled.
 - Supporting staff in conducting regular reviews of prevention and management strategies and individual student management plans.
 - Supporting staff in developing strategies to raise school staff, student and community awareness about severe allergies.
- **Parents/carers** of a student at risk of anaphylaxis. Responsible for:
- Informing the school, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed as being at risk of anaphylaxis.
 - Obtaining information from the student's medical practitioner about their condition and any medications to be administered. Inform school staff of all relevant information and concerns relating to the health of the student.
 - Meeting with the school to develop the student's Anaphylaxis Management Plan.
 - Providing an ASCIA Action Plan, or copies of the plan to the school that is signed by the student's medical practitioner and has an up to date photograph.
 - Providing the EpiPen and any other medications to the school.
 - Replacing the EpiPen and/or medications before it expires.
 - Assisting school staff in planning and preparation for the student prior to school camps, field trips, incursions, excursions or special events such as class parties or sport days.
 - Supplying alternative food options for the student when needed.
 - Informing staff of any changes to the student's emergency contact details.
 - Participating 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.

Action Plan for Reaction

- Staff member is to stay with the student. Do NOT leave the student unattended.
- Urgently send another staff member to the **General Office to collect the EpiPen** or a student runner to have the EpiPen delivered urgently by another staff member.
- General Office to ensure First Aid Coordinator or trained staff member is sent to location also.
- Follow the individual students Action Plan (ASCIA) – stored with the EpiPen.
- In mild/moderate reactions - give medications if prescribed and directed in plan.
- With Severe reactions – give EpiPen – note time administered.
- Attending Staff member to ensure an ambulance is called.
- Contact the parents/carers.
- Administer first aid as required.

Resources:

www.allergy.org.au (ASCIA)

<http://www.education.vic.gov.au/aboutschool/childhealth/anaphylaxis.htm>

www.education.vic.gov.au/about/news/newsalerts/anaphylaxis.htm

[Anaphylaxis Management Checklist](#)

[Risk Minimisation](#)

Related Policies

- Allergies (pending)
- [Health Care Needs](#)
- [Health Support Planning Forms](#)
- [Responding to Anaphylaxis](#)

Related Legislation:

- *Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008*
- Ministerial Order 90 (repealed on 22 April 2014)
- Ministerial Order 706 (updated on 3 December 2015)

Departmental Resources:

For more information, see: [Anaphylaxis Management in Schools](#)

- Ministerial Order 706
- Guidance for developing a School Anaphylaxis Policy (updated)
- Anaphylaxis Guidelines for Victorian Schools (updated)
- Individual Anaphylaxis Management Plan Template (updated) ♣
- Annual Anaphylaxis Risk Management Checklist (updated) ♣
- Online Anaphylaxis Training Strategy: Frequently Asked Questions (updated)
- Online Anaphylaxis Training Strategy: A Summary Fact Sheet ♣
- Online Anaphylaxis Training Strategy: A Step-by-Step Implementation Guide (updated)
- School Anaphylaxis Supervisor Checklist (updated)
- Facilitator Guide for Anaphylaxis Management Briefing (updated) ♣
- Anaphylaxis Management Briefing Presentation (updated) ♣

See: [Anaphylaxis Management in Schools](#)

Other Department resources:

- [Risk Minimisation Strategies](#)
- [School Canteens](#)

Other Resources:

- [Allergies & Anaphylaxis Australia](#) - about living with anaphylaxis
- [ASCIA Guidelines](#)- for prevention of food related anaphylactic reactions in schools, preschools and childcare
- [Royal Children's Hospital: Allergy and Immunology](#)

- [Royal Children's Hospital - Anaphylaxis Support Advisory Line](#) - for all school anaphylaxis management enquires, (including the implementation of Ministerial Order 706). The advisory line is available between the hours of 8.30 am to 5 pm, Monday to Friday. Phone 1300 725 911 or (03) 9345 4235.

Evaluation:

This policy will be reviewed as part of the School's three year cycle or before as appropriate.

This Policy was last ratified by School Council in 2017