

# Anaphylaxis Management Policy

March 2024



## RATIONALE

Our Lady of Mercy College (OLMC) seeks to facilitate the safe participation of all students in the educational experiences offered by the school. Where students are known to be at risk of anaphylaxis, parents/guardians/ carers are required to provide relevant information to the school to enable us to carry out our duty of care obligations.

Our school requires the active engagement of parents/guardians/carers in the provision of up to date to Anaphylaxis Management Plans (ASCIA Action Plan) that comply with [Ministerial Order 706: Anaphylaxis Management in Victorian schools](#) and school boarding premises (Ministerial Order 706) for each student diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction.

The Principal at all times ensures the school complies with Ministerial Order 706: Anaphylaxis Management in Victorian Schools (Ministerial Order 706). The school will also comply with the associated guidelines published and amended by the Department of Education (DE) from time to time to support implementation of Ministerial Order 706 in Victorian schools. The school's processes are documented in the procedures for the management of anaphylaxis in line with the Anaphylaxis Policy for MACS Schools.

## PURPOSE

This policy ensures that Our Lady of Mercy College provides, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis are provided with reasonable adjustments for their participation in school programs and activities.

## SCOPE

- Parents/guardians/carers of students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for anaphylactic reaction.
- staff, including volunteers and casual relief staff
- all students who have been diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction, where the school has been notified of that diagnosis, or who may require emergency treatment for anaphylactic reaction.

## PRINCIPLES

The following principles underpin this policy:

- The College is committed to raising awareness of Anaphylaxis through policy and education so that the entire College community can play a part in minimising risks and responding appropriately should an incident occur.
- Partnerships between parents and the College are essential in minimising risks and responding appropriately should an incident occur. The College requires parents to provide relevant information to enable them to carry out their duty of care obligation, inclusive of the provision of

up-to-date Anaphylaxis Management Plans (ASCIA Action Plan) that complies with Ministerial Order 706.

- The College will engage with parents of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies, and management strategies.
- The College will provide ongoing training and resources to ensure each staff member has adequate knowledge to recognise and respond to an anaphylaxis emergency and to administer an EpiPen.
- The College will ensure an emergency response strategy is implemented should an incident occur.

## POLICY

Our Lady of Mercy College engages with the parents/guardians/carers of students at risk of anaphylaxis to develop risk minimisation strategies and management strategies.

As reflected in Ministerial Order 706 and the school's Enrolment Agreement, parents/guardians/carers are required to provide the school with up-to-date medical information to enable the school to carry out its duty of care.

The principal is responsible for ensuring that an Individual Anaphylaxis Management Plan is developed in consultation with the student's parents/guardians/carers, for any student who has been diagnosed by a medical practitioner as having a medical condition that relates to allergy and the potential for an anaphylactic reaction, where the school has been notified of the diagnosis, which includes an action plan for anaphylaxis in a format approved by the ASCIA (otherwise known as an [ASCIA Action Plan for Anaphylaxis](#)).

Parents/guardians/carers are responsible for the provision of an updated ASCIA Action Plan with any relevant changes to the student's medical condition as it relates to their allergy and potential for anaphylactic reaction, signed by the treating medical practitioner, together with a recent photo of their child and any medications and autoinjectors referenced in the plan and recommended for administration. Parents/guardians/carers are also responsible for providing an up to date photo for the ASCIA Action Plan when it is reviewed. For overseas travel or travel involving flights, an [ASCIA Travel Plan for People at Risk of Anaphylaxis](#) is to be completed by a registered medical practitioner in conjunction with a red ASCIA Action Plan for Anaphylaxis.

Parent/guardians/carers must inform the school in writing if their child's medical condition changes, insofar as it relates to allergy and the potential for anaphylactic reaction, and if relevant, provide an updated ASCIA Action Plan.

Parents/guardians/carers are also responsible for replacing the recommended medication and/or autoinjectors prior to their expiry date.

The principal or delegate will purchase additional adrenaline autoinjectors for general use. They will decide on the type or brand of adrenaline autoinjector that is purchased for general use. These will be stored in the Medical Centre and/or in the school's portable first aid kit as required.

A [First Aid Plan for Anaphylaxis](#) and emergency procedures are to be stored or posted with general use adrenaline injectors. The principal is responsible for ensuring that general use autoinjectors are replaced at time of use or expiry, whichever is first. The expiry period is generally 12-18 months.

The principal or delegate must complete the Annual Anaphylaxis Risk Management Checklist for Schools at the start of each year to monitor the school's compliance with Ministerial Order 706 and monitoring obligations as published and amended by the Department from time to time.

The principal takes reasonable steps to ensure each Our Lady of Mercy College staff member has adequate knowledge and training about allergies, anaphylaxis, and the school's expectations in responding to an anaphylactic reaction. The principal is responsible for ensuring that all staff undertake and successfully complete appropriate training for anaphylaxis management in accordance with Ministerial Order 706. Our Lady of Mercy College will conduct twice yearly anaphylaxis management staff briefings including information set out by the Department of Education (DE) for use in Victorian schools, with one briefing at the commencement of the school year.

## DEFINITIONS

**Anaphylaxis** – a severe, rapidly progressive allergic reaction that is potentially life threatening. Peanuts, eggs, tree nuts (e.g., cashews), cow's milk, fish and shellfish, wheat, soy, latex, certain insect stings and medication are currently the most frequent allergens for school-aged children.

**Anaphylaxis supervisors** – trained staff who provide competency checks to assess their colleagues' ability to use an auto-injector (EpiPen). At OLMC, the Anaphylaxis supervisors are the College nurses.

**Anaphylaxis risk management** – in schools, this requires knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and the measures taken to reduce the risk of exposure of these triggers. Partnerships between the College and parents are important in ensuring a safe environment for the student.

**Emergency treatment** – first aid treatment of Anaphylaxis is adrenaline. In a community setting, adrenaline is administered via an auto injecting device (EpiPen), following the instructions on the individual's Australian Society of Clinical Immunology and Allergy (ASCIA) Anaphylaxis Action Plan).

**ASCIA** – an acronym, short for Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.

**ASCIA Action Plan** – the plan that is a nationally recognised action plan for anaphylaxis developed by ASCIA. These plans are device specific; that is, they list the student's prescribed adrenaline autoinjector (e.g., EpiPen® or EpiPen® Jr) and must be completed by the student's medical practitioner. Should a different adrenaline autoinjector become available in Australia, then a different ASCIA Action Plan specific to that device would be developed. This plan is one of the components of the student's Individual Anaphylaxis Management Plan.

**Autoinjector** – an adrenaline autoinjector device, approved for use by the Commonwealth Government Therapeutic Goods Administration, which can be used to administer a single pre-measured dose of adrenaline to those experiencing a severe allergic reaction (anaphylaxis).

**The Department** – the Victorian Department of Education and Training (DET).

**The Anaphylaxis Guidelines** – a resource for managing severe allergies in Victorian schools, published by the Department of Education and Training for use by all schools in Victoria and updated from time to time.

**Online training course** – the ASCIA Anaphylaxis e-training for Victorian Schools approved by the Secretary pursuant to clause 5.5.4 of Ministerial Order 706.

**Ministerial Order 706** – the Ministerial Order re Anaphylaxis management in Victorian Schools which outlines legislated requirements for schools and key inclusions for their Anaphylaxis Management Policy.

## PROCEDURES

### 1. Communication with parents/guardians/carers for management information

The principal or delegate engages with the parents/guardians/carers of students at risk of anaphylaxis to develop risk minimisation strategies and management strategies.

The principal or delegate requires that parents/guardians/carers provide up to date medical information and an updated Individual Action Plan (ASCIA Action Plan) signed by the treating medical practitioner together with a recent photo of their child and any medications and autoinjectors referenced in the plan and recommended for administration.

### 2. Individual Anaphylaxis Management Plans

The principal is responsible for ensuring that all students who have been diagnosed by a medical practitioner as having a medical condition that relates to allergy and the potential for anaphylactic reaction have an Individual Anaphylaxis Management Plan (IAMP) developed in consultation with the student's parents/guardians/carers.

Refer to Appendix 1: Template – Individual Anaphylaxis Management Plan

Our Lady of Mercy College requires the IAMP to be in place as soon as practicable after the student is enrolled and where possible before their first day of school. An interim management plan will be put into place for a student who is diagnosed with anaphylaxis after enrolment at the school until the IAMP is developed. The principal or delegate will develop an interim plan in consultation with parents/guardians/carers. Training and a briefing will occur as soon as possible after the interim plan is developed.

The IAMP will comply with Ministerial Order 706 and record:

- student allergies
- locally relevant risk minimisation and prevention strategies
- names of people responsible for implementing risk minimisation and prevention strategies
- storage of medication
- student emergency contact details
- student ASCIA Action Plans

The student's IAMP will be reviewed by the principal or their delegate, in consultation with the student's parents, in all 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 school
- when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the school (e.g. class parties, elective subjects, cultural days, fetes, incursions)

### 3. Risk Minimisation and Prevention Strategies

The Medical Centre staff will maintain an up-to-date register of students at risk of anaphylactic reaction. This information will be shared with all staff and accessible to all staff in an emergency.

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

- during classroom activities (including class rotations, specialist and elective classes)
- between classes and other breaks
- in canteens
- during recess and lunchtimes
- before and after school where supervision is provided (excluding OSHC)
- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

The details of these minimisation and prevention strategies are outlined in **Appendix 5**.

The College will not ban certain types of foods (e.g., nuts) as it is not practicable to do so, and is not a strategy recommended by the Department of Education or the Royal Children's Hospital.

However, the College will:

- avoid the use of nut-based products in all school activities,
- request that parents do not send those items to school if at all possible;
- require the canteen eliminate or reduce the likelihood of such allergens;
- reinforce rules about not sharing and not eating foods provided from home.

The College will regularly review the risk minimisation and prevention strategies outlined in Risk minimisation strategies for schools in light of information provided by parents/guardians/caregivers related to the risk of anaphylaxis.

#### **4. Register of Students at Risk of Anaphylactic reactions, location, storage and accessibility of Autoinjectors**

Students are responsible for carrying their own EpiPen at all times while at the College and at sport, special occasions and on excursions. A second back-up EpiPen supplied by the parents is stored in the Medical Centre in an individual bag which is labelled and has a photograph of the student attached. Each individual bag also contains the student's ASCIA Anaphylaxis Action Plan.

This bag must be collected from the Medical Centre before a student with Anaphylaxis leaves the Campus. A student with Anaphylaxis must also have their own epipen before leaving the Campus.

General use/unassigned EpiPens are also located in several areas of the campus:

- Outside the Physical Education Office, Nalleijerring Centre in the AED Cabinet (2)
- DAT Centre Level 1 in the AED Cabinet – ground floor (2)
- Medical Centre (2).

#### **Autoinjector for general use**

Autoinjectors for general use will be used when:

- a student's prescribed autoinjector does not work, is misplaced, out of date or has already been used
- when instructed by a medical officer after calling 000.

#### **5. Emergency Management Procedures**

The College's first aid and emergency management procedures plan will be followed in responding to a student's anaphylactic reaction. The procedures are derived from ASCIA Action Plans. (refer **Appendix 4**).

**Appendix 3**, titled 'Responding to An Anaphylaxis Reaction in Different College Settings', presents details of the College's emergency management procedures as these apply for different campus areas and for offsite activities.

#### **6. Staff Training**

In compliance with Ministerial Order 706, it is recommended that all Victorian school staff undertake one of two accredited training options.

**Option 1.** All school staff complete the online *ASCIA Anaphylaxis e-training for Victorian Schools* and have their competency in using an autoinjector tested by the school Anaphylaxis Supervisor in person within 30 days of completing the course. Staff are required to complete the ACSIA online training every two years.

The College nurses are the delegated School Anaphylaxis Supervisors. A key role they undertake is competency checks on all staff who have successfully completed the ASCIA online training course.

The school Anaphylaxis Supervisor will have completed Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC – at no cost for Victorian Catholic schools from HERO HQ.

At all times while the student is under the care or supervision of the College, including on excursions and special event days, the principal will ensure that there is a sufficient number of staff present who have up-to-date training in anaphylaxis management.

### **Twice Yearly Staff Briefing**

The principal ensures that twice-yearly anaphylaxis management briefings are conducted, with one briefing held at the start of the year. The briefing is conducted by the College's Anaphylaxis Supervisor(s) and draws on the template presentation provided by the Department of Education for use in Victorian schools. It includes information about:

- legal requirements as outlined in Ministerial Order 706;
- OLMC's anaphylaxis management policy;
- causes, signs and symptoms of anaphylaxis;
- pictures of students at risk of anaphylaxis, details of their year level, allergens, medical condition and risk management plans, including the location of their medication;
- the ASCIA Action Plan for Anaphylaxis and how to use an auto injector;
- general first aid and emergency responses at OLMC;
- the location of and access to auto injectors that have been provided by parents or purchased by the College for general use

### **7. Anaphylaxis Communication Plan**

The principal is responsible for ensuring that a communication plan is developed and observed that provides:

- information to all staff, students and parents about anaphylaxis and the College's Anaphylaxis Management Policy;
- strategies for advising staff, students and parents about how to respond to an anaphylactic reaction occurring during normal school activities, including in a classroom, in the school yard, on school excursions, on school camps and at special event days conducted or attended by the College;
- procedures to inform volunteers and casual relief staff of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction of a student in their care.
- Working with parents – developing open, cooperative relationships with parents/guardians/carers, how information will be shared; requesting and updating medical information.

OLMC's current Anaphylaxis Communication Plan is presented in **Appendix 2**.

## APPENDICES

1. Template: Individual Anaphylaxis Management Plan
2. Anaphylaxis Communication Plan
3. Responding to An Anaphylaxis Reaction in Different College Settings
4. ASCIA Emergency Response Action Plan
5. Risk Management Strategies in Different College Settings

## RELATED POLICIES

OLMC Student Medical Conditions Policy  
OLMC First Aid Policy  
OLMC Asthma Management Policy

<b>Policy Ratified:</b>	<b>December 2014</b>
<b>Policy Revised:</b>	<b>March 2024</b>
<b>Policy Review date:</b>	<b>March 2026</b>
<b>Person responsible:</b>	<b>Head of Student Wellbeing</b>

## Template: Individual Anaphylaxis Management Plan

This Plan outlines how the College will support the student's health care needs, based on health information from the student's medical practitioner (ASCIA Action Plan for Anaphylaxis ) provided by parents/guardians.

**School:** Our Lady of Mercy College, Heidelberg

**Telephone:** 9459 2511

<b>Student Name</b>		<b>Date of Birth</b>	
<b>Year Level</b>		<b>Proposed date for review of this Plan (Yearly)</b>	
<b>Parent / Guardian Contact Information (1)</b>	<b>Parent / Guardian Contact Information (2)</b>	<b>Other Emergency Contacts (if Parent / Guardian not available)</b>	
<b>Name</b>	<b>Name</b>	<b>Name</b>	
<b>Relationship</b>	<b>Relationship</b>	<b>Relationship</b>	
<b>Home Phone:</b>	<b>Home Phone:</b>	<b>Home Phone:</b>	
<b>Work Phone</b>	<b>Work Phone</b>	<b>Work Phone</b>	
<b>Mobile</b>	<b>Mobile</b>	<b>Mobile</b>	
<b>Address</b>	<b>Address</b>	<b>Address</b>	
Please acknowledge that you have attached a current ASCIA School Anaphylaxis Action Plan that has been signed and dated by a Medical Practitioner:			
<input type="checkbox"/> <b>ASCIA School Anaphylaxis Action Plan Attached</b>			
Medical / Health Practitioner Contact Details:			
Any other health Concerns / Issues:			
List who will receive copies of this individual <b>Anaphylaxis Management plan</b>			
1. Student's Family	2. Medical Centre	3. Other:	

**Privacy Statement:** The School collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected.



## How the College will support the student's health care needs

Support	Strategy – How will the school support the Students Health Care Needs?	Person Responsible for ensuring the support
<p align="center"><b>Overall Support</b></p>	Details of Students Anaphylaxis Medication (EpiPen/Antihistamine):	Parents to provide student with in date EpiPen for the student to carry with them at all times
	Student to carry an in date EpiPen with her at all times while at school.  Student second (Spare) EpiPen will be held in the Medical Centre unless being taken on school activity.	Parents/Student  Medical Centre
	Who should provide the support? <ul style="list-style-type: none"> <li>• College Nurse</li> <li>• First Aid Trained Staff</li> <li>• All Staff have completed their ASCIA Anaphylaxis e-training for schools including face to face evaluation every 2 years.</li> </ul>	All Staff have a duty of care responsibility to students
<p><b>First Aid and Emergency Care to be provided at school</b></p>	All staff have a duty of care and responsibility to students and undertake online training via the ASCIA Anaphylaxis e-training for Vic schools and assessment by the College Anaphylaxis Supervisors  In the case of an emergency members of staff will follow the Anaphylaxis Action Plan provided by the parents and if not available will follow the General Action Plan for Anaphylaxis First Aid.  Refer to Risk Minimisation Strategies	All staff have a duty of care to students  Parents to supply Anaphylaxis Action plan each school year.  Parents and Staff
<p><b>Routine Supervision for Health-related safety</b></p>	Parents are to ensure their child has an in date EpiPen available to them at all times and that a current ASCIA Anaphylaxis Action Plan is provided to the school on a yearly basis  Medical Centre to ensure that its contents provide the minimum requirements to meet the health care needs of students at risk of anaphylaxis  Refer to Risk Minimisation Strategies	Parents  Medical Centre  Parents

This Student Individual Anaphylaxis Management Plan has been developed with my knowledge and input.

This Student Individual Anaphylaxis Management Plan and the Anaphylaxis Action Plan will be reviewed on any of the following occurrences (whichever happen earlier):

- 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 School; and
- when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted or attended by the College (e.g., class parties, elective subjects, cultural days, fetes, incursions).

I have been consulted in the development of this Individual Anaphylaxis Management Plan.

I consent to the risk minimisation strategies proposed.

**Signature of Parent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I have consulted the Parents of the students and the relevant School Staff who will be involved in the implementation of this Individual Anaphylaxis Management Plan.

**Signature of Principal (or nominee):** \_\_\_\_\_

**Date:** \_\_\_\_\_

## OLMC Anaphylaxis Communication Plan

### Raising Staff Awareness

All staff complete ASCIA online e-training for Victorian schools which is valid for 2 years. On completion of the online module, staff are required to be assessed by the OLMC Anaphylaxis Supervisors to determine competency in administering an adrenaline auto injector.

Two College nurses have completed 22303VIC training to act as the College Anaphylaxis Supervisors.

In addition to the training outlined above, staff briefings will be held twice yearly and will include information on:

- The College Anaphylaxis Management Policy and the legal requirements as outlined in Ministerial Order No 706;
- Any changes made to departmental guidelines or ASCIA Action Plans;
- Causes, symptoms and first aid management of Anaphylaxis;
- The identity of students at risk of Anaphylaxis by using photographs in slideshow and by explaining how to access the code blue students via SIMON;
- How to use an adrenaline autoinjector;
- The College Emergency Response procedures, including the location of the general use EpiPens and ASCIA Action Plans for all students at risk of Anaphylaxis;
- The location of students own EpiPens and of the College general use EpiPens purchased as a back up to those supplied by parents.

General use EpiPens are located in:

- the Medical Centre (2)
- the Nalleijerring Centre (2) in the AED cupboard, outside Sports Office
- the DAT Building (ground floor) in the AED cupboard (2)

OLMC will consider, where appropriate, whether casual relief teachers and volunteers should also undertake training.

Staff will have refresher training as required prior to camps and overseas trips.

Through the Daily Organiser, the Principal will ensure that casual relief teachers, casual sports coaches and music staff are provided with information on the students at risk of Anaphylaxis in their care.

### Raising Student Awareness

Students will be addressed at the beginning of the school year at a year level assembly about the seriousness of Anaphylaxis, the causes and symptoms of Anaphylaxis, and the importance of:

- Assisting friends who have allergies by discouraging nut and other products to school
- Calling for help if required
- Hand washing
- Not sharing foods
- Being familiar with where EpiPens are located.

Students who are at risk of Anaphylaxis are reminded that they are required to carry their EpiPen and Action Plan at all times.

## **Raising Awareness in the College Community**

Information regarding Anaphylaxis and allergies, any changes to guidelines or ASCIA action plans, and general news such as important allergy alerts is published in the College e-newsletter.

## **Working with Parents**

On commencement at the College, at Year 7 admission or when newly diagnosed, parents of students at risk of Anaphylaxis receive a package containing:

- The College Anaphylaxis Management Policy
- The template for an Individual Anaphylaxis Plan
- A colour copy of a current ASCIA Anaphylaxis Action Plan.

Parents are required to:

- provide the College with an ASCIA Action Plan signed and dated by their daughter's treating Doctor and that includes an current colour photograph;
- supply an auto injector to be carried at all times by the student;
- supply a second adrenaline auto injector that is stored in the medical centre as a backup;
- work with the College to develop an Individual Anaphylaxis Management Plan, to be reviewed annually or when required;
- give permission for their daughter's photograph to be displayed on SIMON for staff education purposes.

## Responding to an Anaphylaxis Reaction in Different College Settings

**In the event of an anaphylactic reaction, staff members must follow the instructions on the ASCIA Action Plan for Anaphylaxis.**

### College Grounds and Classrooms

- Student is not to stand or walk. If breathing is difficult, allow student to sit. If possible, lie flat and elevate legs.
- For insect allergy, flick out the sting if visible.
- Stay with the student and call other staff for help. Do not send or walk the student to the Medical Centre. Even if a nurse is available, it is your responsibility to initiate an emergency.
- Send someone to the closest phone to call the Medical Centre (2205) or Student Reception (3369), stating the student's name and that it is an anaphylaxis emergency. Also, alert a general response at Reception (2222) and give the location and details of the anaphylaxis emergency. A First Aid trained staff member will respond.
- Medical Centre or Student Reception staff will locate the student's EpiPen and Action plan from the Medical Centre, along with a spare generic EpiPen, and take to the student.
- Following the instructions on the student's Action Plan and assessing the student for signs of anaphylaxis, the EpiPen, if required, should be delivered without delay (noting the time delivered).
- An ambulance will be called, followed by the student's parent.
- If there appears no response/improvement after 5 minutes, a further dose of adrenaline may be given.

If the reaction is mild and does not progress to anaphylaxis, contact the student's parent to advise of the incident, also, watch for any one sign of Anaphylaxis, i.e.

- Difficult noisy breathing
- Swelling of tongue
- Swelling or tightness in throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (young children).

IF ANY ONE SIGN IS NOTED, ADMINISTER THE EPIPEN.

If you are uncertain whether it is Asthma or Anaphylaxis, administer the EpiPen before giving asthma reliever. Also:


1. note time of administration
2. call an ambulance – 000.
3. call the student's parent once the EpiPen has been administered and the ambulance called.

### At a Sporting or other Special Event

- All staff responsible for a group/class/team of students should be aware of any serious medical conditions of students in their care.
- Staff responsible must check parental permissions and note any medical conditions of students in their area of activity.
- Students at risk of anaphylaxis must carry their own EpiPen and antihistamine if prescribed. If the student does not have her EpiPen on the day of departure, she will not be permitted to attend.

- Staff in charge of the students at risk of anaphylaxis are to carry the student spare EpiPen and Anaphylaxis Action plan obtained from the Medical Centre, as well as a charged mobile phone.
- Where the event is a whole College event, such as a Swimming or Athletics Carnival, the spare EpiPen for all students at risk of anaphylaxis is to be kept in a central location, such as the First Aid station.
- At events' locations where first aid may be limited, a college spare generic EpiPen/s must be taken as back up.

## ASCIA Emergency Response Action Plan




www.allergy.org.au

## ACTION PLAN FOR Anaphylaxis

For use with adrenaline (epinephrine) autoinjectors


### How to give EpiPen® adrenaline (epinephrine) autoinjectors

**1**



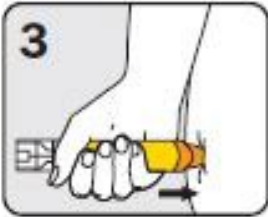
Form flat around EpiPen® and PULL OFF BLUE SAFETY RELEASE

**2**



Hold leg still and PLACE ORANGE END against outer mid-thigh (with or without clothing)

**3**



PUSH DOWN HARD until a click is heard or felt and hold in place for 3 seconds  
REMOVE EpiPen®

EpiPen® is prescribed for children over 20kg and adults.  
EpiPen® Jr is prescribed for children 10-20kg

### SIGNS OF MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

### ACTION FOR MILD TO MODERATE ALLERGIC REACTION

- For insect allergy - flick out sting if visible
- For tick allergy seek medical help or freeze tick and let it drop off
- Stay with person and call for help
- Locate adrenaline autoinjector
- Phone family/emergency contact




Mild to moderate allergic reactions (such as hives or swelling) may not always occur before anaphylaxis

### WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Wheeze or persistent cough
- Difficulty talking and/or hoarse voice
- Persistent dizziness or collapse
- Pale and floppy (young children)

### ACTION FOR ANAPHYLAXIS

- 1 Lay person flat - do NOT allow them to stand or walk**
  - If unconscious, place in recovery position
  - If breathing is difficult allow them to sit

- 2 Give adrenaline autoinjector**
- 3 Phone ambulance - 000 (AU) or 111 (NZ)**
- 4 Phone family/emergency contact**
- 5 Further adrenaline doses may be given if no response after 5 minutes**
- 6 Transfer person to hospital for at least 4 hours of observation**

If in doubt give adrenaline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally

ALWAYS give adrenaline autoinjector FIRST, and then asthma reliever puffer if someone with known asthma and allergy to food, insects or medication has SUDDEN BREATHING DIFFICULTY (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms

- If adrenaline is accidentally injected (e.g. into a thumb) phone your local poisons information centre.
- Continue to follow this action plan for the person with the allergic reaction.

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## Risk Management and prevention Strategies in Different College Settings

### 1. Learning Areas / Classrooms

- A copy of each student's Individual Anaphylaxis Management Plan is located in the Medical Centre.
- Teachers are aware of students who are at risk of Anaphylaxis in their classrooms and refer to OLMC Code Blue for students.
- All staff are trained to respond to an Anaphylactic emergency by completing ASCIA Anaphylaxis E-training for Victorian schools every 2 years.
- Students are required to have their EpiPen on them throughout the school day, during all classes and in school grounds.
- List of Code Blue students is kept in food studies classrooms.
- Staff encourage use of non-food treats where possible.
- Students are reminded not to share lunch box items/treats.
- Staff are aware of possible hidden allergens in food and other substances used in cooking, food technology, science and art classes, including packaging e.g., peanut butter containers, egg containers.
- All cooking utensils, preparation dishes, plates, knives and forks are washed and cleaned thoroughly after preparation of food and cooking.
- The College acknowledges that children with food allergy need special care when cooking or undertaking food technology. Staff liaise with parents/guardians prior to the student undertaking these activities/subjects. Staff utilise the resources available to support decision making processes, noting that helpful information is available at: [www.allergyfacts.org.au/images/pdf/foodtech.pdf](http://www.allergyfacts.org.au/images/pdf/foodtech.pdf)
- Staff regularly undertake discussions with students about the importance of washing hands, eating their own food and not sharing food.
- The School Nurse informs emergency teachers, specialists, teachers and volunteers of the names of any students at risk of Anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and EpiPen, the School's Anaphylaxis Management Policy and each person's responsibility in managing an incident, i.e. seeking a trained staff member.

### 2. Canteen

- Canteen staff have an updated Code Blue list at the front of the canteen for referral if required.
- Poster is displayed showing how to respond to an Anaphylaxis emergency also displayed.
- All ingredients from food prepared in the canteen are available upon request from Canteen staff.
- Separate food preparation, tables and tools are used in food preparation.
- Students are reminded of importance of carrying their EpiPen throughout school day.
- Canteen staff are trained in food allergen management and its implications for food handling practices.
- Products labelled *may contain traces of nuts* will not be served to students allergic to nuts.
- The Canteen provides a range of healthy meals and products that exclude peanuts or other nut products in the ingredient list of a *may contain* .... Statement
- Tables and surfaces are wiped down regularly.
- Food banning is not generally recommended by the Royal Children's Hospital and ASCIA. However, the College reinforces a no sharing rule with the students as recommended for food, utensils and food containers.
- Staff have awareness of contamination of other foods when preparing, handling or displaying food. For example, a tiny amount of butter or peanut butter left on a knife and used elsewhere may be enough to cause a severe reaction in someone who is at risk of anaphylaxis from cow's milk products or peanuts.



### **3. School Grounds**

- When a student enrolls at OLMC, her Individual Anaphylaxis Management Plan is developed, triggers are noted and where possible the risk is minimised.
- All staff are trained to respond to an Anaphylactic emergency by completing ASCIA Anaphylaxis E-training for Victorian schools every 2 years.
- All students with Anaphylaxis have their ASCIA Anaphylaxis Action Plan uploaded to SIMON.
- Students required to carry EpiPen at all times.
- The College regularly reviews plans to ensure that sufficient school staff trained in the administration of the adrenaline autoinjector (i.e., EpiPen®) are on yard duty and are able to access and autoinjector and respond quickly to an allergic reaction if needed.
- The College ensures that EpiPens and individual Anaphylaxis Plans are easily accessible from the school grounds

### **4. Special Events (e.g., sporting events, incursions, class parties)**

- The College ensures that sufficient staff who have been trained in the administration of an autoinjector are supervising students and are able to respond quickly to an anaphylactic reaction if required.
- Staff avoid using food as rewards.
- College staff consult with parents in advance of planned special events to either develop an alternative food menu or request the parent send a meal for the student/s at risk.
- Party balloons are not used if a student has an allergy to latex.

### **5. Out of School Settings/Excursions/Camps/Tours**

#### **Travel to and from school by bus**

- The adrenaline autoinjector and ASCIA Action Plan for Anaphylaxis must be with the student on the bus.

#### **Field Trips/excursion/sporting events**

- A Risk Assessment is undertaken for each individual student attending. If a student/s at risk of anaphylaxis is attending, sufficient school staff supervising the special event are trained in the administration of an adrenaline autoinjector and are able to respond quickly to an anaphylactic reaction if required.
- The adrenaline autoinjector and a copy of the individual ASCIA Action Plan for Anaphylaxis for each student at risk of anaphylaxis is easily accessible and school staff are aware of their exact location.
- Prior to the excursion taking place, staff consult with the student's parents and medical practitioner (if necessary) to review the student's Individual Anaphylaxis Management Plan and to ensure that it is up to date and relevant to the particular excursion activity.
- If the field trip, excursion or special event is being held at another school, then that school is notified ahead of time that a student at risk of anaphylaxis is attending. Appropriate risk minimisation strategies are discussed ahead of time so that the roles and responsibilities of the host and visiting school are clear.
- Students at risk of anaphylaxis take their own adrenaline autoinjector with them to events being held at other schools.

#### **Camps or Remote Settings**

- Prior to engaging a camp owner/operator's services, the College makes enquiries as to whether the operator can provide food that is safe for any anaphylactic students that may be attending.
- Prior to the camp taking place, staff consult with the student's parents to review the Individual Anaphylaxis Management Plan/s to ensure that it is up to date and relevant to the circumstances of the particular camp. Schools seek support from parents to advise students with allergies to insects to wear closed shoes and long-sleeved garments when outdoors, also, to stay away from water or flowering plants.
- College staff conduct a risk assessment and develop a risk management strategy for any student/s at risk of anaphylaxis while they are on camp. It is developed in consultation with

parents of students at risk of anaphylaxis and with camp owners/operators prior to the camp's commencement.

- The camp owner/operator is expected to ensure that appropriate procedures are in place to manage 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, these concerns are discussed with the camp owner/operator and alternative means for providing food for those student/s at risk of anaphylaxis are arranged.
- Staff ensure that the student's adrenaline autoinjector, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis and a mobile phone, are taken on camp. If mobile phone access is not available, an alternative method of communication in an emergency is considered, e.g., a satellite phone.
- All staff attending camp familiarise themselves with the students' Individual Anaphylaxis Management Plans and plan emergency response procedures. They are clear about their roles and responsibilities in the event of an anaphylactic reaction.
- Autoinjectors remain close to the students, and staff must be aware of their location at all times.
- General use Autoinjectors are included in camp first aid kits as a back-up device in the event of an emergency.
- Staff exposure to allergens when students are consuming food during travel on bus/plane and whilst in cabins/tents/dormitories.
- Students are reminded not to share food.

### **Overseas Travel**

- Strategies used are similar to those for camps/remote settings and the College will involve parents in discussions regarding risk management well in advance.
- Potential risks at all stages of the overseas travel are considered.
- Staff assess how the risks can be managed using minimisation strategies such as:
  - translation of student's Individual Anaphylaxis Management Plan and ASCIA Action Plan into the local language;
  - sourcing safe food;
  - obtaining names, address and contact details of the nearest hospital and medical practitioners at each location that may be visited;
  - obtaining emergency contact details;
  - seeking information about sourcing additional autoinjectors if required in situ.
- Details of travel insurance, including contact details for the insurer, are recorded. Consideration is given to how any costs associated with medication, treatment and/or alteration to the travel plans as a result of an anaphylactic reaction can be paid.
- The College plans for appropriate supervision of students at risk of anaphylaxis at all times.
- The College's Emergency Response procedure is adapted, if necessary, to the particular circumstances of the overseas trip. Staff keep a record of relevant information such as emergency contact details of hospitals, ambulances, and medical practitioners in each location, and details of travel insurance.

### **Work Experience**

- The College involves parents, the student and the work experience employer in discussions regarding risk management prior to a student at risk of anaphylaxis attending work experience.
- The employer and relevant staff are shown the ASCIA Action Plan for Anaphylaxis and how to use the adrenaline autoinjector in case the work experience student shows signs of an allergic reaction whilst at work experience.