

ST JOSEPH'S COLLEGE, MILDURA



Policy Number:	STUDENT 18
Policy Name:	Anaphylaxis Communication Plan
Contact Officer:	Deputy Principal - Students
Date Approved by Executive:	March 3, 2021
Date of Next Review:	March 2024
Related Policies:	Anaphylaxis Management Policy First Aid Policy

PREAMBLE

God is at the centre of our College...Mercy is the heartbeat of the Gospel. We encourage every student to grow in the fullness of life and realise their potential through the bread we break at school, the bread of relationships and the bread of conversation. Let us engage the heart and bring faith to life and life to faith (Thomas Groome).

LEGISLATION

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 1359*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

Further information relating to the Ministerial Order can be found at

<https://www.safeguardingservices.com.au/wp-content/uploads/2022/02/Ministerial-Order-1359.pdf>

1. INTRODUCTION

1.1 Ministerial Order 706 which relates to anaphylaxis management in schools came into effect 1st January, 2016. It stipulates that the Principal will be 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.

1.2 The Communication Plan will include information about what steps will be taken to respond to an anaphylactic reaction by a student in a classroom, in the school yard, on school excursions, school camps and special event days.

1.3 The Communication Plan will contain a detailed summary of anaphylaxis guidelines and procedures. This document will include treatment for all students that have anaphylaxis plans.

2. ANAPHYLAXIS GUIDELINES

2.1 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.

2.2 The key to prevention of anaphylaxis in schools is knowledge, awareness and planning.

3. ANAPHYLAXIS SIGNS AND SYMPTOMS

3.1 The symptoms of a **mild to moderate** allergic reaction can include:

- Swelling of the lips, face and eyes
- Hives or welts
- Tingling of mouth
- Abdominal pain and/or vomiting

3.2 Symptoms of **anaphylaxis (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

3.3 Symptoms usually develop within ten minutes to one hour of exposure to an allergen but can appear within a few minutes.

4. HOW CAN ANAPHYLAXIS BE PREVENTED?

4.1 The key to prevention of anaphylaxis in schools is knowledge of those students who are at risk, awareness of triggers (allergens) and prevention of exposure to these.

5. HOW CAN ANAPHYLAXIS BE TREATED?

5.1 Adrenaline given as an injection into the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis.

5.2 Children diagnosed as being at risk of anaphylaxis are prescribed adrenaline in an auto-injector commonly known as the EpiPen[®], for administration in an emergency. Children under 20kg are prescribed an EpiPen[®] Junior, which has a smaller dosage of adrenaline. The EpiPen[®] and EpiPen[®] Junior are designed so that anyone can use them in an emergency.

6. THE ROLE AND RESPONSIBILITIES OF SCHOOL PRINCIPALS AND DEPUTY PRINCIPALS

6.1 The College Principals have overall responsibility for implementing strategies and processes for ensuring a safe and supporting environment for students at risk of anaphylaxis.

7. THE ROLE AND RESPONSIBILITIES OF THE FIRST AID OFFICER

7.1 The First Aid Officer has responsibility for:

- Identifying students at risk of anaphylaxis from enrolment forms (in conjunction with the Admissions and Communications Manager).
- Consulting with parents regarding the establishment and maintenance of Individual Anaphylaxis Management Plans including the Emergency Procedure Plan (ASCI Action Plan).
- Maintaining first aid records for students at risk of anaphylaxis.
- Storage and handling of the primary EpiPen[®] whilst in the safekeeping of the college.
- Storage and handling of the generic EpiPen[®]s to be used as an adjunct to the primary EpiPen[®] in case of an emergency.
- Keeping a record of the expiry dates of student Adrenaline auto injectors and requesting in writing a replacement EpiPen[®] prior to expiry.
- Ensuring that EpiPen[®]s are available at major events away from the college, e.g.: college athletics and swimming carnivals.
- Distribute information regarding students at risk to all staff.
- Displaying information regarding students at risk in appropriate locations within the college;

- Taking control during an anaphylactic event where possible.
- Reviewing the annual Risk Management Checklist with the Deputy Principal.

8. THE ROLE AND RESPONSIBILITIES OF ALL COLLEGE STAFF WHO ARE RESPONSIBLE FOR THE CARE OF STUDENTS AT RISK OF ANAPHYLAXIS

8.1 College staff that are responsible for the care of students at risk of anaphylaxis have a duty to take steps to protect students from risks of injury that are reasonably foreseeable. This may include administrators, canteen staff and casual relief staff.

8.2 Staff should:

- Know the identity of students who are at risk of anaphylaxis. All staff will be notified of the students at risk by email at the start of each year. Information is also available on SIMON;
- Understand the causes, symptoms, and treatment of anaphylaxis.
- Obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®.
- Know the College's First Aid Emergency Procedures and what your role is in relation to responding to an anaphylactic reaction.
- View student's ASCIA Action Plans that are displayed in the Staffroom. Student profiles (abbreviated details of students at risk of Anaphylaxis, including photo) have been emailed to all staff.
- Staff should follow the ASCIA Action Plan in the event of an allergic reaction. Action Plans for individual students are kept with their primary EpiPen®.
- Know that student adrenaline auto injectors are kept in the First Aid Office at the Enright Campus and in the Mercy Campus First Aid Room. Remember that the EpiPen® is designed so that anyone can administer it in an emergency.
- Know and follow the prevention strategies in the student's Anaphylaxis Management Plan.
- Plan ahead for special class activities or special occasions such as excursions, incursions, sports days, camps and parties. Work with parents/carers to provide appropriate food for the student;
- EpiPens® are to be taken with the student on any out of school activity.
- 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 (refer point 15). Work with parents/carers to provide appropriate treats for the student.
- 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 careful 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 school environment that is safe and supportive for their peers.
- Ensure that a student at risk of Anaphylaxis has access to their EpiPen® whenever they are off the college site on camps, excursions or special event days.

9. PREVENTION STRATEGIES

9.1 The key to prevention of anaphylaxis is the identification of triggers (allergens) and prevention of exposure to these. For students who have been diagnosed with a severe allergy, there is a range of practical prevention strategies that the college can put in place to minimise exposure to known allergens.

10. WHAT ABOUT FOOD BANS?

10.1 St Joseph's College has a policy of awareness rather than prohibition. Banning of food or other products is not recommended due to the possibility of encouraging complacency among staff and students, the presence of hidden allergens and the difficulty of monitoring and enforcing a ban. It is better for school

communities to become aware of the risks associated with anaphylaxis, and to implement practical, age-appropriate strategies to minimise exposure to known allergens.

11. TRAINING AND EMERGENCY RESPONSE

11.1 Duty of Care

11.1.1 Under the provisions of the Education and Training Reform Act 2006 and Ministerial Order 706, the college is responsible for providing First Aid facilities and sufficient staff trained to an appropriate level of competency in First Aid.

11.1.2 As part of the duty of care owed to students, teachers are required to administer First Aid when necessary and within the limits of their skill, expertise and training. In the case of anaphylaxis, this includes following a student's ASCIA Action Plan and administering an EpiPen® if necessary. It should be noted that a teacher's duty of care is greater than that of the ordinary citizen, in that a teacher is obliged to assist an injured student, while the ordinary citizen may choose to do nothing.

11.2 Staff Training

11.2.1 The Principal has the responsibility to ensure college staff that conduct classes with students who have a medical condition that relates to an allergy and the potential of anaphylactic reaction, are trained as per Ministerial Order 706. An accredited anaphylaxis management course is to be undertaken (valid for 3 years) or an online anaphylaxis management training course (valid for 2 years). Furthermore, staff must be briefed twice a year as outlined in the Anaphylaxis Management Policy by a member of staff who have successfully completed the following courses: Anaphylaxis Management Training and Verifying the Correct Use of Adrenaline Auto-injector Devices.

11.3 Emergency Response

11.3.1 Responding to an anaphylactic reaction in the school yard:

- Lay the student down. Do not allow the student to stand or walk. If breathing is difficult, allow him/her to sit.
- For an insect allergy, scrape out the sting, if it is visible.
- If the student is carrying his/her auto-injector, administer the student's personal EpiPen® (adrenaline auto-injector). The teacher on duty must stay with the student and use his/her mobile phone to call an ambulance – dial 000 or 112.
- The First Aid Officer may be contacted directly on 5018 8052.
- A student or available adult is to be sent with a verbal message to gain assistance from the First Aid Officer located in the First Aid Room, or if this room is unattended to the college reception for assistance.
- The First Aid Officer or (available staff member) will locate the student's personal auto injector from the First Aid Office (Enright Campus) or the First Aid Room (Mercy Campus) and take the Anaphylaxis Emergency Response Kit containing the generic EpiPen, to the student.
- Follow the student's individual ASCIA Anaphylaxis Action Plan, note the time EpiPen is delivered.
- A further dose of adrenaline may be administered using the generic EpiPen if there is no response after five minutes.
- The student's parents/guardians should be contacted.

11.3.2 Responding to an anaphylactic reaction in the classroom:

- Lay the student down. Do not allow the student to stand or walk. If breathing is difficult, allow him/her to sit.
- For an insect allergy, scrape out the sting, if it is visible.
- If the student is carrying his/her auto-injector, administer the student's personal EpiPen.

- The teacher on duty must stay with the student and use his/her mobile phone to call an ambulance – dial 000 or 112.
- The First Aid Officer may be contacted directly on 5018 8052.
- A student or available adult is to be sent with a verbal message to gain assistance from the First Aid Officer located in the First Aid Room, or if this room is unattended to the college reception for assistance.
- The First Aid Officer or (available staff member) will locate the student's personal auto-injector from the First Aid Office (Enright Campus) or First Aid Room (Mercy Campus) and take the Anaphylaxis Emergency Response Kit containing the generic EpiPen to the student.
- The adrenaline auto injector should be administered without delay following the Individual ASCIA Anaphylaxis Action Plan, noting the time delivered.
- A further dose of adrenaline may be administered if a generic EpiPen is available and there is no response after five minutes.
- The student's parents/guardians should be contacted.

11.3.3 Responding to an anaphylactic reaction at the Mercy Campus:

- Lay the student down. Do not allow the student to stand or walk. If breathing is difficult, allow him/her to sit.
- For an insect allergy, scrape out the sting, if it is visible.
- Administer the student's personal adrenaline auto-injector, if they are carrying it.
- The teacher on duty must stay with the student and use his/her mobile phone to call an ambulance – dial 000 or 112.
- A student or available adult is to be sent with a verbal message gain assistance from the First Aid Officer at Mercy Campus Reception.
- Mercy Campus Reception may be contacted on 5018 8097.
- The Mercy Campus Receptionist/First Aid Officer (or available staff member) will locate the student's personal auto-injector from the First Aid Room and also take the generic EpiPen to the student.
- The adrenaline auto-injector should be administered without delay following the Individual ASCIA Anaphylaxis Action Plan, noting the time delivered.
- A further dose of adrenaline may be administered using the generic EpiPen® if there is no response after five minutes.
- The student's parents/guardians should be contacted.

11.3.4 Responding to an anaphylactic reaction on school trips or excursions:

The staff in charge of the student at risk of anaphylaxis are responsible for knowing the location of the adrenaline auto-injector and ensuring that in the event of an anaphylactic reaction, the ASCIA Action Plan is followed and the adrenaline auto injector is administered promptly. If it is indicated on a student's personal medical record that a potentially life saving medication maybe required during the trip or excursion and the student does not bring the medication on departure, he/she will not be permitted to attend the trip or excursion.

11.3.5 Responding to an anaphylactic reaction at a sporting or other special event:

- All staff responsible for a group/class/team of students should be aware of any serious medical condition of the students in their group.
- The teacher in charge is responsible for ensuring that the student at risk has their auto-injector and any other appropriate medication on the outing.
- Staff responsible for students at risk of anaphylaxis should carry a fully charged mobile phone.
- An adrenaline auto-injector must remain close to the student at risk, i.e.: in a centrally located First Aid Kit or in the First Aid Bag carried by the student/teacher in charge of the group.
- The student's ASCIA Anaphylaxis Plan is to be followed in response to an anaphylactic reaction. Dial 000 for an ambulance and then contact parents/guardians.

- On whole school sporting events, the allocated First Aid Officer will bring the student EpiPens[®]/auto injectors to the event.

11.4 How to administer the EpiPen[®]:

- Remove from plastic container.
- Form a fist around EpiPen[®] and pull off the **blue safety release**.
- Place **orange** end against outer mid-thigh.
- Push down hard until a click is heard or felt and hold in place for 3 seconds;
- Remove EpiPen[®].
- Note the time that the EpiPen[®] is administered.
- Return EpiPen[®] to its plastic container.

11.4.1 Always call an ambulance (dial 000) as soon as possible after administering an EpiPen[®].

11.5 If an EpiPen[®] is administered:

- Immediately call an ambulance (dial 000).
- Contact the First Aid Officer (if not already contacted) who will notify the student's emergency contacts.
- 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 repeat reaction. Ask another staff member to move other students away and reassure them elsewhere.
- In the rare situation where there is no marked improvement and **severe symptoms** (as described in the ASCIA Action Plan) are present, a second injection (of the same dosage) may be administered after 5 to 10 minutes if available.

11.6 First Time Reactions

11.6.1 If a student has a severe allergic reaction but has not been previously diagnosed with the allergy or as being at risk of anaphylaxis, an ambulance should be called immediately (dial 000). Locate the generic EpiPen[®] and administer it without delay, noting the time delivered. Follow any instructions given by emergency services, as well as the College's normal First Aid Emergency Procedures.

12. COMMUNICATING WITH STAFF, STUDENTS AND PARENTS/GUARDIANS

12.1 It is important to work with the entire college community to better understand how to provide a safe and supporting environment for all students, including students with severe allergies. The First Aid Officer is instrumental in the communication between staff, students and parents/carers.

13. RAISING STAFF AWARENESS

13.1 All staff will be briefed once each semester by a member of staff who has successfully completed an Anaphylaxis Management Training Course (valid for 2 years). The first briefing to be held at the beginning of the school year:

- The causes, symptoms and treatment of anaphylaxis.
- The college Anaphylaxis Management Policy.
- The identities of students diagnosed at risk of anaphylaxis and where their medication is located;
- The preventative strategies in place.
- Their role in responding to a severe allergic reaction including how to use an auto adrenaline injecting device.

13.2 Casual relief teachers will be informed of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care by the Daily Organiser.

13.3 Copies of the student's ASCIA Action Plan are to be displayed in the staffroom. Student profiles (abbreviated details of students at risk of Anaphylaxis, including photo) are displayed in numerous locations, including the Canteen and Mercy Campus staffrooms.

13.4 Copies of individual student ASCIA Action Plans and Individual Management Plans can be found in the student profile notes on SIMON, and copies are also kept in folders located in the First Aid Rooms at both campuses. A copy of the student's ASCIA Action plan is kept with the student's individual EpiPen®.

13.5 The Principal has the responsibility to ensure staff are trained in the management of anaphylaxis and briefed about students at risk of anaphylaxis, the college's policies and prevention strategies.

14. RAISING STUDENT AWARENESS

14.1 Peer support is an important element of support for students at risk of anaphylaxis. Staff can raise awareness in the College through fact sheets or posters displayed in hallways, canteens and classrooms.

14.2 Class teachers can discuss the topic with students in class, with a few simple key messages:

- Always take food allergies seriously – severe allergies are no joke.
- Don't share your food with friends who have food allergies.
- Wash your hands after eating.
- Know your friend's allergies.
- If your friend becomes sick, seek help immediately.
- Be respectful of an EpiPen®.
- Don't pressure your friends to eat food that they are allergic to.

14.3 It is important to be aware that some students at risk of anaphylaxis may not want to be singled out or be seen to be treated differently.

14.4 Also be aware that bullying of students at risk of anaphylaxis can occur in the form of teasing, tricking a student into eating a particular food or threatening a student with the substance that they are allergic to, such as peanuts. Talk to the students involved so they are aware of the seriousness of an anaphylactic reaction. Any attempt to harm an anaphylactic student with an allergen must be treated as a serious and dangerous incident and treated accordingly.

15. STRATEGIES TO AVOID ALLERGENS

15.1 In School Settings – Classrooms

- Liaise with parents/carers about food related activities ahead of time;
- Use non-food treats where possible, but if food treats are used in class, it is recommended that parents/carers provide a treat box with alternative treats. Treat boxes should be clearly labelled and only handled by the student.
- Treats for the other students in the class should not contain the substance to which the student is allergic.
- Never give food from outside sources to a student who is at risk of anaphylaxis.
- Be aware of the possibility of hidden allergens in cooking, Food Technology, Science and Art classes (e.g.: egg or milk cartons).
- Have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.
- A designated staff member – The Daily Organiser should inform casual relief teachers of students at risk of anaphylaxis, preventive strategies in place and the college's emergency procedures. Provide casual relief teachers with a procedure sheet and a copy of the student profile (abbreviated details of students at risk of anaphylaxis, including a photo).

16. PRIVACY CONSIDERATIONS

16.1 Schools should be aware that some parents/carers or students may not wish the identity of the student to be disclosed to the wider school community. This should be discussed with the student's parents/carers and written consent obtained to display the student's name, photograph and relevant treatment details in staff areas, canteens or other common areas.