

ST JOSEPH'S COLLEGE, MILDURA



Policy Number:	STUDENT 19
Policy Name:	Anaphylaxis Management Policy
Contact Officer:	Deputy Principal
Date Approved by Leadership:	March 3, 2021
Date of Next Review:	March 2024
Related Policies:	Anaphylaxis Communication Plan 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. PURPOSE

1.1 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 medication. The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at school. Adrenaline given through an EpiPen® auto-injector to the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis.

1.2 St Joseph's College will comply with Ministerial Order 706 and associated guidelines. In the event of an anaphylactic reaction, the college will follow their First Aid Emergency Response Procedures and the student's Individual Anaphylaxis Management Plan.

2. AIMS

2.1 To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the student's schooling.

2.2 To raise awareness about anaphylaxis and the college's Anaphylaxis Management Policy in the school community.

2.3 To engage with parents/guardians of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.

2.4 To ensure that each staff member has adequate knowledge about allergies, anaphylaxis, and the college's policy and procedures in responding to an anaphylactic reaction.

3. INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

3.1 The Principal will ensure that an Individual Management Plan is developed, in consultation with the student's parents/guardians, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis.

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

3.3 The Individual Anaphylaxis Management Plan will set out the following:

- Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).
- Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of college staff, for in-school and out of school settings, including camps and excursions;
- The name of the person/s responsible for implementing the strategies.
- Information on where the students' medication will be stored.
- The students' emergency contact details.
- An Emergency Procedures Plan (ASCIA Action Plan), that is provided by the parent/guardian in consultation with their doctor which:
 - Sets out the emergency procedures to be taken in the event of an allergic reaction;
 - Is signed by a medical practitioner who was treating the student on the date the practitioner signs the emergency procedures plan; and
 - Includes an up-to-date photograph of the student.

3.4 The student's Individual Management Plan will be reviewed, in consultation with the student's parents/guardians:

- Annually and as applicable;
- If the student's condition changes or;
- Immediately after a student has an anaphylactic reaction at school.

3.5 It is the responsibility of the parent/guardian to:

- Provide the Emergency Procedures Plan (ASCIA Action Plan).
- Inform the college in writing, if their child's medical condition changes, and if relevant, provide an updated Emergency Procedures Plan (ASCIA Action Plan).
- Provide an up to date photo for the Emergency Procedures Plan (ASCIA Action Plan), when the plan is provided to the College and when it is reviewed.
- Provide an in-date, active EpiPen® (Primary EpiPen®) for use by the college for their child in an emergency according to the Emergency Procedures Plan (ASCIA Action Plan).

4. COMMUNICATION PLAN

4.1 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.

4.2 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, on school camps and special event days.

4.3 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.

4.4 All staff will be briefed once each semester by the First Aid Officer on:

- The college's Anaphylaxis Management Policy.
- The causes, symptoms and treatment of anaphylaxis.
- The identities of students diagnosed at risk of anaphylaxis and where their medication is located.
- How to use an auto adrenaline injecting device.
- The college's First Aid and Emergency Response Procedures.

4.5 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.

5. SCHOOL MANAGEMENT AND EMERGENCY RESPONSE

5.1 A complete up to date list of students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction to be communicated to staff.

5.2 The college First Aid Procedures and Emergency Response Procedures as outlined in the Communication Plan, in conjunction with the student's ASCIA Action Plan, will be followed in responding to an anaphylactic reaction.

6. ADRENALIN AUTO-INJECTORS FOR GENERAL USE

6.1 The Principal is responsible for arranging for the purchase of additional adrenaline auto-injector/s for general use and as a back up to those supplied by the parents.

6.2 The Principal will determine the number and type of auto-injector for general use and in doing so consider all of the following:

- The number of students enrolled that have been diagnosed with a potential for anaphylactic reaction;
- Accessibility of adrenaline auto-injectors that have been provided by parents.
- The availability of a sufficient supply of adrenaline auto-injectors for general use in specified locations at the college, including the school yard, at excursions, camps and special events organised or attended by the college.
- That adrenaline auto-injectors have a limited life, usually expire within 12-18 months, and will need to be replaced at the college's expense, either at the time of use or at expiry, whichever is first.

7. STAFF TRAINING

7.1 College staff who have been identified as either teaching students at risk of anaphylaxis or being in a position to support in an emergency, will have up to date training in an anaphylaxis management course that meets the requirements of Ministerial Order 706. The Principal will identify the college staff to be trained based on a risk assessment.

7.2 Wherever possible, training will take place before the student's first day at the college. Where this is not possible, an interim plan will be developed in consultation with the parents/guardians.

7.3 All staff will be expected to participate in a twice yearly briefing on anaphylaxis management arranged by the Principal.

7.4 Staff conducting briefing sessions must have completed an anaphylaxis management training course in the twelve months prior.

8. RISK MANAGEMENT CHECKLIST

8.1 The Principal must complete a Risk Management Checklist annually to monitor their obligations.