

ANAPHYLAXIS MANAGEMENT POLICY

Rationale

- Anaphylaxis is a serious health issue for a percentage of the population and the Department recognises the key to preventing an anaphylactic reaction by a student is knowledge, awareness and planning.
- 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/Anapen auto-injector to the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis.
- Schools are required by law to have a policy and procedures for managing anaphylaxis in place and must review and update the policy for strict compliance with the guidelines found at DET's Policy Advisory Guide > A – Z Index at the website below (updated 14 August 2016) which is the key reference and support for the Northern School for Autism.

Training

- 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** - *ASCLIA 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 two 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 three 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 three 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 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 two 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

Aims

- To ensure the Northern School for Autism manages students at risk of anaphylaxis.
- To ensure the school complies with the *Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act* which came into effect in 2008.
- To ensure the school complies with the revised Ministerial Order 706 (MO706).
- To ensure all staff can respond to an anaphylactic reaction.

- To provide, as far as is practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of schooling.
- To raise awareness of anaphylaxis and the school's anaphylaxis management policy in the school community.
- To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
- To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures for responding to an anaphylactic reaction.

Definition

Anaphylaxis is a sudden and 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, bee or other insect stings and some medications.

A mild to moderate allergic reaction includes 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).

Anaphylaxis (a severe allergic reaction) can include noisy or difficult breathing, swelling of the tongue or swelling/tightness in the throat, difficulty talking or a hoarse voice, wheeze or persistent cough, pale pallor and floppiness in young children, abdominal pain and/or vomiting (signs of a severe allergic reaction to insects).

Implementation

- The Northern School for Autism will comply with Ministerial Order 706 (effective 3 December 2015) and associated guidelines.
- NSA acknowledges its responsibility to develop and maintain an Anaphylaxis Management Policy.
- In accordance with DET guidelines, the school has developed a mandatory pre-requisite *Health Care Needs Policy*.
- The school will request that parents do not send food items containing nuts to school if at all possible; that the canteen eliminate or reduce the likelihood of such allergens, and the school will reinforce the rules about not sharing and not eating foods provided from home.
- **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 will be followed.**
- The school will:
 - ask the student whether she/he has self-administered an adrenaline auto-injector (such as EpiPen®/Anapen®)
 - if the student has not previously done this, administer the adrenaline auto-injector
 - call an ambulance
 - contact the student's emergency contact person and then contact Security Services Unit on 9589-6266.
 - The decision about whether a student is able to carry out and potentially self-administer the auto-injector is made while developing the student's ASCIA Action Plan for Anaphylaxis.
 - Staff duty of care extends to administering an auto-injector even if the student's ASCIA Action Plan for Anaphylaxis states the student can self-administer.

- When a student self-administers their own adrenaline auto-injector, they have a responsibility to inform staff so that an ambulance can be called.

Note: Students have a right to self-administer their own adrenaline auto-injector but may not be physically able.

Using an EpiPen®

Where possible these devices should only be used by staff trained to use it. However, in an emergency they may be administered by any person following instruction from the student's ASCIA Action Plan for Anaphylaxis

1. Remove the EpiPen® from the container. Note: Children under 20kg are prescribed an EpiPen Junior® which has a smaller dose of adrenaline.
2. Form a fist around the EpiPen® and pull off the blue safety cap.
3. Place the orange end against the outer mid-thigh (with or without clothing).
4. Push down hard until a click is heard or felt and hold for 10 seconds.
5. Remove the EpiPen®, being careful not to touch the needle and return it to its plastic container.
6. Massage injection point for 10 seconds.
7. Note the time you gave the EpiPen®.
8. Call an ambulance on 000 as soon as possible.
9. The used autoinjector must be handed to the ambulance paramedics along with the time of administration.
10. Reassure the student as he/she is likely to be feeling anxious and frightened. Do not move the student.
11. Ask another staff member to move other students away and reassure them separately.
12. Watch the student closely in case of a repeat reaction.

Important: Where there is no marked improvement and severe symptoms as described in the student's ASCIA Action Plan for Anaphylaxis are present, a second injection of the same dose may be administered after 5 to 10 minutes.

- In complying with MO706, the Principal will ensure
 - an Individual Anaphylaxis Management Plan for each student diagnosed at risk of anaphylaxis is developed by the parents/carers and the diagnosing medical practitioner and presented to the school
 - the Individual Anaphylaxis Management Plan will be reviewed regularly
 - prevention strategies are in place for in and out of school activities
 - a communication plan is developed to provide information to all staff (including volunteers and casual relief staff), students and parents about anaphylaxis and the school's management policy. It will include the steps the school will take to respond to an anaphylactic reaction whether the student is in class, the school yard, on camp or an excursion or a special event day
 - the [Anaphylaxis Risk Management Checklist \(doc 39 \(doc – 142.5 kb\)\)](#) is completed on an annual basis.

- purchasing spare or 'backup' adrenaline auto-injection devices(s) as part of the school first aid kit(s), for general use.
- The plan will be in place as soon as practicable after the student enrolls and where possible, before their first day of school.

Individual management plans must be developed, in consultation with the student's parents/carers, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis. Sample templates are available at:

<http://www.education.vic.gov.au/school/principals/health/Pages/anaphylaxischools.aspx> from the general office.

- 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 school 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 student's medication will be stored.
 - The student's emergency contact details.
- An emergency procedures plan (ASCIA Action Plan), provided by the parent, that:
 - 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 child on the date the practitioner signs the emergency procedures plan; and
 - includes an up to date photograph of the student.
- The student's individual management plan will be reviewed:
 - in consultation with the student's parents/carers;
 - annually, and as applicable;
 - if the student's condition changes, or immediately after a student has an anaphylactic reaction at school.
- It is the responsibility of the parent/carer to:
 - provide the emergency procedures plan (ASCIA Action Plan);
 - inform the school 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 school and when it is reviewed;
 - update information at least annually and/or if the student is to participate in a school camp.

Training

- In complying with the training requirements of MO706, the school will:
 - nominate two staff members from each campus to undertake the face-to-face training provided by the Asthma Foundation
 - choose one of the three options as above
and

- if a child at risk of an anaphylactic reaction is enrolled, all staff will be provided with twice yearly briefings (led by any person who has completed Anaphylaxis Management Training in the last two years) on anaphylaxis management including information on how to administer an EpiPen and practise with the Epipen trainer that will be provided. As part of the briefing, all staff must familiarise themselves with the child/children in the school at risk of an anaphylactic reaction and their Individual Anaphylaxis Management Plans.
- The school will use the presentation has been developed to help schools ensure they are complying with the legislation.
- The first briefing will take place at the beginning of Term 1.
- New staff will be trained as part of the induction process.
- 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 counseling provided, for example, by the school nurse, guidance officer, Student Welfare Coordinator or school psychologist.
- Please refer also to the school's *Health Care Needs Policy* and the *Duty of Care Policy*.

Prevention Strategies

The school will use the checklist and recommendations in the Anaphylaxis Guidelines (pages 20-28) to implement Risk Minimisation and Prevention Strategies in-school and out-of-school settings which include (but are not limited to) the following:

- during classroom activities (including class rotations, specialist and elective classes;
- between classes and other breaks;
- in the canteen;
- during recess and lunchtimes;
- before and after school; and
- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

Some of the prevention strategies that will be implemented by the school to assist anaphylaxis management include:

- providing professional development for all staff including the identification and response to anaphylaxis and the proper use of an EpiPen®/Anapen®.
- identifying susceptible students and knowing their allergens
- informing the community about anaphylaxis via the newsletter
- not allowing food sharing and restricting food to that approved by parents
- keeping the lawns well mown and ensuring children always wear shoes
- requiring parents to provide an Emergency Management Plan developed in consultation with a health professional and an EpiPen®/Anapen® if necessary, both of which will be maintained in the first aid room for reference as required
- ensuring the school keeps a spare, in date EpiPen®/Anapen® for adult and child use in a central location



At the Northern School for Autism, the person responsible for implementing these strategies is

School Management and Emergency Response

In the event of an anaphylactic reaction the school's first aid and emergency response procedures and the effected student's Individual Anaphylaxis Management Plan must be followed.

At all times while the student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, the Principal will ensure that there is a sufficient number of staff present who have up to date training in an anaphylaxis management training course.

The Principal will identify NSA staff to be trained based on a risk assessment. Training will be provided to these staff as soon as practicable after the student enrolls.

Wherever possible, training will take place before the student's first day at school. Where this is not possible, an interim plan will be developed in consultation with the parents. NSA's first aid procedures and students emergency procedures plan (ASCA Action Plan) will be followed in responding to an anaphylactic reaction.

A briefing in responding to anaphylaxis is provided twice per year to all staff; this policy is also provided.

School staff who 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, casual relief staff and volunteers.

Members of staff are expected to:

- Know the identity of students who are at risk of anaphylaxis.
- Understand the causes, symptoms, and treatment of anaphylaxis.
- Obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®/Anapen®.
- Know the school's first aid emergency procedures and what your role is in relation to responding to an anaphylactic reaction.
- Keep a copy of the student's ASCIA Action Plan (or know where to find one quickly) and follow it in the event of an allergic reaction.
- Know where the student's EpiPen®/Anapen® is kept. Remember that the EpiPen®/Anapen® 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, sport days, camps and parties. Work with parents/carers to provide appropriate food 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 and school community awareness about severe allergies and the importance of their role in fostering a school environment that is safe and supportive for their peers.

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Adrenaline Autoinjectors for General Use

The Principal will purchase Adrenaline Autoinjector(s) for General Use and as a back up to those supplied by parents/carers.

Parents/carers can be asked to provide an additional adrenaline auto-injector to be stored in an easily accessible location known to all staff.

The Principal will determine the number of additional Adrenaline Autoinjector(s) required. In doing so, the Principal will take into account the following relevant considerations:

- the number of students enrolled at the school who have been diagnosed as being at risk of anaphylaxis;
- the accessibility of Adrenaline Autoinjectors that have been provided by parents of students who have been diagnosed as being at risk of anaphylaxis;
- the availability and sufficient supply of Adrenaline Autoinjectors for General Use in specified locations at the School, including in the school yard, and at excursions, camps and special events conducted or organised by the School; and
- Adrenaline Autoinjectors for General Use have a limited life, usually expiring within 12-18 months, and be replaced either at the time of use or expiry, whichever is first. (A nominated staff member will be responsible for checking and replacing the Adrenaline Autoinjectors for General Use.)

Adrenaline Autoinjectors for General Use are available from the First Aid Area of each campus.

Communication Plan

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 school's anaphylaxis management policy.

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.

Volunteers and casual relief staff of students at risk of anaphylaxis 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 assistant principal or student wellbeing officer.

All staff will be briefed once each semester by a staff member who has up to date anaphylaxis management training on:

- NSA'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 autoadrenaline injecting device
- the school's first aid and emergency response procedures



Evaluation

This policy will be reviewed as part of NSA’s three-year review cycle (August 2019), if the student has an anaphylactic reaction at school or if guidelines change (latest DET update mid-August 2016).

References

www.education.vic.gov.au/school/principals/spag/health/Pages/anaphylaxis.aspx
www.education.vic.gov.au/school/principals/spag/health/Pages/respondanaphylaxis.aspx
www.education.vic.gov.au/school/principals/spag/health/Pages/anaphylaxischl.aspx
(MO706 effective 3 December 2015)

Resources

[Australasian Society of Clinical Immunology and Allergy \(ASCIA\)](#)
[Anaphylaxis Australia](#)

This policy was first ratified by NSA School Council on 27 March, 2014

This update was ratified on 26 March 2015

This update was ratified on 18 February 2016

This update was ratified on

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Appendix 1: Preventative Strategies

1. Keep a copy of the student's ASCIA Action Plan for Anaphylaxis in the classroom.
2. Liaise with parents/carers about food-related activities ahead of time.
3. Use non-food treats where possible, but if food treats are used in class it is recommended that parents/carers of anaphylactic students provide a treat box with alternative treats. Treat boxes should be clearly labelled and only handled by the student.
4. Never give food from outside sources to a student who is at risk of anaphylaxis.
5. Treats for the other students in the class must not contain the substance to which the student is allergic. It is recommended to use non-food treats where possible.
6. Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts.
7. Be aware of the possibility of hidden allergens in cooking, food technology, science and art classes (e.g. egg or milk cartons). Note: that year level/specialist teachers must consider the risk-minimisation strategies of the student diagnosed at risk, even if that student is not in their class.
8. Have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.
9. A designated staff member should inform casual relief teachers and specialist teachers of students at risk of anaphylaxis, the preventive strategies in place and NSA's emergency procedures. Provide casual relief teachers with a procedure sheet and a copy of the student's ASCIA Action Plan for Anaphylaxis and a copy of the student's Anaphylaxis Management Plan.

Department of Education and Training

For all schools and principals

S111-2014 Guidelines for Anaphylaxis Management (Ministerial Order 706) in Victorian schools are now in effect

Main Points

- Ministerial Order 706 sets out the steps schools must take to ensure the safety of students at risk of anaphylaxis in their care. These requirements are a minimum standard for school registration.
- All schools across Victoria are now required by law to have an updated Anaphylaxis Management Policy if they have a student enrolled who has been diagnosed at risk of anaphylaxis.
- Schools are advised that adrenaline auto-injectors for general use (purchased by the school) can be used in the event of an emergency, where no other devices are available, and where a student is having a first-time reaction without a medical diagnosis of anaphylaxis.

Actions Required

- Principals and relevant staff must:
 - Implement the requirements of Ministerial Order 706 and associated guidelines. These can be viewed at:
<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>

Critical Dates

- Ministerial Order 706 and associated guidelines came into effect on **22 April 2014**.
- The first school anaphylaxis management briefings should be delivered by **30 June 2014**.

Additional Information

- Schools can contact the Royal Children's Hospital Anaphylaxis Advice Line on 1300 725 911 about all anaphylaxis management requirements.
- Anaphylaxis management training can be accessed through St John Ambulance Victoria. Schools can phone (03) 8588 8391 to book a free training session.

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