



ANAPHYLAXIS POLICY

PURPOSE

To explain to Prahran High School parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Prahran High School is compliant with *Ministerial Order 706* and the Department's guidelines for anaphylaxis management.

SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis or who may require emergency treatment for an anaphylactic reaction and their parents and carers.

POLICY

Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medications.

Symptoms

Sights and symptoms of mild to moderate allergic reactions can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth.

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficulty/noisy breathing
- swelling of tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting.

Symptoms usually develop within 10 minutes and up to two hours after exposure to an allergen but can appear within a few minutes.

Treatment

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis. Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

Individual Anaphylaxis Management Plans

All students at Prahran High School who are diagnosed as being at risk of suffering from an anaphylactic reaction by a medical practitioner must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the Principal of Prahran High School is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Prahran High School and where possible before the student's first day.

Parents and carers must:

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline autoinjector device for the student that is not expired
- participate in annual reviews of the student's Plan.

Each student's Individual Anaphylaxis Management Plan must include:

- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner
- information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the school
- the name of the person(s) responsible for implementing the risk minimisation strategies which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details.

Review and updates to Individual Anaphylaxis Plans

A student's Individual Anaphylaxis Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

Location of Plans and Adrenaline Autoinjectors

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in the First Aid room, adjacent to the school office. While some students keep their adrenaline

autoinjectors on their person, medication for those who do not will be stored and labelled with their name in the First Aid room adjacent to the school office, together with adrenaline autoinjectors for general use.

Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Prahran High School, we have put in place the following strategies:

- staff and students are regularly reminded to wash their hands after eating
- students are discouraged from sharing food
- garbage bins at school are to remain covered with lids to reduce the risk of attracting insects
- gloves must be worn when picking up papers or rubbish in the playground
- school canteen staff (when operating) will be trained in appropriate food handling to reduce the risk of cross-contamination
- year groups will be informed of allergens that must be avoided
- a general use EpiPen will be stored at the school office and in the PE store on Level 3 for yard duty ease of access.

This policy and these strategies are to be read in conjunction with Appendix F of the Department's [Anaphylaxis Guidelines](#) which outlines further mitigation strategies that Prahran High School aims to provide.

Adrenaline Autoinjectors for General Use

Prahran High School will maintain a supply of adrenaline autoinjector(s) for general use, as a back-up to those provided by parents and carers for specific students, and for students who may suffer from a first-time reaction at school.

Adrenaline autoinjectors for general use will be stored in the First Aid room adjacent to the school office and the PE store on Level 3. These will be labelled "General Use".

The Principal is responsible for arranging the purchase of adrenaline auto-injectors for general use, and will consider:

- the number of students enrolled at Prahran High School at risk of anaphylaxis
- the accessibility of adrenaline auto-injectors supplied by parents
- the availability of a sufficient supply of auto-adrenaline injectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline auto-injectors, and the need for general use adrenaline auto-injectors to be replaced when used or prior to expiry.

Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school's general first aid procedures, emergency response procedures and the student's Individual Anaphylaxis Management Plan.

A complete and up to date list of students identified as being at risk of anaphylaxis is maintained by the school office administration staff member at Prahran High School and stored in the First Aid room, adjacent to the school office.

For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

School staff must take the following steps if a student experiences an anaphylactic reaction at school or during a school activity.

Step	Action
1.	<ul style="list-style-type: none"> • Lay the person flat • Do not allow them to stand or walk • If breathing is difficult, allow them to sit • Be calm and reassuring • Do not leave them alone. • Seek assistance from another staff member or reliable student to locate the student's adrenaline autoinjector or the school's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored in the First Aid room adjacent to the school office • If the student's plan is not immediately available, or they appear to be experiencing a first-time reaction, follow steps 2 to 5.
2.	<p>Administer an adrenaline autoinjector device or adrenaline autoinjector device Junior (if the student is under 20kg)</p> <ul style="list-style-type: none"> • Remove from plastic container • Form a fist around the adrenaline autoinjector device and pull off the blue safety release (cap) • Place orange end against the student's outer mid-thigh (with or without clothing) • Push down hard until a click is heard or felt and hold in place for 3 seconds • Remove the adrenaline autoinjector device • Note the time the adrenaline autoinjector device is administered • Retain the used adrenaline autoinjector device to be handed to ambulance paramedics along with the time of administration.
3.	Call an ambulance (000).
4.	If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes if other adrenaline autoinjectors are available.
5.	Contact the student's emergency contacts.

If a student appears to be having a severe allergic reaction but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

NB: If in doubt, it is better to use an adrenaline autoinjector than to not use it, even if in hindsight the reaction experienced is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over treatment of a mild to moderate allergic reaction. Refer to page 41 of the [Anaphylaxis Guidelines](#).

Communication Plan

This policy will be available on Prahran High School's website so that parents and other members of the school community can easily access information about Prahran High School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Prahran High School and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The Principal is responsible for ensuring that all relevant staff, including casual relief staff and volunteers are aware of this policy and Prahran High School's procedures for anaphylaxis management as part of their welcome induction to the school.

The school office administration staff member will support the Principal through close communication with families and upkeep of plans and adrenalin auto-injector devices.

Staff employed by the school will be made aware of this policy and associated procedures through the induction process at the beginning of every school year.

Staff Training

Staff at Prahran High School will receive appropriate training in anaphylaxis management, consistent with the Department's [Anaphylaxis Guidelines](#).

Staff who are responsible for conducting classes that students who are at risk of anaphylaxis attend, and any further staff that the Principal identifies, must have completed:

- an approved face-to-face anaphylaxis management training course in the last three years, or
- an approved online anaphylaxis management training course in the last two years.

Prahran High School uses the following Asthma Australia-accredited training courses: 10710NAT Course in Allergy and Anaphylaxis Awareness; 22303VIC Course in Verifying the Correct Use of Adrenaline Autoinjector Devices.

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year, facilitated by a staff member who has successfully completed an anaphylaxis management course within the last two years.

Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students with medical conditions that relate to allergies and the potential for anaphylactic reactions, and where their medication is located
- how to use an adrenaline autoinjector, including hands-on practice with a trainer adrenaline autoinjector
- the school's general First Aid and emergency response procedures
- the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

When a new student who is at risk of anaphylaxis enrolls at Prahran High School, the Principal will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the Prahran High School [Child Safe Policy](#) and [Code of Conduct](#); [Asthma Policy](#); [Student Engagement and Wellbeing Policy](#), [Health Care Needs Policy](#); [Duty of Care Policy](#); [Statement of School Values and Philosophy](#).

- The Department's School Policy and Advisory Guide: [Anaphylaxis Policy](#); [Anaphylaxis Management in Schools](#)
- Allergy & Anaphylaxis Australia: [Risk Minimisation Strategies](#)
- ASCIA Guidelines: [Schooling and Childcare](#)
- Royal Children's Hospital: [Allergy and Immunology](#).

REVIEW PERIOD

This policy was shared with the Council and foundation staff in February 2019 and will be annually thereafter. It does not need to be ratified by Council, but it will be discussed and uploaded into the school policy areas of Compass and our website.

The Principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.