

ANAPHYLAXIS MANAGEMENT POLICY

Ministerial Order 706

RATIONALE

At Braybrook College we are committed to the good health of all students including meeting the needs of students at risk of anaphylaxis.

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.

The College will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time. The college acknowledges the need to develop and maintain an Anaphylaxis Management Policy.

PURPOSE

- To provide a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of their schooling
- To raise awareness about 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 who teaches the student has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction

INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

The Principal or his/her nominee will ensure that an individual management plan is developed, in consultation with the student's parents, for any student who has been diagnosed as being at risk of anaphylaxis.

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.

The individual anaphylaxis management plan will set out the following:

- Information about the diagnosis, including the type of allergy/allergies
- Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, 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 procedure plan (ASCIA Action Plan), provided by the parents to be used in the event of an allergic reaction that:
 - Sets out emergency procedures
 - Is signed by a doctor treating the child
 - Includes an up to date photograph of the student

The student's individual management plan will be reviewed annually, in consultation with the student's parents/carers, or:

- If the student's condition changes
- Immediately after a student has an anaphylactic reaction at school

It is the responsibility of the parent to:

- Provide the emergency procedures plan (ASCIA Action Plan) to the school
- Inform the school if their child's medical condition changes, and if relevant, provide an updated emergency procedure plan (ASCIA Action Plan)
- Provide the school with an Adrenaline Autoinjector that is current and not expired for their child

COMMUNICATION PLAN TO STAFF

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 schoolyard, on school excursions, on school camps and special event days. Furthermore, the Principal will ensure that all school staff will be adequately trained (by completing the 22300VIC or 10313NATcourse every 3 years, or by completing the ASCIA e-training every 2 years). Casual relief staff will be informed about students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by the First Aid Coordinator.

All staff will be briefed once each semester by the First Aid Coordinator (who has successfully completed an Anaphylaxis Management Training Course in the last 12 months), on:

- The school'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 Adrenaline Autoinjector
- The school's first aid and emergency response procedures

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.

The school's first aid procedures and students emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction and parents will be contacted.

ADRENALINE AUTOINJECTORS FOR GENERAL USE

- The college-purchased Adrenaline Autoinjectors for General Use are located in the General office and accessible to all staff
- The Adrenaline Autoinjectors for General Use have a limited life, usually expiring within 12-18 months, and it will be the First Aid Coordinators' role to check expiry dates and purchase replacements, as required.

ANNUAL RISK MANAGEMENT CHECKLIST

The First Aid Coordinator will complete an annual Risk Management Checklist as published by DET to monitor compliance with Ministerial Order 706 and present the findings to the Principal.

REVIEW

This policy will be reviewed annually.