



ANAPHYLAXIS POLICY

PURPOSE

To explain to Kingsbury Primary 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 Kingsbury Primary 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, volunteers and placement trainees.
- All students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

POLICY

School Statement

Kingsbury Primary School will fully comply with Ministerial Order 706 and the associated guidelines as published and amended by the Department. Kingsbury Primary School acknowledges our responsibility to develop and maintain this policy in accordance with the above guidelines.

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 medication.

Symptoms

Signs and symptoms of a mild to moderate allergic reaction can include:

- Swelling of the lips, face and eyes
- Hives or welts
- Tingling sensation in the mouth

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

- Difficult/noisy breathing
- Swelling of the 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 ten 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 auto-injector for use in an emergency. These adrenaline auto-injectors are designed so that anyone can use them in an emergency.

The Individual Anaphylaxis Management Plans

All students at Kingsbury Primary School who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the Principal of Kingsbury Primary 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 Kingsbury Primary 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 auto-injector for the student that has not expired.
- Participate in annual reviews of the student's plan.

Each student's Individual Anaphylaxis Management Plan must include:

- Information about the student's medical condition that relates to allergies 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 and supervision of school staff. This includes; 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.
- An up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

Review and updates to Individual Anaphylaxis Management Plans

- A student's Individual Anaphylaxis Management Plan will be reviewed 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, concerts, class parties, cultural days, incursions.

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 auto-injectors

Adrenaline auto-injectors must be labelled with the student's name. A spare adrenaline auto-injector is located in the Sick Bay.

A copy of a student's Individual Anaphylaxis Management Plan will be located in the student's classroom and the school administration area.

Dependent upon the age of a student and risk of anaphylaxis, the severity of their allergies and the content of their plan, some students may keep their adrenaline auto-injector on their person, rather than in a designated location.

Risk Minimisation Strategies

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

At School

- Consultation with parents/carers with regard to student's food allergies and food choices.
- Students are discouraged from sharing food.
- Ensuring non-food treats/rewards are generally used in the school.
- Parents and year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays.
- School canteen staff trained in appropriate food handling to reduce the risk of cross-contamination.
- Training of all permanent school staff in Anaphylaxis Management.

- Planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending.
- Communicating the identity of students with Individual Anaphylaxis Management Plans to all staff members, including all staff members of the Kingsbury Primary School Out of School Hours Program.
- A general use adrenaline auto-injector is stored in the Sick Bay.

On excursions and camps

Risk management procedures are put in place on camps and excursions that include the following:

- Consultation with parents/carers and camp owners prior to school camps.
- Liaison with the school camp regarding food suitability/food requirement for identified anaphylactic student(s).
- Normal duty of care processes to be followed by school staff.
- Ensuring a student's Individual Anaphylaxis Management Plan and adrenaline auto-injector is taken on camps and excursions. The student's Individual Anaphylaxis Management Plan must be updated and relevant to the circumstances of the individual camp.
- A mobile phone is available for staff on excursions and camps.
- Maintenance of appropriate staff/student ratios and adequate supervision at mealtimes.
- Providing sufficient school staff trained Anaphylaxis Management.

Adrenaline Auto-injectors for General Use

The principal of the school is responsible for arranging the purchase of additional adrenaline auto-injector(s) for general use, as a back up to adrenaline auto-injectors supplied by parents of students who have been diagnosed as being at risk of anaphylaxis. The principal will determine the number of additional adrenaline auto-injector(s) required to be purchased by the school.

Relevant considerations:

- The adrenaline auto-injectors have a limited life span with expiry usually within 12-18 months and will need to be replaced at the school's expense, either at the time of use or expiry, whichever is first.
- The expiry date of adrenaline auto-injectors should be checked regularly as per Occupational Health and Safety requirements.
- Availability for use in the schoolyard, at excursions, camps and special events organised by the school.

Adrenaline auto-injectors for general use can be used when:

- a student's prescribed adrenaline auto-injector does not work, is misplaced, out of date or has already been used, or

- a student is having a suspected first time anaphylactic reaction and does not have a medical diagnosis for anaphylaxis, or
- when instructed by a medical officer after calling 000, or
- a secondary dose is required to be administered when instructed by a medical officer through 000.

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 students Individual Anaphylaxis Management Plan.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by the nominated first aid officers Silvia Murray and Anne Atkinson and stored in the administration area. 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 auto-injectors, where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

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 auto-injector or the school's general use auto-injector, and the student's Individual Anaphylaxis Management Plan, stored at Sick Bay • 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.	Administer an EpiPen or EpiPen Jr (if the student is under 20kg) <ul style="list-style-type: none"> • Remove from plastic container • Form a fist around the EpiPen 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 EpiPen • Note the time the EpiPen is administered • Retain the used EpiPen 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 auto-injectors 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.

Communication Plan

This policy will be available on Kingsbury Primary School's website.

The parents/carers of students who are enrolled at Kingsbury Primary 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 teachers, canteen staff, volunteers, and those who are on training placement are aware of this policy and Kingsbury Primary School's procedures for anaphylaxis management.

Staff Training

The Principal is responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's Anaphylaxis Guidelines:

- The Principal will ensure that the following school staff are appropriately trained in anaphylaxis management:
- School teaching staff who conduct classes attended by students who are at risk of anaphylaxis.
- Education support staff, administration staff, Out of School Hours program staff and any other school member as required by the Principal based on a risk assessment.

Staff required to undertake training 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.
- 10313NAT Course in Anaphylaxis Awareness

Staff are required to attend a briefing on anaphylaxis management and this policy at least twice a year per year (with the first briefing to be held at the beginning of the school year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years.

Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis

- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline auto-injector, including hands on practice with a trainer adrenaline auto-injector
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline auto-injectors that have been provided by parents or purchased by the school for general use.

When a new student enrolls at Kingsbury Primary School who is at risk of anaphylaxis, 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.

The principal will ensure that while students at risk of anaphylaxis are under the care or supervision of the school outside of normal class activities, including in the schoolyard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

RELATED POLICIES AND RESOURCES

- School Policy and Advisory Guide:
 - [Anaphylaxis](#)
 - [Anaphylaxis management in schools](#)
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)
- [First Aid Policy 2020](#)
- [Student Health Support Plan](#)
- ASCIA Action Plan for Anaphylaxis

REVIEW CYCLE

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.

Policy last reviewed	March 2024
Approved by	Principal
Next scheduled review date	March 2025