



Anaphylaxis Management Policy

1. COLLEGE STATEMENT

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

2. PURPOSE

- 2.1** To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate fully in all aspects of the student's college life.
- 2.2** To raise awareness about anaphylaxis and the college's anaphylaxis policy in the college community.
- 2.3** To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and developing 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 AND ADERENALINE AUTOINJECTORS

- 3.1** The Principal or nominee will ensure that an individual management plan is developed, in consultation with the student's parents or carers, 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:
 - 3.3.1** Information about the student's medical condition that relates to the allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has (based on a written diagnosis from a medical practitioner).
 - 3.3.2** Strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of college staff, for in-college and out of college settings including camps and excursions, or at special events conducted, organised or attended by the college.
 - 3.3.3** Information on where the student's medication will be stored.

Dated: May 2018

Person Responsible: Student Wellbeing Manager

Endorsed by College Council: Not required

Review: Annually

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K

- 3.3.4** The student's emergency contact details.
- 3.3.5** An emergency procedures 'Australasian Study of Clinical Immunology and Allergy' (ASCIA) Action Plan referred to as the ASCIA Action Plan will be provided by the parent or carer, 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 signed the emergency procedures plan; and
 - includes an up to date photograph of the student.
- 3.4** College staff will implement and monitor the student's Individual Anaphylaxis Management Plan.
- 3.5** The student's individual management plan will be reviewed, in consultation with the student's parents or carers annually and if any of the following occur:
- 3.5.1** If the student's medical condition changes, relating to the allergy and the potential for anaphylactic reaction,
- 3.5.2** As soon as practicable after a student has an anaphylactic reaction.
- 3.6** It is the responsibility of the parent or carer to:
- 3.6.1** Provide the emergency procedures ASCIA Action Plan.
- 3.6.2** Inform the college if their child's medical condition changes, and if relevant provide an updated ASCIA Action Plan in writing.
- 3.6.3** Provide an up to date photo for the ASCIA Action Plan when the plan is provided to the college and when it is reviewed.
- 3.6.4** promptly replace an autoinjector that has expired or is close to expiry when requested by the college.
- 3.7** A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in the General Office (and uploaded to Compass). Whilst some students keep their adrenaline autoinjector on their person, medication for those that do not will be stored and labelled with their name in the General Office, together with adrenaline autoinjectors for general use.

4. PREVENTION STRATEGIES

- 4.1** Risk Minimisation and Prevention Strategies will be put in place for all relevant in-college and out-of-college settings which include:
- 4.1.1** Classrooms: Individual classroom teacher/CRT to be aware when a student with anaphylaxis is in their class, and be familiar with each student's ASCIA Action Plan for anaphylaxis. All reasonable care will be taken to prevent contact between the student and known allergen/s eg. nuts, or utensils that may have been in contact with allergen/s (such as cutting boards, knives etc.) in food tech areas.
- 4.1.2** Rosalind Park, other outdoor environment, or sporting event (individual risk specific to student): The nominated teacher on yard duty will carry a mobile phone to summon prompt assistance in the event of an anaphylaxis event during lunchtime or recess.
- 4.1.3** Camp/excursion (individual risk specific to student): The excursion organiser will ensure that individually prescribed adrenaline auto injectors (epipen or anapen) are carried by staff members and/or individual student/s and spare autoinjector is taken.

Dated: May 2018

Person Responsible: Student Wellbeing Manager

Endorsed by College Council: Not required

Review: Annually

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K

- 4.1.4** Canteen (individual risk specific to student): All reasonable care will be taken to prevent contact between the student and known allergens (eg. nuts, or utensils that may have been in contact with allergen/s (such as cutting boards, knives etc.) in food preparation areas of canteen.
- 4.1.5** Students will be responsible for managing prevention strategies when offsite during study periods and breaks.

5. COLLEGE MANAGEMENT AND EMERGENCY RESPONSE

- 5.1** The college will maintain a complete and up to date list of students identified as having a medical condition that relates to any allergy or allergies with the potential for anaphylactic reaction.
- 5.2** The college will provide summaries of ASCIA Action Plans which will be:
 - 5.2.1** available in each staffroom, at the general office and in the college canteen
 - 5.2.2** given to the organiser of each college excursion
- 5.3** Adrenaline Autoinjectors
 - 5.3.1** The First Aid Coordinator will purchase adrenaline autoinjector(s) for general use (purchased by the college) and as a back up to those supplied by parents.
 - 5.3.2** The First Aid Coordinator will check expiry dates for adrenaline autoinjector(s) each term
 - 5.3.3** The First Aid Coordinator in consultation with the Student Wellbeing Manager will determine the number of additional adrenaline autoinjector(s) required. In doing so, the Student Wellbeing Manager will take into account the following relevant considerations:
 - the number of students enrolled at the college 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 college, including in the college yard, and at excursions, camps and special events conducted or organised by the college
 - 5.3.4** The adrenaline autoinjectors for general use will need to be replaced at the college's expense, either at the time of use or expiry, whichever is first.
- 5.4** Information about the storage and accessibility of adrenaline autoinjectors
 - 5.4.1** Adrenaline autoinjectors will be stored in an unlocked cupboard, accessible to college staff at all times in the general office and/or carried by students.
 - 5.4.2** Adrenaline autoinjectors will be stored at room temperature
- 5.5** Details of Individual Anaphylaxis Management Plans and ASCIA Action Plans will be kept by the First Aid Coordinator in the General Office. Abridged versions will be provided to all classroom teachers and their anaphylactic status will be alerted on the college student information management portal.
- 5.6** Individual students will carry an adrenalin autoinjector and parents may provide a spare adrenalin autoinjector which will be kept in the General Office and be monitored by the First Aid Coordinator.

Dated: May 2018

Person Responsible: Student Wellbeing Manager

Endorsed by College Council: Not required

Review: Annually

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K

6. COMMUNICATION PLAN

- 6.1** The Principal or nominee 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.
- 6.2** 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 college yard, on college excursions, on college camps and special event days.
- 6.3** All staff will be briefed once each semester by a staff member who has up to date anaphylaxis management training on:
- 6.3.1** The college's anaphylaxis management policy.
 - 6.3.2** The causes, symptoms and treatment of anaphylaxis.
 - 6.3.3** The identities of students diagnosed at risk of anaphylaxis and where their medication is located.
 - 6.3.4** How to use an adrenaline autoinjector device.
 - 6.3.5** The college's first aid and emergency response procedures.

7. STAFF TRAINING AND EMERGENCY RESPONSE

- 7.1** All college staff will receive appropriate training in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.
- 7.2** All college staff must have completed an approved online anaphylaxis management training course (ASCIA eTraining Course 22303VIC, 22300VIC or 10313NAT) in the last two years or an approved face-to-face anaphylaxis management training course in the last three years.
- 7.3** All college staff must participate in a briefing on anaphylaxis management and this policy at least twice per calendar year (with the first briefing to be held at the beginning of the college year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last two years, including the First Aid Coordinator and Student Wellbeing Manager. Each briefing will address:
- the college's Anaphylaxis Management Policy;
 - the causes, symptoms and treatment of anaphylaxis;
 - the identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction and where their medication is located;
 - how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline Autoinjector device;
 - the college's general first aid and emergency response procedures; and
 - the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the college for general use.
- 7.4** In the event that the relevant training and briefing has not occurred, the Principal or nominee will develop an interim Individual Anaphylaxis Management Plan in consultation with the parents of any affected student with a medical condition that relates to allergy and the potential

Dated: May 2018

Person Responsible: Student Wellbeing Manager

Endorsed by College Council: Not required

Review: Annually

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K

for anaphylactic reaction. Training will be provided to relevant college staff as soon as practicable after the student enrolls, and preferably before the student's first day at the college.

- 7.5** The Principal or nominee will ensure that while the student is under the care or supervision of the college, including excursions, yard duty, camps and special event days, there is a sufficient number of college staff present who have successfully completed an Anaphylaxis Management Training course.
- 7.6** All staff new to the college will be briefed on the anaphylaxis management policy through the college induction program. An anaphylaxis management training course will be provided to these staff as soon as practicable after commencement.
- 7.7** The college's first aid procedures and student's ASCIA Action Plan will be followed in responding to an anaphylactic reaction. 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 autoinjector or the school's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored at the General 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 EpiPen</p> <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 autoinjectors are available.
5.	Contact the student's emergency contacts.

- 7.8** 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. (Note: If in doubt, it is better to use an adrenaline autoinjector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over treatment of a mild to moderate allergic reaction).

Dated: May 2018

Person Responsible: Student Wellbeing Manager

Endorsed by College Council: Not required

Review: Annually

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K

8. FURTHER INFORMATION 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](#)

Dated: May 2018

Person Responsible: Student Wellbeing Manager

Endorsed by College Council: Not required

Review: Annually

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K