



ANAPHYLAXIS MANAGEMENT POLICY

Colac Primary School will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department of Education and Early Childhood Development from time to time.

Individual Anaphylaxis Management Plans

The Principal will ensure that an Individual Anaphylaxis Management Plan is developed, in consultation with the student's Parents, for any student who has been diagnosed by a Medical Practitioner 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 student's medical condition that relates to 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);
- strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of School Staff, for in-school and out-of-school settings 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 strategies;
- information on where the student's medication will be stored;
- the student's emergency contact details; and
- An ASCIA (*Australian Society of Clinical Immunology and Allergy*) Action Plan.

School Staff will then implement and monitor the student's Individual Anaphylaxis Management Plan.

The student's Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student's Parents in all of the following circumstances:

- annually;
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes;
- as soon as practicable after the student has an anaphylactic reaction at School; and
- when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the School (e.g. class parties, elective subjects, cultural days, fetes, incursions).

It is the responsibility of the Parents to:

- provide the ASCIA Action Plan;
- inform the School in writing if their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan;

- provide an up to date photo for the ASCIA Action Plan when that Plan is provided to the School and when it is reviewed; and
- provide the School with an Adrenaline Autoinjector that is current and not expired for their child.

Prevention Strategies

Colac Primary School will seek to ensure that risk is minimised through the following strategies:

- during classroom activities (including class rotations, specialist and elective classes); Teachers will use materials other than those included on student allergy documents
- in canteens; all food items are purchased from a regular supplier and parents made aware of food choices annually. These do not change throughout the year.
- during recess and lunchtimes; Students have a specified eating time in the classroom and are supervised by a wind manager.
- before and after school; and in the yard: Individual anaphylaxis plans are contained in the yard duty folder that the teacher must carry. Staff are in orange high visibility vests to ensure they can respond promptly

School Management and Emergency Response

- The school maintains a complete and up to date list of students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction;
- details of Individual Anaphylaxis Management Plans and ASCIA Action Plans are located:
 - in a classroom;
 - in the school yard duty folders;
 - in the stadium, office & staffroom;
 - on school excursions in student medical folder;
 - on school camps in camp medical folder; and
 - at special events conducted, organised or attended by the school.
- All Adrenaline Auto injectors are located in the administrative office and MUST be taken to all camps, excursions and activities that the student attends;
- how communication with School Staff, students and Parents is to occur in accordance with a communications plan.
- Adrenaline Auto injectors for General Use: The Principal will purchase an Adrenaline Auto injector for General Use (purchased by the School) and as a back up to those supplied by Parents.
- The Adrenaline Auto injector for General Use is also stored in the Administration Office.

Communication Plan

The School's Anaphylaxis Management Policy is made available to parents and students on the school website. It is included as part of the staff induction annually.

Each student individual anaphylactic plan contains information about how to respond to an anaphylactic reaction by a student.

Volunteers and casual relief staff of students who will be working with students with a medical condition that relates to allergy and the potential for anaphylactic reaction have the students individual anaphylactic management plan in the front of the classroom CRT folder and visible in other locations including the office, staffroom, canteen, classroom and stadium. In responding to an anaphylactic reaction by a student in their care they are to follow the plan.

It is the responsibility of the Principal of the School to ensure that relevant School Staff are:

- trained; and
- briefed at least twice per calendar year.

Staff Training

The following School Staff will be appropriately trained:

- School Staff who conduct classes that students with a medical condition that relates to allergy and the potential for anaphylactic reaction; and
- Any further School Staff that are determined by the Principal.

The identified School Staff will undertake the following training:

- an Anaphylaxis Management Training Course in the three years prior; and
- participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) on:
 - o the School's Anaphylaxis Management Policy;
 - o the causes, symptoms and treatment of anaphylaxis;
 - o 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;
 - o how to use an Adrenaline Autoinjector, including hands on practise with a trainer Adrenaline Autoinjector device;
 - o the School's general first aid and emergency response procedures; and
 - o the location of, and access to, Adrenaline Autoinjector that have been provided by Parents or purchased by the School for general use.

The briefing must be conducted by a member of School Staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months.

In the event that the relevant training and briefing has not occurred, the Principal 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 for anaphylactic reaction. Training will be provided to relevant School Staff as soon as practicable after the student enrolls, and preferably before the student's first day at School.

The Principal will ensure that while the student is under the care or supervision of the School, including excursions, yard duty, camps and special event days, there is a sufficient number of School Staff present who have successfully completed an Anaphylaxis Management Training Course in the three years prior.

Note: A video has been developed and can be viewed from <http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>

Annual Risk Management Checklist

The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.