



Alkira
Secondary College

Personalised learning for all. Respect for the individual learner.

15 Nurture Avenue, Cranbourne North 3977
PO Box 4314, Narre Warren South 3805
Victoria, Australia
Phone: 5991 3500 Fax: 5991 3599
Email: alkira.sc@edumail.vic.gov.au
Website: www.alkirasecondarycollege.com.au

ANAPHYLAXIS Policy

Rationale:

Anaphylaxis is an acute allergic reaction to certain food items and insect stings. The condition develops in approximately 1-2% of the population. The most common allergens are nuts, eggs, cow's milk and bee or other insect stings, and some medications. **Ministerial Order 706 - Anaphylaxis Management in Victorian Schools** outlines areas that schools need to address in managing students at risk of anaphylaxis to ensure they meet the legislative and policy requirements

Aims:

To provide a safe and healthy College environment that takes into consideration the needs of all students, including those who may suffer from anaphylaxis. The College will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.

Implementation:

- Anaphylaxis is a severe and potentially life-threatening condition.
- Signs and symptoms of anaphylaxis include hives/rash, tingling in or around the mouth, abdominal pain, vomiting or diarrhoea, facial swelling, cough or wheeze, difficulty breathing or swallowing, loss of consciousness or collapse, or cessation of breathing.
- Anaphylaxis is best prevented by knowing and avoiding the allergens.
- Our College will manage anaphylaxis by complying with MO706 and associated guidelines; including:
 - The creation of a School Anaphylaxis Supervisor, who has successfully completed an approved anaphylaxis management training course in the last 2 years;
 - Providing professional development for all staff;
 - Identifying susceptible students and knowing their allergens;
 - The College will raise staff, student and school community awareness about severe allergies and the School's Anaphylaxis Management Policy through annual staff training and informing the community via the newsletter.
 - Ensuring staff are provided with regular professional development on the identification and response to anaphylaxis and the proper use of an EpiPen.
 - Requiring parents to provide an emergency management plan developed by a health professional and an EpiPen if necessary, both of which will be maintained in the first aid room for reference as required. The development and regular review of Individual Anaphylaxis Management Plans for affected students will be required;

- In the event of an anaphylactic reaction, the school's first aid and emergency management response procedures and the student's Individual Anaphylaxis Management Plan must be followed;
 - Prevention strategies will be used by the school to minimise the risk of an anaphylactic reaction; such as allowing food sharing, and restricting food to that approved by parents;
 - The College will purchase 'backup' adrenaline auto-injector(s) as part of the school first aid kit(s), for general use;
 - The completion of an Annual Anaphylaxis Risk Management Checklist.
- General First Aid training does **NOT** meet the anaphylaxis training requirements under MO706. All staff are to participate in a briefing by the school nominated School Anaphylaxis Supervisor, which needs to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) on:
 - Legal requirements as outlined in Ministerial Order 706;
 - Pictures of the students at Alkira SC at risk of anaphylaxis, their allergens, year levels and risk management plans that are in place;
 - Information about ASCIA Anaphylaxis e-training
 - In the event that the relevant training has not occurred for a member of staff who has a child in their class at risk of anaphylaxis, the Principal (or their representative) will develop an interim Individual Anaphylaxis Management Plan in consultation with the parents of any affected student. Training will be provided to relevant school staff as soon as practicable after the student enrolls.
 - 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.
 - The following school staff will be appropriately trained:
 - School staff who conduct classes attended by students who are at risk of anaphylaxis
 - Any other school staff as determined by the Principal to attend (for example all canteen staff, admin staff, first aiders, volunteers etc.)
 - School staff will complete one of the following options to meet the anaphylaxis training requirements of MO706, as determined by the Principal.

Option	Completed by	Course	Provider	Cost	Valid for
Option 1	All school staff	<i>ASCIA Anaphylaxis e-training for Victorian Schools</i> followed by a competency check by the School Anaphylaxis Supervisor	ASCIA	Free to all schools	2 years
	AND 2 staff per school (School Anaphylaxis Supervisor)	<i>Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC</i>	Asthma Foundation	Free from the Asthma Foundation (for State schools)	3 years
Option 2	School staff as determined by the Principal	<i>Course in First Aid Management of Anaphylaxis 22300VIC</i>	Any RTO that has this course in their scope of practice	Paid by each school	3 years
Option 3	School staff as determined by the Principal	<i>Course in Anaphylaxis Awareness 10313NAT</i>	Any RTO that has this course in their scope of practice	Paid by each school	3 years

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 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 and 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, 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;
- Information on 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.

Anaphylaxis Management Plan review

Students with anaphylaxis will have their management plan reviewed, in consultation with the student's parents in all of the following circumstances:

- Annually
- If the student's medical condition (relating to an allergy and the potential for anaphylactic reaction), changes;
- As soon as practicable after the student has an anaphylactic reaction at school;
- When the student will 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 and work experience, cultural days, fetes, concerts, events at other schools, competitions or incursions).

Parent Responsibility

Parents of anaphylactic children must:

- Obtain the ASCIA Action Plan for Anaphylaxis from their medical practitioner and provide a copy to the school;
- Immediately inform the school in writing if there is a change in their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, and if relevant 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 an adrenaline Autoinjector that is current (i.e. the device has not expired) for their child and participate in annual reviews of their child's Plan.

School planning and emergency response

Procedures relating to anaphylactic reactions include:

- A complete and up to date list of students identified as being at risk of anaphylaxis;
- Details of Individual Anaphylaxis Management Plans and ASCIA Action Plans for Anaphylaxis and where these are located within the school and during school excursions, school camps and special events conducted, organised or attended;
- Communication of storage and accessibility of adrenaline Autoinjector, including those for general use;
- How and when appropriate communication with school staff, students and parents is to occur;

Adrenaline Autoinjector for general use

The Principal will purchase adrenaline Autoinjector(s) for general use (purchased by the school) and as a back up to those supplied by parents. The Principal will also need to determine the **number** of additional adrenaline Autoinjector(s) required to be purchased by the school.

Risk Minimisation strategies for schools

Appendix A of this policy relates to the Risk Management Strategies specific to In-School Settings / Out of School Settings.

Annual risk management checklist

The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Training to monitor compliance with their obligations. The annual checklist is designed to step schools through each area of their responsibilities in relation to the management of anaphylaxis in schools. **Appendix B** of this policy lists the specific criteria.

References:

- DET (Policy reference guide) 2016
- VRQA

Evaluation:

This policy will be reviewed as part of the College's three-year review cycle.

This policy was last ratified by School Council in **October 2016**