



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 9308 1144.

### PURPOSE

To explain to Craigieburn Secondary College 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 Craigieburn Secondary College 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 and volunteers
- 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

Craigieburn Secondary College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

#### 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 in the mouth.



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

- Difficult/noisy breathing
- Swelling of 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 autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

### Individual Anaphylaxis Management Plans

All students at Craigieburn Secondary College 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's delegate (School Nurse) 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 Craigieburn Secondary College 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 autoinjector 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



## Anaphylaxis Policy

- Strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, 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 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 red ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

A student's Individual Anaphylaxis Management Plan will be reviewed and updated 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 and concerts.

Craigieburn Secondary College 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 autoinjectors

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in the sick bay, together with the student's adrenaline autoinjector. Adrenaline autoinjectors must be labelled with the student's name.

At the Principal's/delegate's discretion a student may be able to keep their autoinjector on them - A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis and autoinjector in the sick bay. The ASCIA Action Plans are also located in the front office, staff room, sub schools, food technology (scullery) and uploaded onto a student's Compass profile.

With Principal/delegate's permission students are encouraged to keep their adrenaline autoinjectors on them at all times while at school.

Adrenaline autoinjectors for general use are available at the sick bay, the library, the food technology area and the front office and are labelled "general use".

### Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Craigieburn Secondary College, we have put in place the following strategies:



### **In School Settings:**

- Garbage bins at school are to remain covered with lids to reduce the risk of attracting insects
- Tongs must be used when picking up papers or rubbish in the playground.
- Food technology teachers will be informed of students' allergies to reduce the risk of contamination.
- General use autoinjectors will be stored at the sick bay, front office, the library and the food technology area.
- 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.

### **Yard**

- All School staff on yard duty must be trained in the administration of an autoinjector, be able to respond quickly to an anaphylactic reaction if needed and know the location of the nearest autoinjector to their yard duty location.
- Staff on yard duty should carry a communication device to notify the general office of an anaphylactic reaction in the yard. Teachers should not leave a student who is experiencing an anaphylactic reaction unattended – the teacher must direct another person to bring the autoinjector.

### **Special events e.g. sporting events**

- A sufficient number of trained staff will be in attendance at the event and will be made aware of the location of first aid equipment and autoinjectors.
- The student's individual autoinjector, ASCIA Action Plan and a mobile phone must be taken on all field trips/excursions
- Spare autoinjectors and management plans of students attending the special event must be included in the first aid kit/s
- Staff must know where the autoinjectors are located and how to access them if required.

### **Out-of-school Settings:**

#### **Field Trips and Excursions**

- The student's individual autoinjector, ASCIA Action Plan and a mobile phone must be taken on all field trips/excursions
- A staff member or team of staff who have been trained in the recognition of anaphylaxis and the administration of the autoinjector must accompany the student on field trips or excursions. All staff present during the field trip or excursion need to be aware if there is a student at risk of anaphylaxis.

Staff must develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction.



### Camps and Remote Settings

- Students should carry their own autoinjector at all times.
- The spare school autoinjector should be carried in the school first aid kit but be accessible at all times.
- A risk management strategy for students at risk of anaphylaxis for school camps will be developed in consultation with the student's parents/carers.
- Staff should liaise with parents/carers to develop alternative menus or allow students to bring their own meals.
- Camps must be advised in advance of any students with food allergies.
- The student's autoinjector, ASCIA Plan and a mobile phone must be taken on camp along with a Satellite phone if in remote area.
- All staff who accompany students at risk on camp must be trained in the recognition of anaphylaxis symptoms and the administration of an autoinjector.
- An emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction must be developed.
- Students with anaphylactic responses to insects should always wear closed shoes and long-sleeved garments when outdoors and should be encouraged to stay away from areas of high insect concentrations.

### Adrenaline autoinjectors for general use

Craigieburn Secondary College will maintain a supply of adrenaline autoinjector(s) for general use, as a back-up to those provided by parents and carers for specific students, and also for students who may suffer from a first time reaction at school.

Adrenaline autoinjectors for general use will be stored at the sick bay, the library, food technology area and the front office and labelled "general use".

The Principal's delegate (School Nurse) is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- The number of students enrolled at Craigieburn Secondary College at risk of anaphylaxis.
- The accessibility of adrenaline autoinjectors supplied by parents.
- The availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events.
- The limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry.

### 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 student's Individual Anaphylaxis Management Plan.



## Anaphylaxis Policy

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by the school nurse and stored at the Sick Bay. For camps, excursions and special events, the College Operations EO and School Nurse 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 autoinjectors, 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"> <li>Lay the person flat</li> <li>Do not allow them to stand or walk</li> <li>If breathing is difficult, allow them to sit</li> <li>Be calm and reassuring</li> <li>Do not leave them alone</li> <li>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 sick bay or closest location.</li> <li>If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5</li> </ul>
2.	<p>Administer an EpiPen or EpiPen Jr (if the student is under 20kg)</p> <ul style="list-style-type: none"> <li>Remove from plastic container</li> <li>Form a fist around the EpiPen and pull off the blue safety release (cap)</li> <li>Place orange end against the student's outer mid-thigh (with or without clothing)</li> <li>Push down hard until a click is heard or felt and hold in place for 3 seconds</li> <li>Remove EpiPen</li> <li>Note the time the EpiPen is administered</li> <li>Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration</li> </ul> <p><b>OR</b></p> <p>Administer an Anapen® 500, Anapen® 300, or Anapen® Jr.</p> <ul style="list-style-type: none"> <li>Pull off the black needle shield</li> <li>Pull off grey safety cap (from the red button)</li> <li>Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing)</li> <li>Press red button so it clicks and hold for 10 seconds</li> <li>Remove Anapen®</li> <li>Note the time the Anapen is administered</li> <li>Retain the used Anapen to be handed to ambulance paramedics along with the time of administration</li> </ul>
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.

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.

Craigieburn Secondary College can use either the EpiPen® or Anapen® on any student suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.

Where possible, Craigieburn Secondary College will consider using the correct dose of adrenaline autoinjector depending on the weight of the student. However, in an emergency if there is no other option available, any device will be administered to the student.

[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. Refer to:

<https://www2.education.vic.gov.au/pal/anaphylaxis/guidance/9-school-planning-and-emergency-response>

### Communication Plan

This policy will be available on the Craigieburn Secondary College website so that parents and other members of the school community can easily access information about Craigieburn Secondary College's anaphylaxis management procedures. The parents and carers of students who are enrolled at Craigieburn Secondary College and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The Principal's delegate is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Craigieburn Secondary College's procedures for anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk. A copy of this policy and a copy of the students who are at risk of Anaphylaxis should be located in every CRT folder and be provided to all Canteen staff.

The Principal team and the Principal's delegate (School Nurse) are also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's [Anaphylaxis Guidelines](#).

### Staff training

The Principal team and the Principal's delegate (School Nurse) will ensure that the following school staff are appropriately trained in anaphylaxis management:

All Staff at Craigieburn Secondary College are required to undertake Anaphylaxis management training under the Ministerial order 706 and must have completed:



# Craigieburn Secondary College

RESPECT RESPONSIBILITY and ACHIEVEMENT in our learning COMMUNITY

## Anaphylaxis Policy

---

- 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.

Craigieburn Secondary College uses the following ASCIA eTraining course: <https://etrainingvic.allergy.org.au/>

School anaphylaxis verifiers the School Nurse and additional Anaphylaxis Supervisor will complete the following course through Hero HQ: Training in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC (Verifying courses must be completed every three years).

All staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by School Nurse 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 autoinjector, including hands on practice with an EpiPen and AnaPen trainer adrenaline autoinjectors.
- The school's general first aid and emergency response procedures
- The location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

When a new student enrolls at Craigieburn Secondary College who is at risk of anaphylaxis, the Principal's delegate (School Nurse) 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.

A record of Anaphylaxis staff training courses and briefings will be maintained at Craigieburn Secondary College in accordance with Craigieburn Secondary College's Emergency Management Plan.

The Principal's delegate (Operations Assistant 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 school yard, 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.





# Craigieburn Secondary College

RESPECT RESPONSIBILITY and ACHIEVEMENT in our learning COMMUNITY

## Anaphylaxis Policy

### FURTHER INFORMATION AND RESOURCES

School Policy and Advisory Guide: <https://www2.education.vic.gov.au/pal>

Anaphylaxis Policy: <https://www2.education.vic.gov.au/pal/anaphylaxis/policy>

- Ministerial Order 706: [https://www.education.vic.gov.au/Documents/school/teachers/health/Anaphylaxis\\_MinisterialOrder706.pdf](https://www.education.vic.gov.au/Documents/school/teachers/health/Anaphylaxis_MinisterialOrder706.pdf)
- ASCIA Guidelines: <https://www.allergy.org.au/hp/papers/acute-management-of-anaphylaxis-guidelines>
- Royal Children's Hospital: [https://www.rch.org.au/allergy/about\\_us/Allergy\\_and\\_Immunology/](https://www.rch.org.au/allergy/about_us/Allergy_and_Immunology/)
- Health Care needs: <https://www2.education.vic.gov.au/pal/health-care-needs/policy>
- First Aid policy: <https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy>

### POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Approved by	Principal
Next scheduled review date	August 2023

The Principal's delegate 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.