

## Anaphylaxis Management Policy

### **RATIONALE:**

Under the Education and Training Reform Act 2006 (Vic) (s 4.3.1 (6)(c)) (the Act), all schools must develop an anaphylaxis management policy, where the school knows or ought to reasonably know, that a student enrolled at the school has been diagnosed as being at risk of anaphylaxis.

'Ministerial Order No. 706: Anaphylaxis Management in Victorian schools' (Ministerial Order No. 706) prescribes specific matters that schools applying for registration and registered schools in Victoria must contain in their anaphylaxis management policy for the purposes of section 4.3.1(6)(c) of the Act.

### *Commitment to Child Safety*

St Mary's College for the Deaf is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision making. St Mary's College has zero tolerance for child abuse. St Mary's College is committed to providing a child safe environment where children and young people are safe, and their voices are heard about decisions that affect their lives. Every person involved in St Mary's College has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

### **PURPOSE:**

To explain to all St Mary's 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 St Mary's College is compliant with Ministerial Order 706. This policy aligns with that of our partner schools and as such, the implementation of either the partner school Anaphylaxis Policy or the St Mary's College Anaphylaxis Policy should ensure a safe environment for all students in those environments.

### **SCOPE**

This policy applies to:

- all staff, including casual relief staff and volunteers at all St Mary's College campuses
- all students who have been diagnosed with anaphylaxis or who may require emergency treatment for an anaphylactic reaction and their parents and carers.

## **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 medications.

### *Symptoms*

Symptoms of a mild to moderate allergic reactions 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.

## **IMPLEMENTATION:**

### **INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS:**

All students at St Mary's College who are diagnosed as being at risk of suffering from an anaphylactic reaction by a medical practitioner must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the principal of St Mary's College is responsible for developing a management plan in consultation with the student's parents/carers and partner school. The Principal may delegated finalizing the details of the plan to the Deputy Principal St Mary's College at a particular campus and appropriate Deputy Principal of the partner school who have detailed knowledge of that school environment.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at St Mary's 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 auto injector for the student, that is 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 allergy 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 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 or partner 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 Plans*

A student's Individual Anaphylaxis 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
- a student is participating in an off-site activity, including camps and excursions, or at special events including feast days and concerts.

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*

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis:

- on the online parent/school portal Operoo,
- on the SMC LMS - SIMON,
- on the relevant partner school LMS,
- in the locations specified by the partner school for their own students identified as having an ASCIA Action Plan (e.g. Health Centre, First Aid room).

Adrenaline Autoinjectors are labelled with the student's name and photograph and will be located in the Health Centre/First Aid room at each partner school.

Adrenaline Autoinjectors for general use are organised and provided for at each campus by the partner schools as hosts of the campus. These are available in the First Aid room/Health Centre, stored in yard duty bags and excursion first aid kits.

### **RISK MINIMISATION STRATEGIES**

Risk Minimisation and Prevention Strategies that St Mary's College puts in place are general in nature. For all specific and targeted strategies, the relevant Anaphylaxis Management Policy of the partner school hosting a St Mary's College campus should be referred to. With detailed knowledge of the community environment,

partner school policies cover all relevant in-school and out-of-school settings which include (but are not limited to) the following:

- During classroom activities (including class rotations, specialist and elective classes);
- Between classes and other breaks;
- In canteen;
- During recess and lunchtimes;
- Before and after school; and
- Camps and excursion, or at special events conducted, organised or attended by the school (eg. Class parties, elective subjects and work experience, cultural days, fetes, concerts, events at other schools, competitions and incursions).

The key to prevention of anaphylaxis is the identification of allergens and prevention of exposure to them. St Mary's College campus staff with care of students in those locations can employ a range of practical prevention strategies to minimise exposure to known allergens. The following documents refer to specific settings and considerations for each site:

- ✚ Dandenong Campus - [St John's Regional College Anaphylaxis Management Policy](#)
- ✚ Ringwood Campus – [Aquinas College Anaphylaxis Management Policy](#)
- ✚ South Morang College – [Marymede Catholic College Anaphylaxis Management Policy](#)
- ✚ Sunbury Campus – [Salesian College Sunbury Anaphylaxis Management Policy](#)
- ✚ Wantirna Campus – [Holy Trinity Anaphylaxis Management Policy](#)

## EMERGENCY RESPONSE PROCEDURE

Staff action to be taken if a student shows signs and symptoms of an allergic reaction:

- A member of school staff should remain with the student who is displaying symptoms of anaphylaxis at all times. As per instructions on ASCIA action plan for anaphylaxis 'lay the person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit'.
- Call an ambulance and stay on the line to them (this should not delay locating and administering the Adrenaline Autoinjector)
- Another member of staff is to locate the students Adrenaline Autoinjector and ASCIA management plan or a generic Adrenaline Autoinjector and notify College nurse/ first aid attendant ASAP
- The Adrenaline Autoinjector should be administered as soon as possible as per the instructions on the ASCIA action plan, note the time it is administered.
- Stay with the student until the ambulance arrives and follow all instructions given by the 000 staff.
- Contact parents as soon as practicable
- If a student appears to be having a severe allergic reaction but has not previously been diagnosed with anaphylaxis, locate and administer a 'generic' Adrenaline Autoinjector & follow instructions on the ASCIA Action plan for general use, ensure an ambulance has been called & contact parents ASAP

## ADRENALINE AUTOINJECTORS FOR GENERAL USE

Each partner school has purchased Adrenaline Autoinjectors for General Use and as a back up to those supplied by parents. The number of additional Adrenaline Autoinjectors required by the school will be determined by the following considerations:

- The number of students enrolled at the School 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 School, including In the school yard, and at excursions, camps and special events conducted or organised by the School; and
- The Adrenaline Autoinjectors for General Use have a limited life, usually expiring 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.

## COMMUNICATION PLAN

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

All staff, casual relief teachers, ES and student teachers undertake an induction and are made aware of this policy through either the staff induction process at St Mary's, the partner school or Campus Organiser (casual staff) as determined by the Deputy Principal at each site.

A Deputy Principal of each campus is responsible for ensuring that all relevant staff and casual relief staff are aware of this policy and St Mary's College 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.

## STAFF TRAINING

The following staff at will receive appropriate training in anaphylaxis management, consistent with DET Anaphylaxis Guidelines.

- College staff who conduct classes attended by students who are at risk of anaphylaxis
- All staff working with primary students
- Any other College staff as determined by the principal (St Mary's has committed to having as many school staff trained as far as practicable)

St Mary's staff are generally invited to be part of training organised and conducted through each partner school. This involves successful completion of:

- an approved face-to-face anaphylaxis management training course conducted in the last three years, or
- the ASCIA eTraining anaphylaxis management online course and practical demonstration conducted in the last two years.

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