ANAPHYLAXIS POLICY

Melton South Primary School

Anaphylaxis is a severe, rapidly progressive life-threatening allergic reaction. Therefore, it is of the highest importance that Melton South Primary School staff members be aware of anaphylaxis and the management of the students at risk, its symptoms and triggers and preventions of exposure to those triggers and to provide staff and the school community with education about the condition and management and care within our school environment.

PURPOSE

To explain to Melton South 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 Melton South 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

Melton South Primary School will fully comply with Ministerial Order 706 and the associated guidelines and other legislative requirements 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 Melton South 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 and the school's First Aid Officer will support the development of a plan in consultation with the student's parents/carers. The completed plan will then be signed by both the parent/carers and the Principal.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Melton South 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 (ASCIA: Australasian Society of Clinical Immunology of Allergy).
- 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
- strategies to minimize 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, organized or attended by the school
- the name of the person(s) responsible for implementing the risk minimization 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 Management Plans

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.

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 autoinjectors

A copy of each students Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis, together with the student's adrenaline autoinjector, which will be clearly labelled with their name and will be with them in their classroom and go with them to every specialist, assembly and any events. There will be a second back up Autoinjector kept in the first aid room clearly labelled with a copy of the child's ASCIA Action Plan.

To ensure all staff are made aware of the students at risk of an anaphylactic reaction, their Individual Action Plans will be on display in their classroom, all specialist areas, front office, staffroom, canteen, CRT Folders, yard duty bags and first aid room

Risk Minimization Strategies

Melton South will put in place an Anaphylaxis Management Plan with strategies to reduce the possibility of a student suffering from an anaphylactic reaction at school.

- during classroom activities (including class rotations, specialist and elective classes)
- between classes and other breaks
- in canteens
- during recess and lunchtimes
- camps and excursions, or at special events conducted, organized 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).

To help reduce the risk of a student suffering from an anaphylactic reaction at Melton South Primary School, we have put in place the following strategies:

- *staff and students are regularly reminded to wash their hands after eating;*
- *students are discouraged from sharing food*
- *all staff are aware of the children who are at risk of an Anaphylaxis Reaction*
- *garbage bins at school are to remain covered with lids to reduce the risk of attracting insects*
- *school canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination*
- *year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays*
- *a general use autoinjector EpiPen will be stored at the first aid room*
- *Planning for off-site activities will include risk minimization strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staffs, emergency response procedures and other risk controls appropriate to the activity and students attending.*
- *A copy of the child's Individual Anaphylaxis Management Plan is followed*
- *The disposal of used Autoinjectors in accordance with the Occupational Health and Safety rules will be followed*

Camps and Special Events Participation

Schools should ask parents/carers to complete a Medical information form – day excursions (DOCX). Consideration must be given to food provided at camps and special events to prevent anaphylactic incidents. Risk minimization strategies relating to food provision at camps at school events should form part of the school anaphylaxis management policy and individual anaphylaxis management plans.

Anaphylaxis
Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. Common allergens include:

- Eggs
- Peanuts
- Tree nuts such as cashews
- Cow's milk
- Fish and shellfish
- Wheat
- Soy
- Sesame
- Insect stings and bites
- Medications

Adrenaline autoinjectors for general use

Melton South Primary School will maintain a supply of adrenaline autoinjectors 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 first aid room and labelled "school EpiPen" for general use.

The principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at Melton South Primary School 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.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by first aid officer and stored at first aid room. For camps, excursions and special events, a designated staff member 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.	● 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 classroom and first aid room ● 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.	Administer an Anapen® 500, Anapen® 300, or Anapen® Jr. as advised in plan • Pull off the black needle shield • Pull off grey safety cap (from the red button) • Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing) • Press red button so it clicks and hold for 3 seconds • Remove Anapen® • Note the time the Anapen is administered Retain the used Anapen 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 another 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.

[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.

Communication Plan

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

The principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Melton South Primary Schools 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 be made aware of the students at risk in their care, through the CRT Folder and their role in responding to an anaphylactic reaction.

The principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines.*

Staff training

The principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

- School staff who conduct classes attended by students who are at risk of anaphylaxis
- The Principal will determine also who will receive training, based on a risk assessment of the particular circumstances at our school. All school staff who conduct specialist classes, all teaching

staff, admin staff, first aiders and any other member of school staff as required by the principal based on a risk assessment, will be trained.

Staff who are required to undertake training must have completed:

- 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.

Melton South Primary School uses the following training course First Aid Management of Anaphylaxis.
22578Vic - This is included as part of the First Aid course (done only by selected staff)
22579Vic – In 2025 First Aid staff become Anaphylaxis Verifiers.

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 a staff member 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 a trainer adrenaline autoinjector
- 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 Melton South Primary School who is at risk of anaphylaxis, the principal and first aid officer 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.

The 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.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
  - Anaphylaxis
  - Anaphylaxis management in schools
- Allergy & Anaphylaxis Australia: Risk minimization strategies
- ASCIA Guidelines: Schooling and childcare
- Royal Children's Hospital: Allergy and immunology

REVIEW CYCLE AND EVALUATION

This policy was last updated in 2024 and is scheduled for review in **2025**

The principal 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.

Date Reviewed	Oct 2024
Author	Assistant Principal Natalie Sadler
Principal Approved	Yes Marilyn Costigan 25/7/2025
Consultation Required	Yes
School Council Approved	Yes
School Council Noted	At Meeting
Mandatory	Yes
VRQA	Yes
Responsible for Review	Natalie Sadler
Review Date	July 2026
Published	Website/Internally