ANAPHYLAXIS MANAGEMENT POLICY

School Name
Western Autistic School

School Statement
Western Autistic School will comply fully with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.

Staff members as well as students may be at risk of anaphylaxis and so this policy covers the Management of Anaphylaxis for all people at Western Autistic School.

Individual Anaphylaxis Management Plans
The Principal will ensure that an Individual Anaphylaxis Management Plan is developed in consultation with the person or a person’s parents or guardian, for any person 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 enrols at the school and where possible before their first day of school. Upon receipt of the enrolment form, where a student is identified as at risk of anaphylaxis, the office staff member responsible for enrolments, should notify the Campus Principal immediately. The Campus Principal will promptly organise a meeting between the student’s Parents/Guardians and the person’s teachers where an Individual Anaphylaxis Management Plan for the person will be developed.

A staff member who identifies himself or herself at risk of anaphylaxis, will be asked to provide a spare adrenaline auto injector and an ASCIA Action Plan. These will be stored in the same manner as the students’.

An ASCIA Action Plan, completed by a Medical Practitioner, is part of the IAMP. See Appendix 1. Parents will provide the school with a current photo of their child. However where they are unable to do so, the school can take a photo of the person and attach it to the Action Plan.

The school will then implement and monitor the person’s IAMP. The person’s IAMP will be reviewed, in consultation with the person or the person’s Parents in all of the following circumstances;

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

It is the responsibility of the Parents or staff member at risk of anaphylaxis to:

• provide the school with the ASCIA Action Plan;
• inform the School in writing if the person’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 Adrenaline Autoinjector that is current and not expired for their child or for themselves. The First Aid Co-ordinator on each campus, will check the expiry date all Autoinjectors kept on the campus, at the end of each school term. At least one month before the expiry date, the First Aid Co-ordinator will inform the person or the Parents/Guardians in writing that the Autoinjector needs replacing.

A copy of the ASCIA Action Plan will be:

• kept with the person’s autoinjector;
• displayed in the person’s classroom;
• displayed in the first aid area of the campus;
• displayed in the staffroom of the campus;

Storage and Care of Adrenaline Autoinjectors

• Each Adrenaline Autoinjector will be stored in an insulated bag, supplied by the school, and labelled with a photo of the person and the person’s name.
• The Adrenaline Autoinjector insulated bag/s will be stored in an unlocked, easily accessible, secure location on each campus. Each location will be have easily recognisable signage.
  - Niddrie - on the shelf in the central office
  - Laverton - in the identified central office cupboard
  - Wattle – on the First Aid shelf in the staffroom
• All autoinjectors will be signed out using the system in place on that campus, when taking the autoinjector from its usual place, for example for walks, excursions or camps.
• The autoinjectors provided to the school by the Parents for their child’s use, remain at the school and do not travel home in the student’s bag on a daily basis or at the end of the term or year.
• When notified by the school, Parents will collect expired autoinjectors from the Campus office and will deliver the new autoinjector to the school in person. Autoinjectors are not to be transported to and from school, on the school buses.
Prevention Strategies

General

- To minimise the risk of a first time reaction, the school will not use any nut based products such as peanut butter, Nutella or nut muesli bars in curriculum activities.

- In a class where there is a person at risk of anaphylaxis, foods, rewards, materials etc should not contain the substance to which the person is allergic.

- No class will supply edible treats for celebratory occasions such as Easter. Non-edible items, such as stickers or small toys, can be given instead.

Mealtimes

- Persons at risk of anaphylactic reactions to food, will eat only food supplied by their Parents at all times while at school.

- The person at risk of anaphylaxis will sit close to the other children in his/her room, but at his/her own table during mealtimes and only use cups, plates etc designated for their use.

- All tables will be wiped after eating.

- All persons in a class with a person at risk of anaphylaxis will wash their hands after eating.

- Persons at risk of anaphylactic reactions to food, will NOT take part in cooking activities. Cooking activities with other persons in the class, should take place in the kitchen and not the classroom and not include the substance to which the person is allergic.

Parties and Special Events

- Parents of a person at risk of anaphylaxis, will be asked to send to school, suitable treats for their child, which will be stored in a container designated solely for that child. Staff will select treats from that container for the student if needed.

Excursions

- When going on excursion, staff will take with them the autoinjector for any student at risk of anaphylaxis who is going on the excursion, using the campus’s method for signing autoinjectors out and in.

- On excursion, NO food should be purchased for a person who is at risk of anaphylaxis. The person should consume only food supplied by his/her parents.

Travelling on the Bus

- The bus company policy is that no food should be consumed on the bus to and from school.

- No food items originating at school, should be sent home with any student on the bus, including party lolly bags.
School Camps

- At least 10 days prior to a school camp, a meeting will be arranged between the Campus Principal, the staff attending the camp and the Parents of any person at risk of anaphylaxis who is attending the camp.

- Staff will inform the Parents of proposed activities and meal arrangements. A person at risk of anaphylaxis should bring all meals and snacks pre-prepared by his/her Parents and will only eat food sent by the parents.

- Parents of a person at risk of anaphylaxis will also supply a plate, bowl, cup and cutlery for use by their child.

School Management and Emergency Response

Where it is suspected that a person is having an anaphylactic reaction:

**In the classroom** -
- the staff with the person at that time, should notify the Teacher in Charge of the campus via telephone, that the person is having an anaphylactic reaction and the exact location of the person (eg classroom number, O.T. room).

**In the Playground** -
- one staff member should stay with the person while a second staff member goes to the office to notify the Teacher in Charge of the campus that the person is having an anaphylactic reaction and the exact location of the person (eg bike track, playground1) and to retrieve the insulated bag containing the person’s Adrenaline Autoinjector.

- The Teacher – in Charge will immediately ensure that an ambulance is called using the school’s mobile phone, **while at the same time,** ensuring that another office staff member takes the insulated bag containing the person’s Adrenaline Autoinjector, to the person’s location. The call to the ambulance remains open and the mobile phone is then taken to the location of the person having the anaphylactic reaction by the Teacher-in - Charge.

- The Teacher – in Charge will ensure that a staff member trained in the Management of Anaphylaxis is with or is called to go to the person immediately.

- Adrenaline should be administered by the person trained in the Management of Anaphylaxis, following the person’s ASCIA Action Plan.

- The Teacher-in-Charge will ensure that the person’s Parents/Guardians/Next of Kin and the Principal of the school are contacted.

- The Teacher-in-charge will ensure that a staff member goes to the front of the school to direct the ambulance once it arrives

- The Principal should follow DEECD Emergency Management Procedures.

- The person who has administered the adrenaline auto-injector will -
  - Make a note of the time that the adrenaline auto-injector was administered and inform the paramedics upon their arrival.
  - Ensure that the adrenaline auto-injector is available to be given to the paramedics if they request it.
Ensure that the used adrenaline auto-injector is disposed of properly, either by removal by the paramedics or by placing it in the Biological Hazard BioCan located in the first aid room on each campus.

Adrenaline Autoinjectors for General Use

The Principal will purchase an Autoinjector for each campus, for General Use and as a back up supplied by the Parents. It will be stored in an insulated bag, which will be labelled *Spare Epipen for General Use*. It will be located in the same place as the persons’ autoinjectors on that campus.

The Principal will determine the number of additional Adrenaline Autoinjectors required. In doing so, the Principal will take into account the following relevant considerations:

- the number of persons enrolled at the school who have been diagnosed as being at risk of anaphylaxis;
- the accessibility of persons’ Adrenaline Autoinjectors;
- the availability and sufficient supply of Adrenaline Autoinjectors for General Use in specified locations at the School, including in the school yard, at excursions, camps and special events conducted or organised by the School;
- Adrenaline Autoinjectors for General Use have a limited life, usually 12 – 18 months and will be replaced at the School’s expense, either at the time of use or expiry, whichever is first.

Communication Plan

Staff:

- The Principal is responsible for ensuring that all staff participate in a briefing, twice a year, once in terms 1 and 3.
- For each person at risk of anaphylaxis, a copy of their ASICA Action Plan, including photo, will be displayed in the campus staff room.
- To alert casual staff, a *medical alert notice* will be displayed on the classroom door where there is a person with a serious medical condition, including anaphylaxis. The ASCIA Action Plan for each person within the classroom, will be displayed inside the classroom, next to the telephone.

Parents

- Parents of persons at risk of anaphylaxis will be given a copy of the School’s Anaphylaxis Management Policy and this will be discussed with them during the initial SSG meeting each year.

Bus staff

- It is the responsibility of parents of persons at risk of anaphylaxis to notify the bus staff of their child’s medical condition. Bus staff will then follow the Policy and Procedures as set out by the Company.
School community

- The School’s Anaphylaxis Management Policy will be published in the School’s newsletter for the year and on the school’s website. In addition, twice yearly, information regarding Anaphylaxis will also be published in the School’s newsletter.

Staff Training

- The Principal will organise training annually, at the beginning of the school year, or when needed, to ensure that any staff, working directly with a person at risk of anaphylaxis, will be appropriately trained by a recognised provider, such as St John.

- The Principal is responsible for ensuring that all staff participate in a briefing, twice a year, once in terms 1 and 3.

Annual Risk Management Checklist

- The Principal will ensure that The Annual Risk Management Checklist is completed in the first semester of each year and that any actions identified as a result, are acted upon.
- See Appendix 2