

# Anaphylaxis Management Policy

## Ministerial Order 706 – Anaphylaxis Management in Schools

### Rationale:

The school will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.

### Aims:

- The school will continue to develop and maintain a management policy that ensure that the school meets the needs of all students' health and welfare in regard to Anaphylaxis and allergies.
- Ensure that all staff are trained and are aware of the management of anaphylaxis within the school policy
- Ensure that the parent component of the management of anaphylaxis is communicated to all relevant families

### Implementation:

#### Staff training

All school staff will be appropriately trained to meet the anaphylaxis training requirements of MO706:

- All school staff will complete the *ASCIA Anaphylaxis e-training for Victorian Schools* followed by a competency check by the School Anaphylaxis Supervisor. This is valid for 2 years
- **2 staff** (School Anaphylaxis Supervisors) will complete the *Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC*. This is valid for 3 years

**Please note:** First Aid training does **NOT** meet anaphylaxis training requirements under MO706.

In addition, all staff to participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) on:

- the school's Anaphylaxis Management Policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline autoinjector, including hands on practise with a trainer adrenaline autoinjector device
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjector(s) that have been provided by parents or purchased by the school for general use.

The briefing must be conducted by a member of the school staff nominated as the School Anaphylaxis Supervisor who has successfully completed an Anaphylaxis Management Training Course in the last 2 years.

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 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, and preferably before the student's first day at school.

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.

#### 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 where possible before their first day of school.

The Individual Anaphylaxis Management Plan 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 (based on a written diagnosis from a medical practitioner)
- strategies to minimise the risk of exposure to known and notified 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
- the name of the person(s) responsible for implementing the strategies
- information on where the student's medication will be stored
- the student's emergency contact details
- an ASCIA Action Plan for Anaphylaxis.

School staff will then implement and monitor the student's Individual Anaphylaxis Management Plan.

The student's Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student's parents in all of the following circumstances:

- annually
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- as soon as practicable after the student has an anaphylactic reaction at school
- when the student 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).

The school's Anaphylaxis Management Policy must state that it is the responsibility of the parents to:

- provide the ASCIA Action Plan
- inform the school in writing if their child'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 photo for the ASCIA Action Plan when that Plan is provided to the school and when it is reviewed
- provide the school with an adrenaline autoinjector that is current (the date has not expired) for their child.

### **Prevention strategies**

Risk Minimisation and Prevention Strategies will be put in place for all relevant in-school and out-of-school settings include (but are not limited to) the following:

- during classroom activities (including class rotations, specialist and elective classes)
- between classes and other breaks
- in canteens
- during recess and lunchtimes
- before and after school
- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

### **School management and emergency response**

Procedures for emergency response to anaphylactic reactions include the following:

- a complete and up to date list of students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction
- details of Individual Anaphylaxis Management Plans and ASCIA Action Plans for Anaphylaxis and where these can be located:

- in all school buildings and sites including gymnasiums and staff offices
  - on school excursions
  - on school camps
  - at special events conducted, organised or attended by the school.
- information about the storage and accessibility of adrenaline autoinjectors
  - how communication with school staff, students and parents is to occur in accordance with a communications plan.

### **Adrenaline autoinjectors for general use**

The principal team will ensure the school purchases adrenaline autoinjector(s) for general use (purchased by the school) and as a back up to those supplied by parents.

The principal team will determine the number of additional adrenaline autoinjector(s) required. In doing so, the principal team will take into account the following relevant 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
  - 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**

The Communication Plan must include strategies for advising school staff, students and parents about how to respond to an anaphylactic reaction by a student in various environments including:

- during normal school activities including in the classroom, in the school yard, in all school buildings and sites including gymnasiums and halls
- during off-site or out of school activities, including on excursions, school camps and at special events conducted or organised by the school.

The Communication Plan must include procedures to inform volunteers and casual relief staff of students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to an anaphylactic reaction by a student in their care.

It is the responsibility of the principal of the school to ensure that relevant school staff are:

- trained
- briefed at least twice per calendar year.

### **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.