



## Banyan Fields Primary School

### ANAPHYLAXIS POLICY



Help for non-English speakers. If you need help to understand the information in this policy, please contact Banyan Fields Primary School on 0397821333

#### PURPOSE

To explain to Banyan Fields Primary School 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 Banyan Fields Primary School 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

Banyan Fields Primary School 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.
- the 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 Banyan Fields Primary School 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 of Banyan Fields Primary School 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 Banyan Fields Primary School 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.
- 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 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

In the **First Aid Room** in the main administration room. A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in the **First Aid Room**, together with the student's adrenaline autoinjector. Adrenaline autoinjectors will be labelled with the student's name.

Whilst some students keep their adrenaline autoinjector on their person, medication for those that do not will be stored and labelled with their name in the **First Aid Room** together with adrenaline autoinjectors for general use.

A copy of all students' anaphylaxis plans will be stored with all general auto injectors placed around the school.

### Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Banyan Fields 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.
- Garbage bins at school are to remain covered with lids to reduce the risk of attracting insects.
- Gloves must be worn when picking up papers or rubbish in the playground.
- 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 EpiPen will be stored in the school canteen, Food Technology room (D Building), E building, Stadium (B building) and the Senior Centre for ease of access.
- 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.

### Adrenaline autoinjectors for general use

Banyan Fields Primary School 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 for students who may suffer from a first-time reaction at school.

Adrenaline autoinjectors for general use will be stored in the following areas and labelled general use:

- First Aid
- Canteen
- PE Office
- Year 5G classroom
- Yard duty bags

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

- the number of students enrolled at Banyan Fields 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 Casey Wallace and stored in the 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
	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. <ul style="list-style-type: none"><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</li></ul>

	<p>the student's Individual Anaphylaxis Management Plan, stored in the first aid room and with General Auto injectors. If the student's plan is not immediately available, or they appear to be experiencing a first-time reaction, follow steps 2 to 5</p>
	<p>Administer an EpiPen or EpiPen Jr (if the student is under 20kg)  Remove from plastic container.  Form a fist around the EpiPen and pull off the blue safety release (cap)  Place orange end against the student's outer mid-thigh (with or without clothing)</p> <ul style="list-style-type: none"> <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<sup>®</sup> 500, Anapen<sup>®</sup> 300, or Anapen<sup>®</sup> 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<sup>®</sup></li> <li>· Note the time the Anapen is administered</li> </ul> <p>Retain the used Anapen to be handed to ambulance paramedics along with the time of administration</p>
	Call an ambulance (000)
	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 adrenaline autoinjectors are available.
	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.

Schools can use either the EpiPen<sup>®</sup> and Anapen<sup>®</sup> on any student suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.

Where possible, schools should 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 should be administered to the student.

### Communication Plan

This policy will be available on Banyan Fields Primary School's website so that parents and other members of the school community can easily access information about Banyan Fields Primary School's anaphylaxis



management procedures. The parents and carers of students who are enrolled at Banyan Fields 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 Banyan Fields Primary School'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.

Casual relief teachers will have a copy of students identified in their induction pack.

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.
- School staff who conduct specialist classes, all canteen staff, admin staff, first aiders and any other member of school staff as required by the principal based on a risk assessment.
- 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.

Banyan Fields Primary School uses the following training course and has two current staff trained in both.

- First Aid Management of Anaphylaxis 22300 VIC
- Course in Anaphylaxis Awareness 10313NAT

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 including School Anaphylaxis Supervisor. 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.
- [Supervisor Briefing Notes](#)
- [Staff Slide presentation](#)

When a new student enrolls at Banyan Fields Primary School who is at risk of anaphylaxis, the principal 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.

## Banyan Fields Primary School EMP Anaphylaxis Process



### Classroom Teacher:

- Beginning of the year, the class teacher contacts the student/s parents or carer of the risks of contact with food they are allergic to before sending information to the class parents and reads the Anaphylaxis plan.
- Classroom teacher sends a letter home to parents informing them of a student/s who is an Anaphylaxis to certain food, explains if it is airborne, touch, smell etc
- Class birthday or party teacher makes sure it is safe for the student/s to eat or participate in the celebrations
- If an episode happens in the class, the office to be called immediately and the students epipen will be brought to the classroom and plans followed by a First Aid Officer.
- Ambulance and parents will be called by the office who will inform them of student details.
- All safety precautions will be followed by leadership, first aid officer and appropriate staff until ambulance arrive – staying in touch with ambulance medics on the phone while waiting
- Office /leadership will be standing at the front of the school waiting for the ambulance to arrive to direct them to the student in the yard/sickbay.
- IRIS alert reported by leadership

### Yard Duty:

- Teachers on yard duty on Area D (oval area) collect a duty bag which contains the general EpiPen, Ventolin with disposable spacers and their personal mobile phone with them, they always carry the bag on them.
- If a student has an Anaphylaxis episode in any yard duty area, the teacher on duty will contact the office/sickbay who will be given advice from the students plan off Sentral to follow.
- The office/First Aid officer will call an ambulance via mobile phone and inform student details. Mobile phone goes with the first aid officer to the location of the student.
- Office will call parents from a landline parent succinctly or as soon as Ambulance is called.
- Epipen to be administered by yard duty staff members as per plan. If not on OVAL with an epipen send a staff member to get general epipen from nearest location (OVAL yard duty bag, PE Office, 5G classroom. The First aid officer heads out to the yard with students and speaks to the ambulance as required.



- Other staff members removed students from the area.
- All safety precautions will be followed by leadership, first aid officer and appropriate staff until ambulance arrive – staying in touch with ambulance medics on the phone while waiting
- Office /leadership will be standing at the front of the school waiting for the ambulance to arrive to direct them to the student in the yard/sickbay.
- IRIS alert reported by leadership.

#### **Excursion/Camp:**

- Fill out appropriate First Aid Excursion Medical Register or First Aid Camp Treatment Administered Medication Register
- Contact parent to for any concerns about the excursion/camp the student/s are attending
- Ensure the First aid bags are packed with the in date EpiPen and Anaphylaxis plan as well as any other medication that is required for the student (with a spare EpiPen for an emergency)
- Ensure the teacher in charge of excursion/camp signs out the First aid bag and knows where the EpiPen, Plan, other medication and spare EpiPen is placed in the First aid bag for easy access.
- If the student has an Anaphylaxis episode to follow the Plan, contact ambulance and parents and notify school.
- IRIS alert reported by leadership.
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#### **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training.
- Discussed at annual staff briefings/meetings.
- Hard copy available from school administration upon request

#### **FURTHER INFORMATION AND RESOURCES**

- The Department's Policy and Advisory Library (PAL):
- [Anaphylaxis](#)
- [Allergy & Anaphylaxis Australia](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)





## OUR SCHOOL POLICIES AND DOCUMENTS:

- First Aid Policy
- Health Care Needs<sub>2</sub>
- Medication Authority Form<sub>2</sub>
- Medication Administration Log
- Asthma Policy

## REVIEW CYCLE AND EVALUATION

Reviewed: March 2024	Review Date: March 2025
The first aid officer 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.	