ANAPHYLAXIS POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

PURPOSE

To explain to Auburn South 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 Auburn South 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

Auburn South Primary School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

Auburn South Primary School is 'allergy aware' and **NOT A NUT FREE SCHOOL.** A nut free environment is not recommended as it is impossible to guarantee, potentially providing a false sense of security to parents, carers, staff and students.

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.

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 Auburn South 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 school nurse 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 enrols at Auburn South Primary School and where possible, before the student's first day.

Parents and carers must:

- obtain an Australasian Society of Clinical Immunology and Allergy (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.

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 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 must be labelled with the student's name.

Adrenaline autoinjectors for general use are available at the First Aid Room, hallway of the Prep/Year 1 building, in the foyer of the Year 3 building, in the canteen foyer and SAKG and are stored in yellow insulated pouches, clearly labelled "general use".

Risk Minimisation Strategies

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

Prevention Strategies

Classrooms

- A copy of the student's individual Anaphylaxis Action and Management Plan will be kept in the classroom in the classroom folder.
- Individual student Anaphylaxis Action Plans are also available on Xuno under the 'medical' tab.
- Staff will liaise with parents about food related activities ahead of time
- Non-food treats where possible will be used in classrooms. Parents of students with food allergies will be encouraged to provide a treat box.
- Food from outside sources will never be given to a student who is at risk of anaphylaxis
- Products labelled 'may contain traces of nuts' will not be served to students allergic to nuts. Products labelled 'may contain milk or egg' will not be served to students with milk or egg allergy.
- Staff must be aware of the possibility of hidden allergens in food and other substances used in cooking, food technology, science and art classes (e.g. egg or milk cartons, empty peanut butter jars).

- All cooking utensils, preparation dishes, plates, and knives and forks etc must be washed and cleaned thoroughly after preparation of food and cooking
- Staff will have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.
- A designated staff member will inform casual relief teachers, specialist teachers, the names of any students at risk of anaphylaxis, the location of each student's individual Anaphylaxis Action and Management plans and Adrenaline Autoinjector, the schools Anaphylaxis Management policy, and each individual person's responsibility in managing an incident. Casual relief teachers should collect the orange folders which contain all of the above information from the school office on arrival at the school. The folder should be returned to the office on the completion of their working day.

Canteen and SAKG

- Canteen and SAKG staff will be able to demonstrate satisfactory training in food allergen management and its implications on food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross contamination issues specific to food allergy and label reading
- Canteen and SAKG staff, including volunteers will be briefed about students at risk of anaphylaxis
- The student's name and photo will be displayed in the canteen and in the SA Kitchen
- Products labelled 'may contain traces of nuts' will not be used in the canteen or SAKG
- Surfaces and tables will be wiped down regularly with warm soapy water. Food banning is not generally recommended. Instead a 'no-sharing' approach is recommended for food, utensils and food containers. The canteen and SAKG will not stock nuts or nut products and any items that state 'may contain traces of nuts' and eggs
- Staff working in the canteen and SAKG must be wary of contamination of other foods when preparing, handling or displaying food. For example, a tiny amount of butter or peanut butter left on a knife and used elsewhere may be enough to cause a severe reaction in someone who is at risk

In the School Yard

- All School Staff on yard duty will be trained in the administration of the Adrenaline Autoinjector.
- The Adrenaline Autoinjector and each student's Individual Anaphylaxis ASCIA Action Plan will be easily accessible from the yard, and staff should be aware of their exact location. Staff should also be aware of the location of all Adrenaline Autoinjectors for general use and their use should be considered in the first instance if the Adrenaline Autoinjectors for general use are located nearer the incident.
- All yard duty staff will carry cards containing emergency details in yard-duty bags and carry their mobile phones. All staff will be aware of the School's Emergency

Response Procedures and how to notify the general office/first aid team of an anaphylactic reaction in the yard.

- Yard duty staff must be able to identify, by face, those students at risk of anaphylaxis.
- Students with an anaphylactic response to insects should be encouraged to stay away from water or flowering plants. Staff will liaise with Parents to encourage students to wear light or dark rather than bright colours, as well as closed shoes and long sleeve garments when outdoors.
- Lawns and clover will be kept mowed and outdoor bins will be covered.
- Students should keep drinks and food covered while outdoors.

Special Events (e.g. incursions, class parties, school disco, mothers/father's day events, markets, school fair etc.)

- All School Staff supervising the special event will be trained in the administration of an Adrenaline Autoinjector.
- School staff should avoid using food in activities or games, including as rewards.
- Party balloons will not be used if a student is allergic to latex.

Excursions and Sporting Events

- All School Staff supervising the Excursion or sporting event will be trained in the administration of an Adrenaline Autoinjector.
- The Adrenaline Auto injector and a copy of the Individual Anaphylaxis ASCIA Action Plan for each student at risk of anaphylaxis will be easily accessible and school staff will be aware of their exact location
- A risk assessment will be undertaken for each individual student who is at risk of anaphylaxis.
- The school will consult Parents of anaphylactic Students in advance to discuss issues that may arise.
- Parents may wish to accompany their child on excursions/sporting events. This will be discussed with parents as another strategy for supporting the student.
- Prior to the excursion taking place School Staff will consult with the student's Parents and Medical Practitioner (if necessary) to review the student's Individual Anaphylaxis Management Plan and ASCIA Anaphylaxis Action Plan to ensure that it is up to date and relevant to the particular excursion activity.

Camps and Remote Settings

- Prior to engaging a camp owner/operator's services the School will make enquiries as to whether it can provide food that is safe for anaphylactic students. If a camp owner/operator cannot provide this confirmation to the school, then the school will consider using an alternative service provider.
- The School will not sign a written disclaimer or statement for a camp owner/operator that indicates that the owner/operator is unable to provide food which is safe for students at risk of anaphylaxis. Schools have a duty of care to protect students in their care from reasonable foreseeable injury and this duty cannot be delegated to any third party.

- The school will conduct a risk assessment and develop a risk management strategy for students at risk of anaphylaxis. This will be developed in consultation with Parents of students at risk of anaphylaxis and camp owners/operators prior to the camp dates.
- The school will consult with Parents of students at risk of anaphylaxis and the camp owner/operator to ensure that appropriate risk minimisation and prevention strategies and processes are in place to address an anaphylactic reaction should it occur. If these procedures are deemed to be inadequate further discussions, planning and implementation will need to be undertaken.
- The students' Adrenaline Autoinjector, individual Anaphylaxis Management Plan, including ASCIA Action will be with the student on the camp. Parents will be asked to provide the student with a second Adrenaline Autoinjector while on camp, and a mobile phone must be taken on camp. If mobile phone access is not available an alternative method of communication in an emergency must be considered e.g. a satellite phone.
- All staff participating in the camp will be clear about their roles and responsibilities in the event of an anaphylactic reaction. Staff will check the emergency response procedures that the camp provider has in place and will ensure that these are sufficient in the event of an anaphylactic reaction.
- If deemed necessary, the school will contact local emergency services and hospitals prior to the camp.
- An Adrenaline Autoinjector for general use will be taken in the first aid kit. Additional Adrenaline Autoinjectors for general use may also be taken depending on the number of students at risk of anaphylaxis attending the camp.
- The Adrenaline Autoinjector will remain close to the student at all times and school staff will be aware of its location at all times.
- Students in Grade 5 and Grade 6 will be allowed to carry their own Adrenaline Autoinjector at the discretion of the supervising Staff. However, it must always be remembered that Staff still have a duty of care towards the student even if they carry their own Adrenaline Autoinjector.

Adrenaline Autoinjectors for General Use

Auburn 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 in First Aid Bags 2, 3 and 4, First Aid room, Prep/Year 1 building, Year 3 building, in the canteen foyer and SAKG, in yellow insulated pouches and labelled ‘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 Auburn 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 the school nurse 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**
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 ASCIA Anaphylaxis Action Plan, stored in the 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 the available Adrenaline autoinjector ● 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) ● Push down hard until a click is heard or felt and hold in place for 3 seconds ● Remove EpiPen ● Note the time the EpiPen is administered ● Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration **OR**

	● Administer an Anapen® 500, Anapen® 300, or Anapen® Jr. ● 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 other 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.

Auburn South Primary School staff may use either the EpiPen® **and Anapen® on any student** suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.
Where possible, Auburn South Primary School staff 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 Auburn South Primary School's website so that parents and other members of the school community can easily access information about Auburn South Primary School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Auburn 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 Auburn South 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.
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.

Auburn South Primary School uses the following training course; *ASCIA Anaphylaxis e-training for Victorian Schools* with Anaphylaxis Supervisors completing *Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC* and Face-to-face training – *Course in First Aid Management of Anaphylaxis 22578VIC*.

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 the school nurse or 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.

When a new student enrols at Auburn South 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.

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
- Auburn South Primary School's *Health Care Needs Policy*

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2025
Approved by	Principal
Next scheduled review date	August 2026

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.