Rationale:

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow’s milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at school.

Adrenaline given through an auto-injector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

Aim:

To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of schooling.

To raise awareness about anaphylaxis and the school’s anaphylaxis management policy in the school community.

To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and managing strategies for the student.

To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school’s policy and procedures in responding to an anaphylactic reaction.

The key reference and support for the school regarding anaphylaxis is the Ministerial Order 706: Anaphylaxis Management in Victorian Schools and DEECD Anaphylaxis Guidelines 2014. This order sets out the steps schools must take to ensure the safety of students at risk of anaphylaxis in their care. St Albans East Primary School will fully comply with this order and the associated Guidelines published and amended by the Department from time to time.

Implementation:

Anaphylaxis is best prevented by knowing and avoiding the allergens. In the event of an anaphylactic reaction, the school’s first aid and emergency response procedures and the student’s Individual Anaphylaxis Management Plan must be followed.

Our school will manage anaphylaxis by:

Individual Anaphylaxis Management Plans (Appendix 3):

- Ensure that an individual management plan is developed and regularly reviewed for affected students, in consultation with the student’s parents, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis.
- An individual anaphylaxis management plan will be in place as soon as practicable after the student’s enrolment, and where possible before their first day of school.
- Each individual anaphylaxis management plan will be reviewed in consultation with the student’s parent/guardian annually, if the students condition changes or immediately after a student has an anaphylaxis reaction at school.
- Placing individual anaphylaxis management plan (with the child’s photo) in a prominent place (staffroom, first aid office and student classrooms).
- The Individual Anaphylaxis Plan will set out the following:
March 2014

Ref: Anaphylaxis Guidelines for Victorian Govt Schools

Circular 385/2005 – Anaphylaxis Training for School Staff

The students individual management plan will be reviewed, in consultation with the students parents / carers:
- annually, and as applicable
- if the student’s condition changes, or
- immediately after a student has an anaphylactic reaction at school.

It is the responsibility of the parent to:
- provide the individual anaphylaxis management plan and emergency procedures plan
- inform the school if their child’s medical condition changes
- Provide an up to date photo for the individual anaphylaxis management plan when the plan is provided to the school and when it is reviewed.

Communication Plan:
- The school will be responsible for ensuring that a communication plan is developed to provide information to all staff, students and parents about anaphylaxis and the schools anaphylaxis management policy.
- The communication plan will include information about what steps will be taken to respond to an anaphylactic reaction by a student in a classroom, in the school yard, on school excursions, on school camps and special event days.
- Volunteers and casual relief staff of students at risk of anaphylaxis will be informed of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care by the assistant principal or student wellbeing officer.
- The school will raise awareness of Anaphylaxis through fact sheets and posters displayed in classrooms and school canteens and through the school newsletter.
- Emergency cards will be located in yard duty bags
- A student Anaphylaxis alert card will be placed in each yard duty folder.
- All staff will be briefed once each semester by a staff member who has up to date anaphylaxis management training on:
  - The schools anaphylaxis management policy
  - The causes, symptoms and treatment of anaphylaxis
  - The identities of students diagnosed at risk of anaphylaxis and where their medication is located
  - How to use the auto adrenaline injecting device
  - The school’s first aid and emergency response procedures
  (An information DVD will be used for this purpose at staff briefings)

Prevention Strategies:
- The school will not ban certain types of foods (eg nuts) as it is not practical to do so, and is not the strategy recommended by the Royal Children’s Hospital. However, the school will request that parents do not send these items to school if possible; that the canteen eliminate or reduce the likelihood of such allergens and the school will reinforce the rules about not sharing foods.
- The school will complete an annual Risk Management checklist. (Appendix 1)
- The school will provide backup Adrenaline Auto-injectors for general use.
- The principal will ensure that the Annual Risk management checklist (Appendix 4) is completed.

Staff Training:
- Training key staff members in an accredited Anaphylaxis training program annually.
- The principal will identify the school staff to be trained based on a risk assessment.
- Brief staff on a regular basis about the
  - school policy on Anaphylaxis Management,
  - causes and symptoms of anaphylaxis,
  - identities of students at risk of anaphylaxis,
  - how to use an auto adrenaline device and
  - school’s first aid procedures.
  - Prevention strategies (Appendix 1)
  - Emergency Responses (Appendix 2)

**Evaluation:**
- This policy will be reviewed as part of the school’s three-year review cycle.
# Appendix 1: Prevention Strategies

## IN SCHOOL

### Classrooms

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<tr>
<td><strong>1.</strong></td>
<td>Keep a copy of the student's Individual Anaphylaxis Management Plan in the classroom. Be sure the ASCIA Action Plan is easily accessible even if the Adrenaline Autoinjector is kept in another location.</td>
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<tr>
<td><strong>2.</strong></td>
<td>Liaise with Parents about food-related activities ahead of time.</td>
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<td><strong>3.</strong></td>
<td>Use non-food treats where possible, but if food treats are used in class it is recommended that Parents of students with food allergy provide a treat box with alternative treats. Treat boxes should be clearly labelled and only handled by the student.</td>
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<td><strong>4.</strong></td>
<td>Never give food from outside sources to a student who is at risk of anaphylaxis.</td>
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<td><strong>5.</strong></td>
<td>Treats for the other students in the class should not contain the substance to which the student is allergic. It is recommended to use non-food treats where possible.</td>
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<tr>
<td><strong>6.</strong></td>
<td>Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts. Products labelled 'may contain milk or egg' should not be served to students with milk or egg allergy and so forth.</td>
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<tr>
<td><strong>7.</strong></td>
<td>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).</td>
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<td><strong>8.</strong></td>
<td>Ensure all cooking utensils, preparation dishes, plates, and knives and forks etc are washed and cleaned thoroughly after preparation of food and cooking.</td>
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<td><strong>9.</strong></td>
<td>Have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.</td>
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<td><strong>10.</strong></td>
<td>A designated staff member should inform casual relief teachers, specialist teachers and volunteers of the names of any students at risk of anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and Adrenaline Autoinjector, the School's Anaphylaxis Management Policy, and each individual person's responsibility in managing an incident. ie seeking a trained staff member.</td>
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### Canteens

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| **1.** | Canteen staff should 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, label reading, etc. Refer to:  
  - Helpful resources for food services: http://www.allergyfacts.org.au/component/virtuemart/ |
| **2.** | Canteen staff, including volunteers, should be briefed about students at risk of anaphylaxis and, where the Principal determines in accordance with clause 12.1.2 of the Order, have up to date training in an Anaphylaxis Management Training Course as soon as practical after a student enrols. |
| **3.** | Display the student's name and photo in the canteen as a reminder to School Staff. |
| **4.** | Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts. |
5. Canteens should provide a range of healthy meals/products that exclude peanut or other nut products in the ingredient list or a ‘may contain...’ statement.

6. Make sure that tables and surfaces are wiped down with warm soapy water regularly.

7. Food banning is not generally recommended. Instead, a ‘no-sharing’ with the students with food allergy approach is recommended for food, utensils and food containers. However, school communities can agree to not stock peanut and tree nut products (e.g. hazelnuts, cashews, almonds, etc.), including chocolate/hazelnut spreads.

8. 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 of anaphylaxis from cow’s milk products or peanuts.

Yard

1. If a School has a student who is at risk of anaphylaxis, sufficient School Staff on yard duty must be trained in the administration of the Adrenaline Autoinjector (i.e. EpiPen®/ Anapen®) to be able to respond quickly to an anaphylactic reaction if needed.

2. The Adrenaline Autoinjector and each student’s Individual Anaphylaxis Management Plan are easily accessible from the yard, and staff should be aware of their exact location. (Remember that an anaphylactic reaction can occur in as little as a few minutes).

3. Schools must have a Communication Plan in place so the student’s medical information and medication can be retrieved quickly if a reaction occurs in the yard.

4. Yard duty staff must also be able to identify, by face, those students at risk of anaphylaxis.

5. Students with anaphylactic responses to insects should be encouraged to stay away from water or flowering plants. School Staff should liaise with Parents to encourage students to wear light or dark rather than bright colours, as well as closed shoes and long-sleeved garments when outdoors.

6. Keep lawns and clover mowed and outdoor bins covered.

7. Students should keep drinks and food covered while outdoors.

Special events (e.g. sporting events, incursions, class parties, etc.)

1. If a School has a student at risk of anaphylaxis, sufficient School Staff supervising the special event must be trained in the administration of an Adrenaline Autoinjector to be able to respond quickly to an anaphylactic reaction if required.

2. School Staff should avoid using food in activities or games, including as rewards.

3. For special occasions, School Staff should consult Parents in advance to either develop an alternative food menu or request the Parents to send a meal for the student.

4. Parents of other students should be informed in advance about foods that may cause allergic reactions in students at risk of anaphylaxis and request that they avoid providing students with treats whilst they are at School or at a special School event.

5. Party balloons should not be used if any student is allergic to latex.

OUT OF SCHOOL
Travel to and from School by bus

1. School Staff should consult with Parents of students at risk of anaphylaxis and the bus service provider to ensure that appropriate risk minimisation and prevention strategies and processes are in place to address an anaphylactic reaction should it occur on the way to and from School on the bus. This includes the availability and administration of an Adrenaline Autoinjector. The Adrenaline Autoinjector and ASCIA Action Plan for Anaphylaxis must be with the student even if this child is deemed too young to carry an Adrenaline Autoinjector on their person at School.

Excursions/sporting events

1. If a School has a student at risk of anaphylaxis, sufficient School Staff supervising the special event must be trained in the administration of an Adrenaline Autoinjector and be able to respond quickly to an anaphylactic reaction if required.

2. A School Staff member or team of School Staff trained in the recognition of anaphylaxis and the administration of the Adrenaline Autoinjector must accompany any student at risk of anaphylaxis on field trips or excursions.

3. School Staff should avoid using food in activities or games, including as rewards.

4. The Adrenaline Autoinjector and a copy of the Individual Anaphylaxis Management Plan for each student at risk of anaphylaxis should be easily accessible and School Staff must be aware of their exact location.

5. For each excursion etc, a risk assessment should be undertaken for each individual student attending who is at risk of anaphylaxis. The risks may vary according to the number of anaphylactic students attending, the nature of the excursion/sporting event, size of venue, distance from medical assistance, the structure of excursion and corresponding staff-student ratio.

All School Staff members present during the excursion need to be aware of the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face.

6. The School should consult Parents of anaphylactic students in advance to discuss issues that may arise; to develop an alternative food menu; or request the Parents provide a meal (if required).

7. Parents may wish to accompany their child on excursions. This should be discussed with Parents as another strategy for supporting the student who is at risk of anaphylaxis.

8. Prior to the excursion taking place School Staff should consult with the student's Parents and Medical Practitioner (if necessary) to review the student’s Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the particular excursion activity.

Camps and remote settings

1. Prior to engaging a camp owner/operator’s services the School should 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 should consider using an alternative service provider.

2. The camp cook should 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, label reading, etc.

3. Schools must not sign any written disclaimer or statement from 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 reasonably foreseeable injury and this duty cannot be delegated to any third party.
4. Schools should conduct a risk assessment and develop a risk management strategy for students at risk of anaphylaxis. This should be developed in consultation with Parents of students at risk of anaphylaxis and camp owners/operators prior to the camp dates.

5. School Staff should 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.

6. If the School has concerns about whether the food provided on a camp will be safe for students at risk of anaphylaxis, it should also consider alternative means for providing food for those students.

7. Use of substances containing allergens should be avoided where possible.

8. Camps should avoid stocking peanut or tree nut products, including nut spreads. Products that ‘may contain’ traces of nuts may be served, but not to students who are known to be allergic to nuts.

9. The student's Adrenaline Autoinjector, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis 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.

10. Prior to the camp taking place School Staff should consult with the student's Parents to review the students Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the circumstances of the particular camp.

11. School Staff participating in the camp should be clear about their roles and responsibilities in the event of an anaphylactic reaction. Check the emergency response procedures that the camp provider has in place. Ensure that these are sufficient in the event of an anaphylactic reaction and ensure all School Staff participating in the camp are clear about their roles and responsibilities.

12. Contact local emergency services and hospitals well prior to the camp. Advise full medical conditions of students at risk, location of camp and location of any off camp activities. Ensure contact details of emergency services are distributed to all School Staff as part of the emergency response procedures developed for the camp.

13. Schools should consider taking an Adrenaline Autoinjector for General Use on a school camp, even if there is no student at risk of anaphylaxis, as a back up device in the event of an emergency.

14. Schools should consider purchasing an Adrenaline Autoinjector for General Use to be kept in the first aid kit and including this as part of the Emergency Response Procedures.

15. The Adrenaline Autoinjector should remain close to the student and School Staff must be aware of its location at all times.

16. The Adrenaline Autoinjector should be carried in the school first aid kit; however, Schools can consider allowing students, particularly adolescents, to carry their Adrenaline Autoinjector on camp. Remember that all School Staff members still have a duty of care towards the student even if they do carry their own Adrenaline Autoinjector.

17. Students with anaphylactic responses to insects should always wear closed shoes and long-sleeved garments when outdoors and should be encouraged to stay away from water or flowering plants.

18. Cooking and art and craft games should not involve the use of known allergens.

19. Consider the potential exposure to allergens when consuming food on buses and in cabins.
# Appendix 2: Emergency Response

## How to administer an EpiPen®

1. Remove from plastic container.
2. Form a fist around EpiPen® and pull off the blue safety cap.
3. Place orange end against the student's outer mid-thigh (with or without clothing).
4. Push down hard until a click is heard or felt and hold in place for 10 seconds.
5. Remove EpiPen®.
6. Massage injection site for 10 seconds.
7. Note the time you administered the EpiPen®.
8. The used autoinjector must be handed to the ambulance paramedics along with the time of administration.

## How to administer an AnaPen®

1. Remove from box container and check the expiry date.
2. Remove black needle shield.
3. Form a fist around Anapen® and remember to have your thumb in reach of the red button, then remove grey safety cap.
4. Place needle end against the student's outer mid-thigh.
5. Press the red button with your thumb so it clicks and hold it for 10 seconds.
6. Replace needle shield and note the time you administered the Anapen®.
7. The used autoinjector must be handed to the ambulance paramedics along with the time of administration.

## If an Adrenaline Autoinjector is administered, the School must

1. **Immediately** call an ambulance (000/112).
2. Lay the student flat and elevate their legs. Do not allow the student to stand or walk. If breathing is difficult for them, allow them to sit but not to stand.
3. Reassure the student experiencing the reaction as they are likely to be feeling anxious and frightened as a result of the reaction and the side-effects of the adrenaline. Watch the student closely in case of a worsening condition. Ask another member of the School Staff to move other students away and reassure them elsewhere.
4. In the situation where there is no improvement or **severe symptoms** progress (as described in the ASCIA Action Plan), a second injection (of the same dosage) may be administered after five minutes, if a second autoinjector is available (such as the Adrenaline Autoinjector for General Use).
5. **Then** contact the student's emergency contacts.
6. **Contact Security Services Unit, Department of Education and Early Childhood Development to report the incident on 9589 6266 (available 24 hours a day, 7 days a week). A report will then be lodged on IRIS (Incident Reporting Information System).**
Appendix 3: Individual Anaphylaxis Management Plan

This plan is to be completed by the Principal or nominee on the basis of information from the student's medical practitioner (ASCIA Action Plan for Anaphylaxis) provided by the Parent.

It is the Parents’ responsibility to provide the School with a copy of the student’s ASCIA Action Plan for Anaphylaxis containing the emergency procedures plan (signed by the student's Medical Practitioner) and an up-to-date photo of the student - to be appended to this plan; and to inform the school if their child's medical condition changes.

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<thead>
<tr>
<th>School</th>
<th>Phone</th>
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<tr>
<td>Student</td>
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<tr>
<td>DOB</td>
<td>Year level</td>
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<tr>
<td>Severely allergic to:</td>
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<td>Other health conditions</td>
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<td>Medication at school</td>
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### EMERGENCY CONTACT DETAILS (PARENT)

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<th>Name</th>
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<td>Relationship</td>
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### EMERGENCY CONTACT DETAILS (ALTERNATE)

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<td>Address</td>
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<tr>
<td>Medical practitioner contact</td>
<td>Name</td>
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<td>Phone</td>
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| Emergency care to be provided at school | 
| Storage for Adrenaline Autoinjector (device specific) (EpiPen®/Anapen®) | 


Circular 385/2005 – Anaphylaxis Training for School Staff
ENVIRONMENT

To be completed by Principal or nominee. Please consider each environment/area (on and off school site) the student will be in for the year, e.g. classroom, canteen, food tech room, sports oval, excursions and camps etc.

<table>
<thead>
<tr>
<th>Name of environment/area:</th>
<th>Risk identified</th>
<th>Actions required to minimise the risk</th>
<th>Who is responsible?</th>
<th>Completion date?</th>
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**Action Plan for Anaphylaxis**

**For use with EpiPen® Adrenaline Autoinjectors**

**Mild to Moderate Allergic Reaction**
- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

**Action**
- **For insect allergy, flick out sting if visible. Do not remove ticks.**
- Stay with person and call for help
- Locate EpiPen® or EpiPen® Jr
- Give other medications (if prescribed) ..............................................
  Dose: ........................................................................................................
- Phone family/emergency contact

Mild to moderate allergic reactions may or may not precede anaphylaxis

Watch for any one of the following signs of anaphylaxis

**Anaphylaxis (Severe Allergic Reaction)**
- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (young children)

**Action**
1. Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.
2. Give EpiPen® or EpiPen® Jr
3. Phone ambulance* 000 (AU), 111 (NZ), 112 (mobile)
4. Phone family/emergency contact
5. Further adrenaline doses may be given if no response after 5 minutes (if another adrenaline autoinjector is available)

If in doubt, give adrenaline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally. If uncertain whether it is asthma or anaphylaxis, give adrenaline autoinjector FIRST, then asthma reliever.

EpiPen® is generally prescribed for adults and children over 5 years.
EpiPen® Jr is generally prescribed for children aged 1-5 years.
*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

Additional information

Note: This is a medical document that can only be completed and signed by the patient's treating medical doctor and cannot be altered without their permission.


Circular 385/2005 – Anaphylaxis Training for School Staff
Mild to Moderate Allergic Reaction

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

Action

- For insect allergy, flick out sting if visible. Do not remove ticks.
- Stay with person and call for help
- Locate Anapen® 300 or Anapen® 150
- Give other medications (if prescribed) ...........................................
  Dose: ........................................................................
- Phone family/emergency contact

Mild to moderate allergic reactions may or may not precede anaphylaxis

Watch for any one of the following signs of anaphylaxis

Anaphylaxis (Severe Allergic Reaction)

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Action

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If in doubt, give adrenaline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally. If uncertain whether it is asthma or anaphylaxis, give adrenaline autoinjector FIRST, then asthma reliever.

Anapen® 300 is generally prescribed for adults and children over 5 years. Anapen® 150 is generally prescribed for children aged 3-5 years.

*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

Additional information

Note: This is a medical document that can only be completed and signed by the patient’s treating medical doctor and cannot be altered without their permission.

Circular 385/2005 – Anaphylaxis Training for School Staff
This Individual Anaphylaxis Management Plan will be reviewed on any of the following occurrences (whichever happen earlier):

- 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; and
- 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).

I have been consulted in the development of this Individual Anaphylaxis Management Plan.
I consent to the risk minimisation strategies proposed.
Risk minimisation strategies are available at Chapter 8 - Prevention Strategies of the Anaphylaxis Guidelines

<table>
<thead>
<tr>
<th>Signature of parent:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

I have consulted the Parents of the students and the relevant School Staff who will be involved in the implementation of this Individual Anaphylaxis Management Plan.

<table>
<thead>
<tr>
<th>Signature of Principal (or nominee):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>
## Appendix 4: Annual Risk Management Checklist

| School Name: |  |
| Date of Review: |  |
| Who completed this checklist? | Name: |
| | Position: |
| Review given to: | Name |
| | Position |
| Comments: |  |

### General Information

1. How many current students have been diagnosed as being at risk of anaphylaxis, and have been prescribed an Adrenaline Autoinjector?  
   - Yes  
   - No

2. How many of these students carry their Adrenaline Autoinjector on their person?  

3. Have any students ever had an allergic reaction requiring medical intervention at school?  
   - Yes  
   - No
   a. If Yes, how many times?

4. Have any students ever had an Anaphylactic Reaction at school?  
   - Yes  
   - No
   a. If Yes, how many students?
   b. If Yes, how many times

5. Has a staff member been required to administer an Adrenaline Autoinjector to a student?  
   - Yes  
   - No
   a. If Yes, how many times?

6. Was every incident in which a student suffered an anaphylactic reaction reported via the Incident Reporting and Information System (IRIS)?  
   - Yes  
   - No

Circular 385/2005 – Anaphylaxis Training for School Staff
### SECTION 1: Individual Anaphylaxis Management Plans

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Does every student who has been diagnosed as being at risk of anaphylaxis and prescribed an Adrenaline Autoinjector have an Individual Anaphylaxis Management Plan and ASCIA Action Plan completed and signed by a prescribed Medical Practitioner?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8. Are all Individual Anaphylaxis Management Plans reviewed regularly with Parents (at least annually)?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>9. Do the Individual Anaphylaxis Management Plans set out strategies to minimise the risk of exposure to allergens for the following in-school and out of class settings?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>a. During classroom activities, including elective classes</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>b. In canteens or during lunch or snack times</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>c. Before and after School, in the school yard and during breaks</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>d. For special events, such as sports days, class parties and extra-curricular activities</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>e. For excursions and camps</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>f. Other</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>10. Do all students who carry an Adrenaline Autoinjector on their person have a copy of their ASCIA Action Plan kept at the School (provided by the Parent)?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>a. Where are they kept?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>11. Does the ASCIA Action Plan include a recent photo of the student?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### SECTION 2: Storage and Accessibility of Adrenaline Autoinjectors

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Where are the student(s) Adrenaline Autoinjectors stored?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Do all School Staff know where the School’s Adrenaline Autoinjectors for General Use are stored?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>14. Are the Adrenaline Autoinjectors stored at room temperature (not refrigerated)?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Is the storage safe?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Is the storage unlocked and accessible to School Staff at all times?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Are the Adrenaline Autoinjectors easy to find?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Is a copy of student’s Individual Anaphylaxis Management Plan (including the ASCIA Action Plan) kept together with the student’s Adrenaline Autoinjector?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Are the Adrenaline Autoinjectors and Individual Anaphylaxis Management Plans (including the ASCIA Action Plans) clearly labelled with the student’s names?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Has someone been designated to check the Adrenaline Autoinjector expiry dates on a regular basis?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who?</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Are there Adrenaline Autoinjectors which are currently in the possession of the School and which have expired?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Has the School signed up to EpiClub or ANA-alert (optional free reminder services)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Do all School Staff know where the Adrenaline Autoinjectors and the Individual Anaphylaxis Management Plans are stored?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. Has the School purchased Adrenaline Autoinjector(s) for General Use, and have they been placed in the School’s first aid kit(s)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. Where are these first aid kits located?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. Is the Adrenaline Autoinjector for General Use clearly labelled as the ‘General Use’ Adrenaline Autoinjector?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27. Is there a register for signing Adrenaline Autoinjectors in and out when taken for excursions, camps etc?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SECTION 3: Prevention Strategies

28. Have you done a risk assessment to identify potential accidental exposure to allergens for all students who have been diagnosed as being at risk of anaphylaxis?

| ☐ Yes | ☐ No |

29. Have you implemented any of the prevention strategies in the Anaphylaxis Guidelines? If not record why?

| ☐ Yes | ☐ No |

30. Have all School Staff who conduct classes with students with a medical condition that relates to allergy and the potential for anaphylactic reaction successfully completed an Anaphylaxis Management Training Course in the three years prior and participated in a twice yearly briefing?

| ☐ Yes | ☐ No |

31. Are there always sufficient School Staff members on yard duty who have successfully completed an Anaphylaxis Management Training Course in the three years prior?

| ☐ Yes | ☐ No |

### SECTION 4: School Management and Emergency Response

32. Does the School have procedures for emergency responses to anaphylactic reactions? Are they clearly documented and communicated to all staff?

| ☐ Yes | ☐ No |

33. Do School Staff know when their training needs to be renewed?

| ☐ Yes | ☐ No |

34. Have you developed Emergency Response Procedures for when an allergic reaction occurs?

| ☐ Yes | ☐ No |

   a. In the class room?

   | ☐ Yes | ☐ No |

   b. In the school yard?

   | ☐ Yes | ☐ No |

   c. In all School buildings and sites, including gymnasiums and halls?

   | ☐ Yes | ☐ No |

   d. At school camps and excursions?

   | ☐ Yes | ☐ No |

   e. On special event days (such as sports days) conducted, organised or attended by the School?

   | ☐ Yes | ☐ No |

35. Does your plan include who will call the Ambulance?

| ☐ Yes | ☐ No |

36. Is there a designated person who will be sent to collect the student’s Adrenaline Autoinjector and Individual Anaphylaxis Management Plan (including the ASCIA Action Plan)?

| ☐ Yes | ☐ No |

37. Have you checked how long it will take to get to the Adrenaline Autoinjector and Individual Anaphylaxis Management Plan (including the ASCIA Action Plan) to a student from various areas of the School including:

| ☐ Yes | ☐ No |

   a. The class room?
<table>
<thead>
<tr>
<th></th>
<th>b. The school yard?</th>
<th>□ Yes □ No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>c. The sports field?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>38.</td>
<td>On excursions or other out of school events is there a plan for who is responsible for ensuring the Adrenaline Autoinjector(s) and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan) and the Adrenaline Autoinjector for General Use are correctly stored and available for use?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>39.</td>
<td>Who will make these arrangements during excursions?</td>
<td>..........................................................</td>
</tr>
<tr>
<td></td>
<td>40. Who will make these arrangements during camps?</td>
<td>..........................................................</td>
</tr>
<tr>
<td></td>
<td>41. Who will make these arrangements during sporting activities?</td>
<td>..........................................................</td>
</tr>
<tr>
<td></td>
<td>42. Is there a process for post incident support in place?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>43.</td>
<td>Have all School Staff who conduct classes that students with a medical condition that relates to allergy and the potential for an anaphylactic reaction and any other staff identified by the Principal, been briefed on:</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td></td>
<td>a. The School’s Anaphylaxis Management Policy?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td></td>
<td>b. The causes, symptoms and treatment of anaphylaxis?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td></td>
<td>c. The identities of students with a medical condition that relates to allergy and the potential for an anaphylactic reaction, and who are prescribed an Adrenaline Autoinjector, including where their medication is located?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td></td>
<td>d. How to use an Adrenaline Autoinjector, including hands on practise with a trainer Adrenaline Autoinjector?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td></td>
<td>e. The School’s general first aid and emergency response procedures for all in-school and out-of-school environments?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td></td>
<td>f. Where the Adrenaline Autoinjector(s) for General Use is kept?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td></td>
<td>g. Where the Adrenaline Autoinjectors for individual students are located including if they carry it on their person?</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

**SECTION 4: Communication Plan**

|   | 44. Is there a Communication Plan in place to provide information about anaphylaxis and the School’s policies? | □ Yes □ No |

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Circular 385/2005 – Anaphylaxis Training for School Staff
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>□ Yes □ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. To School Staff?</td>
<td>□ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>b. To students?</td>
<td>□ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>c. To Parents?</td>
<td>□ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>d. To volunteers?</td>
<td>□ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>e. To casual relief staff?</td>
<td>□ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>45. Is there a process for distributing this information to the relevant School Staff?</td>
<td>□ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>a. What is it?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>46. How is this information kept up to date?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47. Are there strategies in place to increase awareness about severe allergies among students for all in-school and out-of-school environments?</td>
<td>□ Yes □ No</td>
<td></td>
</tr>
<tr>
<td>48. What are they?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Ref: Anaphylaxis Guidelines for Victorian Govt Schools -
Circular 385/2005 – Anaphylaxis Training for School Staff