

1. Purpose & Rationale

To explain to Sandringham College 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 Sandringham College is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

This policy applies to:

- all staff, including causal 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.

2. Policy Goals

Sandringham College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training (DET).

3. Implementation

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 medications.

3.1. Symptoms

Sights and symptoms of a mild to moderate allergic reactions 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.

3.2. 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.

3.3. Individual anaphylaxis management plans

All students at Sandringham College who are diagnosed as being at risk of suffering from an anaphylactic reaction by a medical practitioner must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the principal of Sandringham College 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 Sandringham College 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 is 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 allergy 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.

3.4. Review and updates to individual anaphylaxis plans

A student's Individual Anaphylaxis 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.

3.5. Location of plans and adrenaline autoinjectors

Depending on the age of the students in your school community who are at risk of anaphylaxis, the severity of their allergies and the content of their plan, some students may keep their adrenaline autoinjector on their person, rather than in a designated location. It may also be appropriate to keep copies of the plans in various locations around the school so that the plan is easily accessible by school staff in the event of an incident. Appropriate locations may include the student's classroom, sick bay, the school office or in the materials provided to staff on yard duty.

At Sandringham College a copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis together with their student's adrenaline autoinjector. On the Bluff Road 7-9 Campus these are stored in the Administration Office. On the Holloway Road 10-12 Campus these are stored in the College Administration Office. Students are also encouraged to keep an adrenaline autoinjector on their person. Adrenaline autoinjectors for general use are available at the Holloway Road 10-12 Campus Administration Office

3.6. Risk minimisation strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Sandringham College, 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 at the College Administration Office

3.7. Adrenaline autoinjectors for general use

Sandringham College 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 also for students who may suffer from a first time reaction at school.

Adrenaline autoinjectors for general use will be stored at the Holloway Road 10-12 Administration office and labelled "general use".

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

- the number of students enrolled at risk of anaphylaxis
- the accessibility of adrenaline auto-injectors supplied by parents
- the availability of a sufficient supply of auto-adrenaline injectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline auto-injectors, and the need for general use adrenaline auto-injectors to be replaced when used or prior to expiry.

3.8. 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 in Compass and also stored with the Epi-pens in the Holloway Road 10-12 Campus Administration Office and the Bluff Road 7-9 Administration Office. 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 follow the procedures.

Step	Action
1	1.1 Lay the person flat. 1.2 Do not allow them to stand or walk. 1.3 If breathing is difficult, allow them to sit. 1.4 Be calm and reassuring. 1.5 Do not leave them alone. 1.6 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 Anaphylaxis Management Plan 1.7 If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5 below.
2	Administer an EpiPen or EpiPen Jr (if the student is under 20kg) 2.1 Remove from plastic container 2.2 Form a fist around the EpiPen and pull of the blue safety release (cap) 2.3 Place orange end against the student's outer mid-thigh (with or without clothing) 2.4 Push down hard until a click is heard or felt and hold in place for 3 seconds 2.5 Remove EpiPen. 2.6 Note the time the EpiPen is administered. 2.7 Retain the used EpiPen 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.

3.9. Communication plan

This policy will be available through Compass so that parents and other members of the school community can easily access information about Sandringham College's anaphylaxis management procedures. The parents and carers of students who are enrolled at Sandringham College 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 staff, including Casual Relief Teachers, ES staff and volunteers are aware of this policy and students in their care at risk of anaphylaxis.

3.10. Staff training

Staff at Sandringham College will receive appropriate training in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

Staff who are responsible for conducting classes that students who are at risk of anaphylaxis attend and any further staff that the principal identifies, 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.

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year, facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 12 months,

Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identifies of students with a medical condition that relates to allergy 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.

4. Monitoring & Review

This policy was last updated on May 2020. Please refer to the Sandringham Policy Schedule for the next review date.

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.

5. Definitions

DET – Department of Education and Training

6. References

This policy should be read in conjunction with the following policies:

School Policy and Advisory Guide:

- [Anaphylaxis](#)
- [Anaphylaxis management in schools](#)

Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)

ASCIA Guidelines: [Schooling and childcare](#)

Royal Children’s Hospital: [Allergy and immunology](#)

Policy Number	SC-OP-02	Last Approval Date	1 st May 2020
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	Facilities Manager Anaphylaxis Trainer	Next Review Date	1 st May 2021
Review Frequency	Document Availability	Policy Delivery	
<input checked="" type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a	<input type="checkbox"/> College Website <input type="checkbox"/> Student Compass <input checked="" type="checkbox"/> Parent Compass <input checked="" type="checkbox"/> Staff Compass <input type="checkbox"/> Staff Information Drive <input type="checkbox"/> Enrolment Pack	<input checked="" type="checkbox"/> Annual Staff Meeting (2 per year) <input type="checkbox"/> Annual Parent Meeting <input type="checkbox"/> Annual Student Meeting <input type="checkbox"/> Annual School Assembly <input type="checkbox"/> Per Semester Staff Meeting <input type="checkbox"/> Per Semester Parent Meeting <input type="checkbox"/> Per Semester Student Meeting <input type="checkbox"/> Per Semester School Assembly <input type="checkbox"/> Post-incident Staff Meeting <input type="checkbox"/> Post-incident Parent Meeting <input type="checkbox"/> Post-incident Student Meeting <input type="checkbox"/> Post-incident School Assembly	