

## Anaphylaxis Policy

### PURPOSE

To ensure Rubicon Outdoor School – Thornton and Nayook Campuses appropriately supports students diagnosed as being at risk of suffering from anaphylaxis.

### OBJECTIVE

To explain to Rubicon Outdoor School staff, visiting 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 Rubicon Outdoor 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

Rubicon Outdoor School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

It is the responsibility of each visiting school to ensure a confidential medication information form is completed by parents/carers prior to the scheduled visit. Rubicon Outdoor School will provide a medical and consent form template.

It is the responsibility of each visiting school to ensure all confidential medical forms are completed by parents/carers prior to the scheduled visit including:

- A Rubicon Outdoor School medical and consent form
- Student Health Support Plan (if required)
- Asthma Action Plans (if required)
- Anaphylaxis Management Plans (if required)

All information is entered into Rubicon’s Student Management System (SMS) and hardcopies of the documents, whilst students are at the school, are stored in a secure location (Thornton Campus or Nayook Campus first aid room) as per the Department’s records management policy. Access is limited to DET employees who have a duty of care and responsibility for students whilst at the school. If required, Rubicon Outdoor School will seek further clarification of student needs, with the visiting school prior to commencement.

Information on students’ medical needs will be available via the school’s SMS. A summary of the medical forms is to be taken with each class group and provided to visiting school staff. A hardcopy will also be placed on the Red Alert board in the administration building of each campus, for other

staff to access as required. It is the responsibility of the visiting school to manage the administration of medication to students, in consultation with the Principal and staff at Rubicon Outdoor School. Prior to each visiting school arriving, the visiting school must nominate a member of staff to manage the administration of medication for the period of the visit. This protocol will be reinforced at the briefing of visiting staff when they arrive at the school, where visiting teachers will be inducted into the processes around storage of medication and the location of emergency first aid equipment.

## **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
- 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 Rubicon Outdoor 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 the visiting school is responsible for developing a plan in consultation with the student's parents/carers and providing it to Rubicon Outdoor School four weeks prior to arrival.

Where necessary, an Individual Anaphylaxis Management Plan will be in place for attendance at Rubicon Outdoor School.

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 visiting 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 visiting school and each time it is reviewed
- provide the visiting 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 visiting 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*

If a student's Individual Anaphylaxis Management Plan is reviewed and updated after it has been provided by the visiting school to Rubicon Outdoor School it will be provided to Rubicon Outdoor School as soon as practicable and prior to the students arrival at Rubicon Outdoor School. Rubicon Outdoor 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 during the 5 day program.

#### **Location of plans and adrenaline autoinjectors**

Depending on the ability of students 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.

For when students will not keep their adrenaline autoinjectors on their person:

*A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at administration building together with the student's adrenaline autoinjector. Adrenaline autoinjectors must be labelled with the student's name. Additional management plans for Anaphylaxis are located in the First Aid room at each campus and the kitchen.*

For when students will keep their adrenaline autoinjectors on their person:

*A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at administration building. Students are encouraged to keep*

*their adrenaline autoinjectors on their person. Adrenaline autoinjectors for general use are available at Campus First Aid Room, Administration Building and Kitchen and are labelled “general use”.*

For where some students keep their adrenaline autoinjectors on their person and others store them elsewhere:

*A copy of each student’s Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at the campus administration building, First Aid Room and Kitchen. Whilst some students keep their adrenaline autoinjector on their person, medication for those that do not will be stored and labelled with their name at the campus First Aid Room. Adrenaline autoinjectors for general use are available at Campus First Aid Room, Administration Building and Kitchen and are labelled “general use”.*

### **Risk Minimisation Strategies**

To reduce the risk of a student suffering from an anaphylactic reaction at Rubicon Outdoor 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 on the campuses
- school kitchen staff are trained in appropriate food handling to reduce the risk of cross contamination
- visiting schools are asked not to bring snacks without prior consultation with Rubicon Outdoor School Principal and Campus Principal
- a general use EpiPen will be stored at the school.

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

Rubicon Outdoor 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 the designated first aid rooms 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 Rubicon Outdoor 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 and stored in the Administration building at both campuses. For 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, responding school staff must:

Step	Action
1.	<ul style="list-style-type: none"> <li>• Lay the person flat</li> <li>• Do not allow them to stand or walk</li> <li>• If breathing is difficult, allow them to sit</li> <li>• Be calm and reassuring</li> <li>• Do not leave them alone</li> <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 the student's Individual Anaphylaxis Management Plan, stored at in the Administration building at both campuses.</li> <li>• If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5</li> </ul>
2.	Administer an EpiPen or EpiPen Jr (if the student is under 20kg) <ul style="list-style-type: none"> <li>• Remove from plastic container</li> <li>• Form a fist around the EpiPen and pull off the blue safety release (cap)</li> <li>• Place orange end against the student's outer mid-thigh (with or without clothing)</li> <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>
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.

## COMMUNICATION

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

- Available publicly on our school's website
- Included in Rubicon Outdoor School and visiting school staff induction processes
- Included in visiting school registration packs
- Made available in hard copy from school administration upon request
- Known students at risk of anaphylaxis will be communicated in the weekly medical information summaries provided to Rubicon Outdoor School and visiting school staff. .
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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 Rubicon Outdoor School principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

- Rubicon Outdoor School staff who conduct classes attended by students who are at risk of anaphylaxis

Rubicon Outdoor School 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.

Rubicon Outdoor School uses the following training course. ASCIA eTraining course

<https://etrainingvic.allergy.org.au/>

Note, for details about approved staff training modules, refer to chapter 5 of the [Anaphylaxis Guidelines](#).

Rubicon Outdoor School 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 Rubicon Outdoor School staff member who has successfully completed an anaphylaxis management course within the last 2 years.

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.

The Rubicon Outdoor School 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

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

## POLICY REVIEW AND APPROVAL

<u>Policy last reviewed May 2021</u>	Andrew Monson - Principal
<u>Approved by</u>	
<u>Next scheduled review date</u>	May 2022

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.