



WEDDERBURN
COLLEGE

POLICY: ANAPHYLAXIS

PURPOSE

To explain to Wedderburn 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 Wedderburn College 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

Wedderburn College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medications.

Signs 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.

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 Wedderburn 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 Wedderburn 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 Wedderburn 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.

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.

Storage, Accessibility and Location of Adrenaline Autoinjectors (e.g. EpiPen®)

Location

Depending on the age of the students in our 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, as well as in the designated location in the First Aid Room. Copies of the Individual Anaphylaxis Management Plans and Medical Alert Posters are kept/displayed in the staff room, the first aid room and on a yard duty key ring set attached to each staff member's vest, so that the plan is easily accessible by school staff in the event of an incident.

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 in the First Aid Room at Wedderburn College, together with the student's adrenaline autoinjector. Adrenaline autoinjectors must be labelled with the student's name.

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 and their spare autoinjector in the First Aid Room at Wedderburn College. Students are encouraged to always keep their adrenaline autoinjectors on their person. Adrenaline autoinjectors for general use are available at the First Aid Room and are labelled "general use".

Storage & Accessibility

Adreanine autoinjectors for individual students, and/or Adreanine autoinjectors for general use (schools generic Adreanine autoinjectors) will be stored correctly (room temperature and away from light) and be easily accessible (not locked), because in some cases, exposure to an allergen can lead to an anaphylactic reaction in as little as a few minutes.

All Adreanine autoinjectors for individual students will be clearly labelled with the student's name and be stored with a copy of the student's anaphylaxis action plan in the students individual Red Adreanine autoinjectors Bag hanging on the pin board in the First Aid Room

All Adreanine autoinjectors for General use (generic Adreanine autoinjectors) will be clearly labelled and distinguishable from those owned by students at risk of anaphylaxis.

General use (generic) Adreanine autoinjectors and (generic) ACSIA Action Plan can be found in the following places;

- the First Aid Room
- in all First Aid Bags stored in the First aid Room and Emergency Evacuation Kit stored in the Front Office.

All Adreanine autoinjectors will be signed in and signed out when taken from its usual place e.g. for camps/excursions.

Regular review of the student's school Adreanine autoinjectors and the college's generic Adreanine autoinjectors will be undertaken by the person/people nominated by the Principal, or their delegate, to ensure they are not out of date.

All trainer auto-injectors (which do not contain adrenaline or a needle) will be stored in a separate location due to risk of confusion.

Storage, Accessibility and Location of Individual Anaphylaxis Management

Plans and ACSIA

List of Students

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 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 auto injectors, where appropriate.

An up-to-date list of students who are identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction can be found in the following places.

- On CASES21
- On Compass (Go to student dashboard)
- In the general Staff Room on the Notice Board and Primary staff work area - Medical Alert information
- In the First Aid room
- Red Student Medical Alert Folder - Front Office

Location (onsite)

All Individual Anaphylaxis Management Plans and ACSIA Action Plans are located in the:

- Red Medical Alert Folder in the Front Office - Individual Anaphylaxis Management Plans and ACSIA Action Plans
- Students Red Adreanine autoinjectors Bag (together with the auto-injector) which are stored on the board in the First Aid Room - Individual ACSIA Action Plan
- Student Information folder - First Aid room. Copies of Individual Anaphylaxis Management Plan and Individual ASCIA Action Plan.
- Medical alert posters which include ACSIA Action Plans details are displayed on the Staff room noticeboard, BER staff work area and on the noticeboard in the First Aid room.
- On Compass (Go to students dashboard)

Location (offsite)

Excursion folder containing the Individual Anaphylaxis Management Plans, adrenaline auto-injectors and ACSIA Action Plan are taken off-site as detailed in the *Prevention Strategies* section of this policy.

Risk Minimisation Strategies

It is important to note that banning of food or other potential allergens is not recommended as a risk minimisation and prevention strategy. The reasons for this are as follows:

- it can create complacency among staff and students;
- it does not eliminate the presence of hidden allergens;

- it is difficult/impossible to "ban" all triggers (allergens) because these are not necessarily limited to peanuts and nuts. Triggers and common allergens can also include eggs, dairy, soy, wheat, sesame, seeds, fish, shellfish and insect stings.

Risk minimisation and prevention strategies should be considered for all relevant in-school and out-of-school settings including (but are not limited to) the following:

- During classroom activities (including class rotations, specialists and elective classes);
- Between classes and other breaks;
- In canteens;
- During recess and lunchtimes;
- Before and after school; and
- Special events including incursions, sports, cultural days, fetes or class parties, excursions and camps

In School Settings

1. *Classrooms and other inside learning Spaces*

A. Keep a copy of all students' Individual Anaphylaxis Management Plans and ASCIA Action Plans in Student Medical Alert Folder at Front Office. Ensure all Individual ASCIA Action Plans are easily accessible where individual student adrenaline auto injectors are kept in First Aid Room.
B. Liaise with Parents about food-related activities ahead of time.
C. Never give food from outside sources to a student who is at risk of anaphylaxis.
D. 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.
E. 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.
F. 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).
G. Ensure all cooking utensils, preparation dishes, plates, and cutlery are washed and cleaned thoroughly after preparation of food and cooking.
H. Have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.
I. Students with food allergy need special care when doing food technology. An appointment should be organised with the students' parents prior to the student undertaking this subject. Helpful information is available @ www.allergyfacts.org.au/images/pdf/foodtach.pdf
K. 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 Auto-injector, the School's Anaphylaxis Management Policy, and each individual person's responsibility in managing an incident i.e. seeking a trained staff member.

2. Canteen:

A. Canteen staff (whether internal or external) 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 'Safe Food Handling' in the School Policy and Advisory Guide, available at: Food Handling in Canteens Policy in the Policy Advisory Library (PAL) available at: Food Handling in Canteens: Policy education.vic.gov.au
B. 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 enrolls.
C. Display the student's name and photo in the canteen as a reminder to Canteen Staff and volunteers.
D. Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts.
E. 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.
F. Regarding lunch-orders - students with anaphylaxis are encouraged to write on the lunch order that they are anaphylactic to alert canteen staff. Gloves are worn when stocking lunch orders. Hands are washed between orders when dealing with lunch orders with students at risk of anaphylaxis.
G. Ensure that tables and surfaces are wiped down with warm soapy water regularly.
H. Ensure that equipment is washed in hot soapy water by canteen staff.
I. 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, Wedderburn College, can agree to not stock peanut and tree nut products (e.g. hazelnuts, cashews, almonds etc.) including chocolate and hazelnut spreads.

3. Yard:

A. Sufficient School Staff on yard duty must be trained in the administration of the Adrenaline Auto Injector to be able to respond quickly to an anaphylactic reaction if needed.
B. The Adrenalin Auto Injector and a copy of each student's Individual Anaphylaxis Action Plan must be easily accessible and staff should be aware of their exact location. <i>Remember: an anaphylactic reaction can occur in as little as a few minutes.</i>
C. Wedderburn College has a Communication Plan in place to ensure that the medical information and medication of all students who have been identified at risk of anaphylaxis can be retrieved quickly if a reaction occurs in the yard. Yard Duty staff must be able to identify, by face, those students at risk of anaphylaxis. To assist them to do this, Yard Duty staff must carry on them the photo cards of the students at risk of anaphylaxis.
D. All staff on yard duty must use the set of the anaphylaxis students' photo cards or carry a mobile phone to notify the front office/first aid team if an anaphylactic reaction occurs in the yard. Staff should also be wearing their high-vis vest so it is easy to locate them.

E. 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 coloured clothing rather than bright colours, as well as closed shoes and long-sleeved garments when outdoors.
F. Keep lawns and clover mowed and outdoor bins covered.
G. Staff should encourage students to keep drinks and food covered while outdoors.

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

A. Sufficient School Staff supervising the special event must be trained in the administration of an adrenaline auto injector to be able to respond quickly to an anaphylactic reaction if required.
B. School Staff should avoid using food in activities or games, including as rewards.
C. 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.
D. Parents of other students should be informed in advance about foods that may cause allergic reaction 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.
E. Party balloons should not be used if any student is allergic to latex.
F. If students from other schools are participating in an event at Wedderburn College without a staff member or parent supervisor, a designated staff member should request medical information from the participating schools. This must include the identities of students attending who are at risk of anaphylaxis and strategies to minimize the risk of a reaction while the student is visiting the school.

Out-of-School Settings

1. *Travel to and from School by bus*

A. At enrolment, parents will be encouraged to discuss safety strategies with the bus company, including the emergency medication and responses for anaphylaxis prior to the students travelling on the bus. Students at risk of anaphylaxis are encouraged to carry their home auto injector on them or in their bags during transit between school and home.
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2. *Field trips/excursions/sporting events*

A. If Wedderburn College has a student at risk of anaphylaxis attending a special event, sufficient school staff supervising the special event must be trained in the administration of an adrenalin auto injector to be able to respond quickly to an anaphylactic reaction if required.
B. School staff members trained in the recognition of anaphylaxis and the administration of the adrenaline auto injector must accompany any student at risk of anaphylaxis on field trips or excursions.
C. School staff should avoid using food in activities or games, including as rewards.
D. The adrenaline auto injector and a copy of the Individual Anaphylaxis Management Plan and Individual ASCIA Action Plan for each student at risk of anaphylaxis should be easily accessible and school staff must be aware of their exact location.

<p>E. For each field trip, excursion or sporting event, a risk assessment should be undertaken for each student attending who is at risk of anaphylaxis. The risks may vary according to the number of students with anaphylaxis attending, the nature of the excursion/sporting event, size of venue, distance from medical assistance, the structure of the excursion and corresponding staff-student ratio.</p>
<p>F. All school staff members present during the field trip, excursion or sporting event need to be aware of and able to identify any students attending who are at risk of anaphylaxis.</p>
<p>G. The school should consult parents of students with anaphylaxis in advance to discuss issues that may arise to develop an alternative food menu or request the parents provide a meal (if required).</p>
<p>H. Parents may wish to accompany their child on field trips and/or excursions. This should be discussed with the parents as another strategy for supporting the student who is at risk of anaphylaxis.</p>
<p>I. Prior to an excursion taking place school staff should review the student's Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the particular excursion activity. Consult with the student's parents and/or medical p-practitioner (if relevant), and document.</p>
<p>J. If the field trip, excursion or special event is being held at another school without a parent or staff supervision, then the school should notify the school ahead of time that a student at risk of anaphylaxis will be attending. They should discuss appropriate risk minimization strategies so that the roles and responsibilities of the host and visiting school are clear and document this.</p>
<p>K. Students at risk of anaphylaxis must take their own adrenaline auto injector to events being held at other schools.</p>

3. Camps & Remote Settings:

A. Prior to engaging a camp owner/operator's services, Wedderburn College will make enquiries as to whether it can provide food that is safe for students with anaphylaxis. If a camp owner/operator cannot provide this confirmation to the School, then the School should consider using an alternative service provider.
B. 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 and label reading.
C. If the school has concerns about whether the food provided on a camp will be safe for students at risk of anaphylaxis, it will raise these concerns in writing with the camp owner/operator and also consider alternative means for providing food for those students.
D. Wedderburn College will 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. Wedderburn College has a duty of care to protect students in their care from reasonably foreseeable injury and this duty cannot be delegated to any third party.
E. Wedderburn College will conduct a risk assessment and develop a risk management strategy for students at risk of anaphylaxis, and document this. This should be developed in consultation with parents of students at risk of anaphylaxis and camp owners/operators prior to the camp dates.
F. Staff should consult with parents of students at risk of anaphylaxis and the camp owner/operator to ensure that appropriate risk minimisation, 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.
G. Use of substances containing allergens should be avoided where possible.
H. Camps should be strongly discouraged from stocking peanut or tree nut products including nut spread. Products that 'may contain' traces of nuts may be served, but not to students who are known to be allergic to nuts. If eggs are to be used there must be suitable alternatives provided for any student known to be allergic to eggs.
I. The student's adrenalin auto-injector, 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, such as a satellite phone.
J. Prior to the camp taking place, school staff should consult with the student's parents to review the student's Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the circumstances of the particular camp.
K. School staff participating in the camp should be clear about their roles and responsibilities in the event of an anaphylactic reaction and have current anaphylaxis training. Check the emergency response procedures that the camp provider has in place and ensure that these are sufficient in the event of an anaphylactic reaction
L. A designated staff member should contact local emergency services and hospitals well prior to the camp to: <ul style="list-style-type: none">- provide details of medical conditions of students at risk- determine the location of camp and location of any off camp activities from emergency services- distribute emergency contact details to all school staff as part of the emergency response procedures developed for the camp.

M. Wedderburn College will take an adrenalin auto-injector 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.
N. Wedderburn College will purchase adrenalin auto-injector/s for general use to be kept in the first aid kit and include this as part of the Emergency Response Procedures.
O. The students own Adrenaline Auto-injector should remain close to the student and school staff must be aware of its location at all times.
P. Before camp, staff should discuss with parents and students, particularly adolescents, whether to allow them to carry their own adrenaline autoinjector on camp. Document this decision. Remember that all School Staff members still have a duty of care towards the student even if they do carry their own adrenaline autoinjector)
Q. 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.
R. Cooking and art and craft games should not involve the use of known allergens.
S. Consider the potential exposure to allergens when consuming food on buses and in cabins.

4. Overseas Travel:

A. Review and consider the strategies listed under “Field Trips/Excursions/Sporting Events” and “Camps and Remote Settings”. Where an excursion or camp is occurring overseas, schools should involve parents in discussions regarding risk management well in advance.
B. Investigate the potential risks at all stages of the overseas travel such as: <ul style="list-style-type: none"> - travel to and from the airport/port; - travel to and from Australia (via aeroplane, ship etc.); - various accommodation venues; - all towns and other locations to be visited; - sourcing safe foods at all of these locations; and - risks of cross contamination, including: <ul style="list-style-type: none"> a. exposure to the foods of the other students; b. hidden allergens in foods; c. whether the table and surfaces that the student may use will be adequately cleaned to prevent a reaction; and d. whether the other students will wash their hands when handling food.

- C. Assess how each of these risks can be managed using minimisation strategies such as the following:
- translation of the student's Individual Anaphylaxis Management Plan and ASCIA Action Plan;
 - sourcing of safe foods at all stages;
 - obtaining the names, address and contact details of the nearest hospital and medical practitioners at each location that may be visited;
 - obtaining emergency contact details; and
 - sourcing the ability to purchase additional auto-injectors
- D. Record details of travel insurance, including contact details for the insurer. Determine how any costs associated with medication, treatment and/or alteration to the travel plans as a result of an anaphylactic reaction can be paid.
- E. Plan for appropriate supervision of students at risk of anaphylaxis at all times, including that:
- there are sufficient school staff attending the excursion who have been trained in accordance with section 12 of the Ministerial Order
 - there is an appropriate level of supervision of students with anaphylaxis throughout the trip, particularly at times when they are taking medication and eating food, or being otherwise exposed to potential allergens
 - there will be capacity for adequate supervision of any affected student(s) requiring medical treatment, and that adequate supervision of other students will be available; and
 - staff/student ratios should be maintained during the trip, including in the event of an emergency where the students may need to be separated.
- F. Wedderburn College should re-assess its Emergency Response Procedures, and if necessary adapt it to the particular circumstances of the overseas trip. A record must be kept of relevant information such as;
- dates of travel;
 - name of airline, and relevant contact details;
 - itinerary detailing the proposed destinations, flight information and the duration of the stay in each location;
 - hotel addresses and telephone numbers;
 - proposed means of travel within the overseas country;
 - list of students and each of their medical conditions, medication and other treatment (if any);
 - emergency contact details of hospitals, ambulances, and medical practitioners in each location;
 - details of travel insurance
 - plans to respond to any foreseeable emergency including who will be responsible for the implementation of each part of the plans;
- possession of a mobile phone or other communication device that would enable the school staff to contact emergency services in the overseas country if assistance is required.

5. *Work Experience:*

- A. School staff should involve parents, the student and the employer in discussions regarding risk management prior to a student at risk of anaphylaxis attending work experience. The employer and relevant staff must be shown the ASCIA Action Plan for Anaphylaxis and how to use the adrenalin auto-injector in case the work experience student shows signs of an allergic reaction whilst at work experience. It may be helpful for the teacher and the students to do a site visit before the student begins placement.

Adrenaline Auto Injectors (e.g. EpiPen®) for General Use

Wedderburn College 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 first aid room 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 Example 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
- the weight of the students at risk of anaphylaxis to determine the correct dosage of adrenaline autoinjector/s to purchase.

When to use Adrenaline Autoinjectors (e.g., /EpiPen®)- for General use

It is recommended that Adrenaline Auto injectors for General use be used when a students' prescribed adrenaline auto injector

- does not work,
- is misplaced,
- out of date
- cloudy and therefore not recommended to be used,
- has already been used
- or is not readily accessible during a life-threatening emergency Where a student is having a first-time reaction
- When instructed by a medical officer after calling 000

(ASCIA advises that no serious harm is likely to occur from mistakenly administering adrenaline to an individual who is not experiencing anaphylaxis.)

Prior to use:

- Confirm the expiry date to ensure it is 'in-date'. If the device has expired, use an alternative device if easily accessible. If no other option is available or easily accessible, then USE the expired device.
- Check the viewing window to ensure the adrenaline is not cloudy or discoloured. If the device is cloudy or discoloured, use an alternative device if easily accessible. If no other option is available or easily accessible, then USE the cloudy or discoloured device.

School Management

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 First Aid Officer and 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:

<i>Step</i>	<i>Action</i>
1.	<ul style="list-style-type: none"> • 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 auto injector, and the student's Individual Anaphylaxis Management Plan, stored at First Aid Office • 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.	<p>Administer an EpiPen or EpiPen Jr</p> <ul style="list-style-type: none"> • Remove from plastic container • Form a fist around the EpiPen and pull off the blue safety release (cap) • Hold leg still and 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 and document time it was administered • Note the time the EpiPen is administered • Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration <p>OR</p> <p>Administer an Anapen® 500, Anapen® 300, or Anapen® Jr.</p> <ul style="list-style-type: none"> • 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 10 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) or if out of range call 112
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 auto injectors are available.
5.	Do not move student but continue to reassure, to quell anxiety or worry

6.	Contact the student's emergency contacts.
7.	Continue to monitor student for any changes, or if another epipen is required, and move other students away

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 - 6 as above.

Schools can 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, schools should consider using the correct dose of adrenaline autoinjector depending on the weight of the student. However, in an emergency if there is no other option available, any device should be administered to the student.

[Note: If in doubt, it is better to use an adrenaline autoinjector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction. Refer to 'Frequently asked questions' on the [Resources tab](#) of the Department's Anaphylaxis Policy.]

Students self-administering an adrenaline auto-injector, such as EpiPen®.

Determining capability	The decision about whether a student is able to carry and potentially self-administer the adrenaline auto-injector is made while developing the student's ASCIA Action Plan for Anaphylaxis.
Duty of care	Staff duty of care extends to administering an adrenaline auto-injector for the student even if their ASCIA Action Plan for Anaphylaxis states the student can self-administer.
Responsibility to inform	When students carry their own adrenaline auto-injector they must inform staff if they use it, so an ambulance can be called immediately.
Rights	Students have a right to self-administer the adrenaline auto-injector, but may not be physically able.

Post-incident support

An anaphylactic reaction can be a very traumatic experience for the student, staff, parents, student and others witnessing the reaction. In the event of an anaphylactic reaction and school; staff may benefit from post-incident counselling provided by the school nurse, guidance officer, student welfare coordinator or school psychologist.

Review

After an anaphylactic reaction has taken place that has involved a student in the school's care and supervision, it is important that the following review processes take place:

A.	The adrenaline autoinjector must be replaced by the parent as soon as possible.
B.	In the meantime, the principal should ensure that there is an interim Individual Anaphylaxis Management Plan should another anaphylactic reaction occur prior to the replacement adrenaline autoinjector being provided by the parents.

C.	If the adrenaline autoinjector for general use has been used this should be replaced as soon as possible.
D.	In the meantime, the principal should ensure that there is an interim plan in place should another anaphylactic reaction occur prior to the replacement adrenaline autoinjector for general use being provided.
E.	The student's Individual Anaphylaxis Management Plan should be reviewed in consultation with the student's parents.
F.	The school's Anaphylaxis Management Policy should be reviewed to ascertain whether there are any issues requiring clarification or modification in the Policy. This will help the school to continue to meet its ongoing duty of care to students.

Communication Plan

This policy will be available on www.wedderburn-college.vic.edu.au so that parents and other members of the school community can easily access information about Wedderburn College's anaphylaxis management procedures. The parents and carers of students who are enrolled at Wedderburn 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 relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Wedderburn College'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](#).

Students

Principal, or designated staff member will ensure that Anaphylaxis, and how to respond during an anaphylactic reaction, is explained each semester of the school year to students at an appropriate forum.

A designated staff member will communicate to the students at risk of anaphylaxis and their parents, prior to school commencement, the schools anaphylaxis policy and emergency response.

Students must know the importance of telling a staff member if they experience an allergic reaction, and if they self-administer the adrenaline auto injector, so an ambulance can be called immediately.

Student Messages about Anaphylaxis

- Always take food allergies seriously - severe allergies are no joke
- Don't share your food with friends who have food allergies
- Know what your friends are allergic to
- If a school friend becomes sick, get help immediately even if the friend does not want you to
- Be respectful of a school friend's adrenaline auto injector
- Don't pressure your friends to eat food that they are allergic to

Parents/Carers/Guardians/Volunteers

- Information included in the College Newsletter each Semester or when appropriate
- Information on the Wedderburn College website
- If parents/carers/guardians are involved in an activity within the college, they will be supervised by School Staff. The supervising school staff member should brief them on how to respond during an anaphylactic reaction.

Casual Relief Staff

- Staff who are leaving an extra, to alert CRT of any students within the class who has been identified as being at risk of having an anaphylactic reaction
- Daily Organiser ensures that the CRT is aware of the School Management and Emergency Response and are given a set of Student Medical Alert Cards
- CRT's are welcome to attend Staff Anaphylaxis Training and twice yearly Staff Anaphylaxis Briefings

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

All school staff are required to attend and maintain specialist classes, 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.

Wedderburn College uses the following training course [Anaphylaxis Supervisors with ASCIA eTraining course (with 22579VIC, or 22578VIC or 10710 NAT)].

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

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 [Principal 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 enrolls at Wedderburn College 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.

A record of staff training courses and briefings will be maintained and kept at the front office

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](#)
- [Health-care-needs-policy-template-july-2021.docx](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	March 2024

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 (Appendix A).

This policy is to be used in conjunction with the document below:

ANNUAL ANAPHYLAXIS RISK MANAGEMENT CHECKLIST (to be completed at the start of each year)

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?	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If Yes, how many times?	
4. Have any students ever had an anaphylactic reaction at school?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If Yes, how many times?	

6. If your school is a government school, was every incident in which a student suffered an anaphylactic reaction reported via the Incident Reporting and Information System (IRIS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 1: Training	
7. Have all school staff who conduct classes with students who are at risk of anaphylaxis successfully completed an approved anaphylaxis management training course, either: <ul style="list-style-type: none"> online training (ASCIA anaphylaxis e-training) within the last 2 years, or accredited face-to-face training (22300VIC or 10313NAT) within the last 3 years? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Does your school conduct twice-yearly briefings annually? If no, please explain why not, as this is a requirement for school registration.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Do all school staff participate in a twice-yearly anaphylaxis briefing? Ifn, please explain why not, as this is a requirement for school registration.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. If you are intending to use the ASCIA Anaphylaxis e-training for Victorian Schools:	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Has your school trained a minimum of 2 school staff (School Anaphylaxis Supervisors) to conduct competency checks of adrenaline autoinjectors (EpiPen®)?	
b. Are your school staff being assessed for their competency in using adrenaline autoinjectors (EpiPen®) within 30 days of completing the ASCIA Anaphylaxis e-training for Victorian Schools?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 2: Individual Anaphylaxis Management Plans	
11. Does every student who has been diagnosed as being at risk of anaphylaxis and prescribed an adrenaline autoinjector have an Individual Anaphylaxis Management Plan, which includes an ASCIA Action Plan for Anaphylaxis completed and signed by a prescribed medical practitioner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Are all Individual Anaphylaxis Management Plans reviewed regularly with parents (at least annually)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. 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?	
a. During classroom activities, including elective classes	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. In canteens or during lunch or snack times	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Before and after school, in the school yard and during breaks	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. For special events, such as sports days, class parties and extra-curricular activities	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. For excursions and camps	<input type="checkbox"/> Yes <input type="checkbox"/> No

f. Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Do all students who carry an adrenaline autoinjector on their person have a copy of their ASCIA Action Plan for Anaphylaxis kept at the school (provided by the parent)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Where are the Action Plans kept?	
15. Does the ASCIA Action Plan for Anaphylaxis include a recent photo of the student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Are Individual Management Plans (for students at risk of anaphylaxis) reviewed prior to any off-site activities (such as sport, camps or special events), and in consultation with the student's parent/s?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 3: Storage and accessibility of adrenaline autoinjectors	
17. Where are the student(s) adrenaline autoinjectors stored?	
18. Do all school staff know where the school's adrenaline autoinjectors for general use are stored?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Are the adrenaline autoinjectors stored at room temperature (not refrigerated) and out of direct sunlight?	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Is the storage safe?	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Is the storage unlocked and accessible to school staff at all times? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Are the adrenaline autoinjectors easy to find? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
23. Is a copy of student's individual ASCIA Action Plan for Anaphylaxis kept together with the student's adrenaline autoinjector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
24. Are the adrenaline autoinjectors and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan for Anaphylaxis) clearly labelled with the student's names?	<input type="checkbox"/> Yes <input type="checkbox"/> No
25. Has someone been designated to check the adrenaline autoinjector expiry dates on a regular basis? Who?	<input type="checkbox"/> Yes <input type="checkbox"/> No
26. Are there adrenaline autoinjectors currently in the possession of the school that have expired?	<input type="checkbox"/> Yes <input type="checkbox"/> No
27. Has the school signed up to EpiClub (optional free reminder services)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

28. Do all school staff know where the adrenaline autoinjectors, the ASCIA Action Plans for Anaphylaxis and the Individual Anaphylaxis Management Plans are stored?	<input type="checkbox"/> Yes <input type="checkbox"/> No
29. Has the school purchased adrenaline autoinjector(s) for general use, and have they been placed in the school's first aid kit(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
30. Where are these first aid kits located? Do staff know where they are located?	<input type="checkbox"/> Yes <input type="checkbox"/> No
31. Is the adrenaline autoinjector for general use clearly labelled as the 'General Use' adrenaline autoinjector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
32. Is there a register for signing adrenaline autoinjectors in and out when taken for excursions, camps etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 4: Risk Minimisation strategies	
33. 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
34. Have you implemented any of the risk minimisation strategies in the Anaphylaxis Guidelines? If Yes, list these in the space provided below. If No, please explain why not, as this is a requirement for school registration.	<input type="checkbox"/> Yes <input type="checkbox"/> No
35. Are there always sufficient school staff members on yard duty who have current Anaphylaxis Management Training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 5: School management and emergency response	
36. Does the school have procedures for emergency responses to anaphylactic reactions? Are they clearly documented and communicated to all staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
37. Do school staff know when their training needs to be renewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
38. Have you developed emergency response procedures for when an allergic reaction occurs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. In the class room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. In the school yard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. In all school buildings and sites, including gymnasiums and halls?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. At school camps and excursions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. On special event days (such as sports days) conducted, organised or attended by the school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
39. Does your plan include who will call the ambulance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
40. Is there a designated person who will be sent to collect the student's adrenaline autoinjector and individual ASCIA Action Plan for Anaphylaxis?	<input type="checkbox"/> Yes <input type="checkbox"/> No

41. Have you checked how long it takes to get an individual's adrenaline autoinjector and corresponding individual ASCIA Action Plan for Anaphylaxis to a student experiencing an anaphylactic reaction from various areas of the school including:	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. The class room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. The school yard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. The sports field?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. The school canteen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
42. 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
43. Who will make these arrangements during excursions?	
44. Who will make these arrangements during camps?	
45. Who will make these arrangements during sporting activities?	
46. Is there a process for post-incident support in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
47. Have all school staff who conduct classes attended by students at risk of anaphylaxis, and any other staff identified by the principal, been briefed by someone familiar with the school and who has completed an approved anaphylaxis management course in the last 2 years on:	
a. The school's Anaphylaxis Management Policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. The causes, symptoms and treatment of anaphylaxis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. The identities of students at risk of anaphylaxis, and who are prescribed an adrenaline autoinjector, including where their medication is located?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. How to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. The school's general first aid and emergency response procedures for all in-school and out-of-school environments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Where the adrenaline autoinjector(s) for general use is kept?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Where the adrenaline autoinjectors for individual students are located including if they carry it on their person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 6: Communication Plan	
48. Is there a Communication Plan in place to provide information about anaphylaxis and the school's policies?	
a. To school staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. To students?	<input type="checkbox"/> Yes <input type="checkbox"/> No

c.	To parents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d.	To volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e.	To casual relief staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
49.	Is there a process for distributing this information to the relevant school staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a.	What is it?	
50.	How will this information be kept up to date?	
51.	Are there strategies in place to increase awareness about severe allergies among students for all in-school and out-of-school environments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
52.	What are they?	