

NOBLE PARK SECONDARY COLLEGE

ANAPHYLAXIS POLICY 2020

Child Safe Commitment

Noble Park Secondary College is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Our College is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

Our College has robust human resources and recruitment practices for all staff and volunteers.

Our College is committed to regularly training and educating our staff and volunteers on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

Further information, our policy, code of conduct and reporting processes are available on our website

Noble Park Secondary College is committed to creating safe and inclusive environment for all its students from all backgrounds, cultures, languages, LGBTI, religious and other minority groups.

If you believe a child is at immediate risk of abuse phone 000.

PURPOSE

To explain to Noble Park Secondary 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 Noble Park Secondary College is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management. This is an update from the previous school policy to include further direction and ensure compliance.

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

Noble Park Secondary 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 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 Noble Park Secondary College 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 Noble Park Secondary College is responsible for developing a plan in consultation with the student's parents/carers.

When a new student enrolls at Noble Park Secondary College who is at risk of anaphylaxis, the Principal will ensure that, an anaphylaxis supervisor, 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.

- Staff enrolling students will ask about pre-existing medical conditions (including anaphylaxis)
- Anaphylaxis action plan templates and management plans templates are included in the enrolment packs.
- The staff responsible student records in the front office will ensure that management plans are returned at enrolment, placed in the student file and required locations around the school.
- The staff responsible for first aid in the front office will check yearly when pens and action plans are due – and alert parents prior, to ensure follow up occurs.

- Students with out-of-date plan and/or epipens will not be permitted to attend excursions and or camps. This will be noted on Compass for staff. Year Level Coordinator's, Leading Teacher's and parents will be notified by office staff.
- Student first aid register and anaphylaxis briefing power point to be updated and circulated to all staff twice a year, or if new student or diagnosis of anaphylaxis occurs.

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
- work with the school to develop a management plan to reduce risks for their student
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline autoinjector for the student that has not expired;
- participate in annual reviews of the student's plans.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the school
- the name of the person(s) responsible for implementing the risk minimisation strategies, which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

Review and updates to Individual Anaphylaxis Management Plans

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

Location of plans and adrenaline autoinjectors

Students at Noble Park Secondary College will be expected to carry their epipen and *Individual Anaphylaxis Action Plan* with them at all times

Noble Park Secondary College also will keep spare epipens, and a copy of each student *Individual Anaphylaxis Management Plan and Action Plan* - in the following locations

- Front office – in a clearly labelled cupboard
- Science centre – in the first aid kit on the wall of the prep room
- Library – on the wall near the entrance to the office area

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at each location. Students are encouraged to keep their adrenaline autoinjectors on their person. Adrenaline autoinjectors for general use are available in these locations and are labelled "general use".

Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Noble Park Secondary 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 should 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, camps and excursions*
- *Planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending.*

Other risk management strategies specific to Noble Park Secondary College

Name of environment/area: Food Technology/Class room activities			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Food Technology	<ul style="list-style-type: none"> • Ensure food technology teacher is aware of allergies • Ensure recipes being cooked do not contain allergens • Remind all students not to share food they have cooked with others at school • Engage with parents prior to commencing food tech and activities using food 	Office Staff Food Tech staff Food Tech staff Teaching staff	Prior to activity
Breakfast club	<ul style="list-style-type: none"> • Consider food allergies when planning breakfast for students 	Breakfast coordinators	
Special Events e.g. class parties, cultural days etc.	<ul style="list-style-type: none"> • Ensure parent are aware of the event well in advance 	Teacher in charge Teacher in charge	

	<ul style="list-style-type: none"> • A notice to be sent home to all parents prior to the event, discouraging nut products • Encourage student to bring own food. • Student to only eat food with an ingredients list. 	Teacher in charge Teacher in charge	
Name of environment/area: School Camps/Excursions			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
School Camps	<p>Parent meeting prior to camp with camp coordinator prior to camp to discuss the following:</p> <ul style="list-style-type: none"> • School's Emergency response procedures • All teachers attending the camp should carry laminated emergency cards • Staff to practice with adrenaline auto injector training devices. • Consider contacting local emergency services and hospital prior to camp • Confirm mobile phone network coverage. • Parents should be encouraged to provide 2 auto injectors • Parents to be given the option to provide food for their child at camp • Discussion by school staff and parents with the operators of the camp facility should be undertaken well in advance of camp. 	Camp Coordinator/ Teacher in charge	1 month prior to camp
Excursions, Sport carnivals, swimming program	<p>Teacher organising/attending excursion or sporting event should plan an emergency response procedure prior to the event.</p> <p>Staff should:</p> <ul style="list-style-type: none"> • Carry Mobile phones, ensure they have network connection • Consider increased supervision depending on size of the activity. 	Teacher in charge of activity	

	<ul style="list-style-type: none"> • Encourage students/parents to not send food containing allergens • Discourage eating on the bus. • Check if excursion includes food related activities (if so discuss with parent) • Ensure all staff are aware of the location of the emergency medical kit containing the auto injector. 		
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Name of environment/area: School Grounds/lunchtime and Recess

Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Students picking up papers/rubbish	<ul style="list-style-type: none"> • Student should be excused from this activity. • Non-rubbish collecting duties encouraged 	Office staff/Daily Organiser	
Eating food	<ul style="list-style-type: none"> • Student to bring in own food and not to eat other students' food. • Student should have own epipen on them at recess and lunch • Student to inform staff if experiencing any symptoms of an allergy. 	Student/parent	

Name of environment/area: Canteen			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Cross contamination of food	Canteen staff educated on food handling procedures and risk of cross contamination of foods said to be 'safe'	Canteen Provider	
	Anaphylaxis management plans places in the canteen	Office Staff	
	Encourage parents to visit the canteen to view products available.	YLC (Year Level Coordinator)	

Adrenaline autoinjectors for general use

Noble Park Secondary 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 aforementioned locations 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 and the risk of anaphylaxis occurring
- 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, buses etc
- 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.

Students identified as being at risk of anaphylaxis will be included in the College's Medical Condition register and maintained by Office Reception and stored on the shared google drive in the anaphylaxis folder in the front 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:

Step	Action
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

	<ul style="list-style-type: none"> • 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 with the student or in the aforementioned locations. (Call office/send student/staff locate etc) • If the student's pen and plan is not immediately available, or they appear to be experiencing a first time reaction, follow step 3 (Call 000) until a pen arrives
2.	<p>Administer an EpiPen</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) • Place orange end against the student's outer mid-thigh (with or without clothing) • Push down hard until a click is heard or felt and hold in place for 3 seconds • Remove EpiPen • Note the time the EpiPen is administered • Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration
3.	Call an ambulance (000) – DO THIS AS SOON AS POSSIBLE
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.

[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 page 41 of the [Anaphylaxis Guidelines](#)].

Communication Plan

This policy will be available on Noble Park SC's website so that parents and other members of the school community can easily access information about Noble Park SC's anaphylaxis management procedures. The parents and carers of students who are enrolled at Noble Park Secondary 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 the College's procedures for anaphylaxis management.

This will be achieved by:

- Sending regular email updates about anaphylaxis
- the bi-annual briefing
- induction process for all staff including CRT's

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 undertake the briefing, their role in responding to an anaphylactic reaction and where required, the identity of students at risk. The Principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

Staff Training

The Principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

- School staff who conduct classes attended by students who are at risk of anaphylaxis
- All staff employed at the College (as recommended by DET)

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.

Noble Park uses the following training courses.

- ASCIA eTraining course
- with 22303VIC for supervisors

[Note, for details about other approved staff training modules, see page 13 of the [Anaphylaxis Guidelines](#)

Staff are also required to undertake a briefing on anaphylaxis management that refers to 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 3 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 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

- 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](#)
- School Excursion Policy

- **REVIEW CYCLE AND EVALUATION**

This policy was last updated on 15th July, 2020 and is scheduled for review in July 2021

School Council President Haider

Principal Pamela D. Pearson

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.