



FRANKSTON HIGH SCHOOL

ANAPHYLAXIS POLICY

Approved December 2022

POLICIES AND PROCEDURES

PURPOSE

To explain to Frankston High 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 Frankston High 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

Frankston High School 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.

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
- School staff who conduct specialist classes, all canteen staff, admin staff, first aiders and any other member of school staff as required by the principal 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.

Frankston High School uses the following training course: **22578VIC Anaphylaxis**.

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. 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.

A record of all Frankston High Staff anaphylaxis management training courses and the dates of the twice-yearly briefing sessions will be maintained as evidence of compliance with the training requirements of Ministerial Order 706 – Anaphylaxis Management in Victorian Schools.

The record will include the names of staff who have undertaken the training course and the date the training is due for renewal, as well as the names of the staff who attended the twice yearly briefing to staff and can be found in the Schools Emergency Management Plan

Individual Anaphylaxis Management Plans

All students at Frankston High 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, ASCIA Action Plan and supply a personal Epipen to the school first aid room. The Individual Management Plans, ASCIA Action Plans and personal Epipen must be supplied to Frankston High Schools first aid staff as soon as practicable after a student enrolls at Frankston High School 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
- ASCIA Action Plans must be dated and signed by the student's medical practitioner
- All ASCIA Action Plans must be reviewed 12 monthly unless the medical practitioner indicates otherwise in writing
- 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 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 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.

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 and medical practitioner. 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.

Frankston High 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 Auto Injectors

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in the Frankston High School First Aid Office on both Junior and Senior Campus. Students are encouraged to keep a second/spare adrenaline autoinjectors on their person at all times.

Adrenaline Auto Injectors for General Use

Frankston High School will maintain a supply of adrenaline autoinjectors for general use, as a back-up to those provided by parents and carers for students who are at risk of an anaphylaxis, and also for students who may suffer from a unexpected first-time reaction while at school.

Adrenaline autoinjectors for general use will be stored in the First Aid Office and labelled "general use".

The Principal is responsible for ensuring the purchase of adrenaline autoinjectors for general use, and will consider:

- The number of students enrolled at Frankston High 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.

Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Frankston High School following strategies have been put in place:

At the beginning of each term all staff will be updated via email with the photos and details of all students who are at risk of anaphylaxis.

- Copies of the student's Individual Anaphylaxis Management Plan, ASCIA Action Plan and spare EpiPen will be stored in the First Aid Office at Frankston High School
- First Aid Staff will regularly audit the students Anaphylaxis Plans, ASCIA Action Plans, EpiPens and inform parents when a medical review is required to update all paperwork and medications
- Posters with students' photos and allergens and emergency treatment will be placed throughout the school to help staff to recognise students who are at risk of anaphylaxis
- The Daily Organiser will ensure that all casual relief teachers will be issued with documentation that will identify all the students who are at risk of anaphylaxis. This documentation will have:
 - Student Photo/Name/Year level/Allergen/Red Anaphylaxis Alert Cardand the procedure to follow should a student in their care become unwell and are identified as at risk of anaphylaxis.
- Liaise with parents about food-related activities ahead of time
- Never give food from outside sources to a student who is at risk of anaphylaxis
- School staff should avoid using food in activities or games, including as rewards
- Products labelled 'may contain traces of nuts / milk or egg' should not be served to students allergic to nuts / milk or eggs.
- Be aware of the possibility of hidden allergens in food and other substances used in cooking, food technology, science and art classes (egg or milk cartons, empty peanut butter jars)
- Ensure all cooking utensils, preparation dishes, plates, and knives and forks etc. are washed and cleaned thoroughly after preparation of food and cooking
- Have regular discussions with students about the importance of washing hands, eating their own food and not sharing food
- Party balloons should not be used if any student is allergic to latex
- No Latex gloves will be used in the school's first aid room and all first aid kits within the school.

Canteen

- All Staff and volunteers that work in Frankston High School Canteen are 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.
- 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
- Documentation will be displayed in the canteen clearly stating the following information for all Frankston High Students who are at risk of anaphylaxis
- Student Photo / Name / Year level / Allergen / Red Anaphylaxis Alert Card
- Make sure that tables and surfaces are wiped down with warm soapy water regularly

- Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts
- 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.

Yard

- Frankston High School will ensure there are sufficient school staff on yard duty who are trained in the administration of the Adrenaline Auto injector
- Schools must have a Communication Plan in place so the student's medical information and medication can be retrieved quickly if a reaction occurs in the yard. All yard duty staff will be carrying emergency cards in yard-duty bags
- All staff on yard duty will alert sick bay of an anaphylaxis reaction via the emergency card system
- Yard duty staff must also be able to identify, by face, those students at risk of anaphylaxis
- Students with anaphylactic responses to insects should be encouraged to stay away from water or flowering plants
- Keep lawns and clover mowed and outdoor bins covered
- Students should keep drinks and food covered while outdoors.

Special Events

- If a Frankston High School has a student at risk of anaphylaxis, sufficient School Staff supervising any special events will be trained in the administration of an Adrenaline Auto injector.
- 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
- Parents of other students should be informed in advance about foods that may cause allergic reactions in students at risk of anaphylaxis and request that they avoid providing students with treats whilst they are at School or at a special School event

Excursions/Sporting Events

- Frankston High 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 excursions or sporting events
- Frankston High School Staff should avoid using food in activities or games, including as rewards
- For each excursion or sporting event, a risk assessment should be undertaken for each individual student attending who is at risk of anaphylaxis. The risks may vary according to the number of anaphylactic students attending, the nature of the excursion/sporting event, size of venue, distance from medical assistance, the structure of excursion and corresponding staff-student ratio
- All Frankston High School staff present during the excursion or sporting event will be aware of the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face
- Frankston High School staff will consult with the parents of anaphylactic students in advance to discuss issues that may arise; to develop an alternative food menu; or request the parents provide a meal (if required).

This should be discussed with parents as another strategy for supporting the student who is at risk of anaphylaxis.

Camps, Overseas Trips and Remote Settings

Schools must not sign any written disclaimer or statement from a camp owner/operator that indicates that the owner/operator is unable to provide food which is safe for students at risk of anaphylaxis. Schools have a duty of care to protect students in their care from reasonably foreseeable injury and this duty cannot be delegated to any third party

All staff responsible for the management of all food/drinks 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 the importance of referring to ingredients as stated on the food labels.

Frankston High School Staff in consultation with a student at risk of anaphylaxis parents and the owner/operator of the chosen destination will address the following issues:

- Ensure Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the circumstances of the particular camp
- Assess all possible risks and develop risk management strategies for each student who is at risk of anaphylaxis
- Ensure that appropriate risk minimisation and 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
- Identify the local emergency services and hospitals prior to the camp.
- Ensure risk minimisation and prevention strategies are distributed to all school staff as part of the emergency response procedures developed for the camp
- Have the student at risk of anaphylaxis medical history and current details are documented and made available to all staff in preparation for the possibility of an emergency medical appointment.

Frankston High School Staff Will Ensure:

- The student's individual Anaphylaxis Management Plan, ASCIA Action Plan and 2 of the student's personal EpiPen are required for each student at risk of anaphylaxis
- If mobile phone access is not available, an alternative method of communication in an emergency must be considered, for example, a satellite phone
- School Staff participating in the camp should be clear about their roles and responsibilities in the event of an anaphylactic reaction. Check the emergency response procedures that the camp provider has in place. Ensure that these are sufficient in the event of an anaphylactic reaction and ensure all school staff participating in the camp are clear about their roles and responsibilities
- Frankston High School will provide a spare Adrenaline 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
- The Adrenaline Auto injector should remain close to the student, and school staff must be aware of its location at all times
- The Adrenaline Auto injector should be carried in the school first aid kit; however, Frankston High School Staff may consider allowing students, particularly adolescents, to carry their Adrenaline Auto injector on their person while on excursions and camp. Remember that all school staff members still have a duty of care towards the student even if they do carry their own Adrenaline Auto injector
- Cooking and art and craft games should not involve the use of known allergens

Overseas Trips

Consider the potential exposure to allergens when consuming food on buses and in cabins Overseas Travel Review and consider the strategies listed under "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.

Investigate the potential risks at all stages of the overseas travel such as:

- Travel to and from the airport/port
- Travel to and from Australia (via aeroplane, ship etc.) Special Note, airlines will require a special Travel ASCIA Action Plan to take an EpiPen on a flight

- Various accommodation venues
- All towns and other locations to be visited.

Assess where 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
- 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
- Ensuring there are sufficient school staff attending the excursion who have been trained in accordance with Chapter 12
- Staff/student ratios should be maintained during the trip, including in the event of an emergency where the students may need to be separated
- Have the student at risk of anaphylaxis medical history and current details are documented and made available to all staff in preparation for the possibility an emergency medical appointment.

Frankston High School will re-assess its Emergency Response Procedures, and if necessary adapt it to the particular circumstances of the overseas trip. Keep a record of relevant information such as the following:

- Itinerary detailing the proposed destinations. Dates of travel, name of airline, and relevant contact details. Flight information and the duration of the stay in each location, hotel addresses and telephone numbers
- 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.

Work Experience

Frankston High School will consult with parents and the student's employer in discussions regarding risk management prior to a student at risk of anaphylaxis attending work experience. Staff must be shown the ASCIA Action Plan for Anaphylaxis and how to use the Adrenaline Auto injector in case the work experience student shows signs of an allergic reaction whilst at work experience.

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 First Aid Room Staff 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:

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 • 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 in the First Aid Room • 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 (if the student is under 20kg)</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)
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:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Hard copy available from school administration upon request.

FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL)

Our school policies and documents:

- Medication Policy
- First Aid Policy
- Asthma Policy
- Health Care Needs Policy
- Head Injury & Suspected Concussion Policy
- Allergy & Anaphylaxis Australia
- Schooling and childcare ASCIA Guidelines.

POLICY REVIEW AND APPROVAL

Policy Last Reviewed	December 2022
Approved By	Principal
Next Scheduled Review Date	December 2023

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.