



**EAST PRESTON ISLAMIC COLLEGE**

**A N A P H Y L A X I S**

**M A N A G E M E N T**

**P O L I C Y**

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## **Part B – SCHOOL ANAPHYLAXIS POLICY REQUIREMENTS**

### **Part B – 6.0 - SCHOOL ANAPHYLAXIS POLICY**

#### **Part B - 6.1.1**

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life-threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

The key to **prevention of anaphylaxis** in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to those triggers. Partnership between school and parents is important in ensuring that certain foods or items are kept away from the student while at school. Adrenaline administered through an Epipen or its equivalent to the muscle of the outer thigh is the most effective first aid treatment of anaphylaxis.

#### **PURPOSE**

The purpose of this policy is to:

- ensure, as far as practicable, that East Preston Islamic College (EPIC) provides a safe and supportive environment for all students, staff and visitors;
- provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the students' schooling;
- ensure that staff respond appropriately to an anaphylactic reaction by initiating appropriate treatment when necessary, including competently administering an adrenaline auto-injection device (Epipen);
- ensure that staff have adequate knowledge and training about allergens, anaphylaxis and the school's policy in responding to an anaphylactic reaction;
- confirm that the School will purchase and supply "general use" Epipens to key locations around the School Campus;
- raise awareness about anaphylaxis and the school's anaphylaxis management plan in the school community;
- To engage with parents/guardians of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and the management strategies for the student;
- Ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

#### **LEGISLATION**

This policy has been framed in response to Ministerial Order 706.

#### **INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS**

This policy extends to all permanent, fixed term and casual employees of EPIC, who deal directly with students, whether teaching or non-teaching staff. It also extends to contractors working at EPIC in student facing roles (i.e. Casual Relief Teachers).

##### **It is the responsibility of the parents/guardians to:**

- Provide the School with a copy of the emergency procedures action plan (ASCIA). It is a requirement of Ministerial order 706 to have a signed copy from a medical practitioner;
- Inform the School in writing if their child's medical condition changes and update the student medical records on PCSchool via the parent portal, and the ASCIA action plan if required;
- Provide an up to date student photo for the ASCIA Action plan when it is provided to the school and on annual reviews;
- Ensure their child carries an Epipen with them to sports, excursions and camps;
- Provide the school with an Adrenaline Auto injector (Epipen) that is current and not expired for their child.

##### **It is the responsibility of the Principal to:**

- Ensure that an anaphylaxis management plan is held by the School for students who have been diagnosed by a medical practitioner as being at risk of anaphylaxis. This plan is to be developed in conjunction with parents and will be held by the First Aid Officer and will form the basis of communication to staff, via Student Medical Alerts. The anaphylaxis management plan will include the following:
  - An action plan (ASCIA), as supplied by parents, which includes an up to date photograph of the student. This plan will provide information of the student's confirmed allergens and plan of treatment. An ASCIA Action plan is a requirement of Ministerial order 706.
  - Any strategies deemed appropriate by the School to minimise the student's exposure to allergens at School or on School activities (including detail of staff responsibilities).
  - Information on where the student's medication will be stored (either carried by the student and/or in the First Aid Room and Sick Bay).
  - The student's emergency contact details.
- Update all anaphylaxis management plans annually and after an episode on/off site.
- The Management Plan must be in place as soon as practicable after the student enrolls. It must be reviewed annually in conjunction with the student's parents, or if the School becomes aware that the student's condition has changed or that the students has suffered an anaphylactic reaction;
- Keep Anaphylaxis Educational Posters updated and displayed in Staff Common Rooms, First Aid Room and Sick Bay.
- Ensure that Student Medical Alerts are displayed in the Staff Common Rooms, First Aid Room and Sick Bay.
- Send an updated email of student Medical Alerts and Epipen locations to all teaching staff each semester.
- Regularly check the expiry dates of Epipens and to monitor the expiry dates of students Epipens kept in First Aid Room. Parents are to be contacted when their child's Epipen is due to expire so the parent can arrange replacement.
- Ensure that expired Epipens are discarded appropriately into a sharps bin located at each campus First Aid Room or returned to a pharmacy.
- Ensure that staff are be briefed once each semester on anaphylaxis and the school's management policy.
- Develop appropriate communication to staff, students, parents, and other relevant persons regarding anaphylaxis and the School's Anaphylaxis management policy, including on campus and off campus activities. This will include semi - annual staff briefings, discussion with parents, the provision of information posters etc. In addition, the Anaphylaxis Management Policy is to be posted on the Schools' portal.
- Prepare for review and signoff by the Principal an annual risk management checklist to monitor compliance with the school's obligations as published and amended by DEECD from time to time.

In order to ensure that there is appropriate coverage of trained staff at School events (on and off campus) the First Aid Officer is to arrange for Anaphylaxis Training to be provided to all teaching staff and selected general staff that are responsible for the care of students at risk of anaphylaxis. (e.g., staff who attend camps, excursions, and after school care).

The training will be in compliance with Ministerial Order 706, and will be renewed every 3 years. Bi annual briefings will be held as required by Ministerial Order 706.

## **Part C – MANAGEMENT OF STUDENTS DIAGNOSED AT RISK OF ANAPHYLAXIS**

### **Part C - 7.0 – INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS**

#### **Part C - 7.1.1**

This policy extends to all permanent, fixed term and casual employees of EPIC, who deal directly with students, whether teaching or non-teaching staff. It also extends to contractors working at EPIC in student facing roles (i.e. Casual Relief Teachers).

#### **It is the responsibility of the parents/guardians to:**

- Provide the School with a copy of the emergency procedures action plan (ASCIA). It is a requirement of Ministerial order 706 to have a signed copy from a medical practitioner;
- Inform the School in writing if their child's medical condition changes and update the student medical records on PCSchool via the parent portal, and the ASCIA action plan if required;
- Provide an up to date student photo for the ASCIA Action plan when it is provided to the school and on annual reviews for the 12 students who have anaphylaxis

#### **It is the responsibility of the Principal to:**

- Ensure that an anaphylaxis management plan is held by the School for students who have been diagnosed by a medical practitioner as being at risk of anaphylaxis. This plan is to be developed in conjunction with parents and will be held by the First Aid Officer and will form the basis of communication to staff, via Student Medical Alerts. The anaphylaxis management plan will include the following:
  - An action plan (ASCIA), as supplied by parents, which includes an up to date photograph of the student. This plan will provide information of the student's confirmed allergens and plan of treatment. An ASCIA Action plan is a requirement of Ministerial order 706.
  - Any strategies deemed appropriate by the School to minimise the student's exposure to allergens at School or on School activities (including detail of staff responsibilities).
  - Information on where the student's medication will be stored (either carried by the student and/or in the First Aid Room and Sick Bay).
  - The student's emergency contact details.

#### **Part C - 7.1.2**

It is the responsibility of the Principal to develop in conjunction with parents and will be held by the First Aid Officer and will form the basis of communication to staff, via Student Medical Alerts. The anaphylaxis management plan will include the following:

- The Management Plan must be in place as soon as practicable after the student enrolls. It must be reviewed annually in conjunction with the student's parents, or if the School becomes aware that the student's condition has changed or that the students has suffered an anaphylactic reaction;

#### **Part C - 7.1.3(a)**

It is the responsibility of the Principal to develop in conjunction with parents and will be held by the First Aid Officer and will form the basis of communication to staff, via Student Medical Alerts. The anaphylaxis management plan will include the following:

- An action plan (ASCIA), as supplied by parents, which includes an up to date photograph of the student. This plan will provide information of the student's confirmed allergens and plan of treatment. An ASCIA Action plan is a requirement of Ministerial order 706.

#### Part C – 7.1.3(b)

It is the responsibility of the Principal to develop in conjunction with parents and will be held by the First Aid Officer and will form the basis of communication to staff, via Student Medical Alerts. The anaphylaxis management plan will include the following:

- Any strategies deemed appropriate by the School to minimise the student's exposure to allergens at School or on School activities (including detail of staff responsibilities).

#### Part C – 7.1.3(c)

Schools are encouraged not to ban nut products, but to raise awareness of the risks associated with anaphylaxis and to implement practical age-appropriate strategies to minimise exposure to known allergens.

Parents are free to pack the foods of their choice for their children to eat at school, however I ask that you are mindful that at this school we have children and teachers who are anaphylactic, a condition that can cause death.

Teachers at East Preston Islamic College will reinforce that we don't share food and that we should wash our hands after eating. Where it is known that students have brought nut products to school and there is an anaphylactic student in the classroom, the teacher will take all precautions to minimise risk. Parents can help us maintain a safe environment by ensuring nut products are placed in a sealed container or sealed plastic bag.

Please be aware that in classrooms we do not use food as treats or rewards. Food such as cakes or other foods may be sent to school to celebrate birthdays however a full list of ingredients needs to be provided. On special occasions when food is freely available, teachers will ensure that a safe environment is maintained for all students. Prior to commencing units of work that involve cooking, teachers will discuss the individual needs of students at risk with parents.

#### Part C – 7.1.3(d)

Auto adrenaline injecting devices are located in the First Aid Room in plastic containers labelled with the student's name, photograph and instructions for use.

#### Part C – 7.1.3(e)

A photo of each individual student at risk is displayed throughout the school- each classroom / roll has a record of anaphylactic children;

#### Part C – 7.1.3(f)

Each student's ASCIA plan is located in the first aid room and readily accessible;

## **Part C - 7.2 –The policy requires individual anaphylaxis management plans to be updated**

### **Part C – 7.2.1**

It is the responsibility of the Principal to update all anaphylaxis management plans annually. Additionally, the Management Plan must be in place as soon as practicable after the student enrolls. It must be reviewed annually in conjunction with the student's parents, or if the School becomes aware that the student's condition has changed or that the students has suffered an anaphylactic reaction

### **Part C – 7.2.2**

It is the responsibility of the parents/guardians to inform the School in writing if their child's medical condition changes and update the student medical records on PCSchool via the parent portal, and the ASCIA action plan if required so that the Principal can update the relevant anaphylaxis management plan.

### **Part C – 7.2.3**

It is the responsibility of the Principal to update all anaphylaxis management plans after an episode.

### **Part C – 7.2.4**

It is the responsibility of the Principal to update all anaphylaxis management plans after an episode off site.

## **Part C - 7.3 – The policy requires parents to:**

### **Part C – 7.3.1**

It is the responsibility of the parents/guardians to provide the School with a copy of the emergency procedures action plan (ASCIA). It is a requirement of Ministerial order 706 to have a signed copy from a medical practitioner

### **Part C – 7.3.2**

It is the responsibility of the parents/guardians to inform the School in writing if their child's medical condition changes and update the student medical records on PCSchool via the parent portal, and the ASCIA action plan if required.

### **Part C – 7.3.3**

It is the responsibility of the parents/guardians to ensure their child carries an EpiPen with them to sports, excursions and camps and to provide the school with an Adrenaline Auto injector (EpiPen) that is current and not expired for their child.

### **Part C – 7.3.4**

It is the responsibility of the parents/guardians to provide the school with an Adrenaline Auto injector (EpiPen) that is current and not expired for their child.

## **Part D – SCHOOL MANAGEMENT OF ANAPHYLAXIS**

### **Part D - 8.0 – PREVENTION STRATEGIES**

#### **Part D – 8.1.0**

Schools are encouraged not to ban nut products, but to raise awareness of the risks associated with anaphylaxis and to implement practical age-appropriate strategies to minimise exposure to known allergens.

Parents are free to pack the foods of their choice for their children to eat at school, however I ask that you are mindful that at this school we have children and teachers who are anaphylactic, a condition that can cause death.

Teachers at East Preston Islamic College will reinforce that we don't share food and that we should wash our hands after eating. Where it is known that students have brought nut products to school and there is an anaphylactic student in the classroom, the teacher will take all precautions to minimise risk. Parents can help us maintain a safe environment by ensuring nut products are placed in a sealed container or sealed plastic bag.

Please be aware that in classrooms we do not use food as treats or rewards. Food such as cakes or other foods may be sent to school to celebrate birthdays however a full list of ingredients needs to be provided. On special occasions when food is freely available, teachers will ensure that a safe environment is maintained for all students. Prior to commencing units of work that involve cooking, teachers will discuss the individual needs of students at risk with parents.

Parents who have concerns or require clarification are urged to speak to the classroom teacher. Alternatively, you can contact the office for further information.



## **Part D - 9.0 – SCHOOL MANAGEMENT AND EMERGENCY RESPONSE**

### **Part D – 9.1.0**

In the event of an emergency, staff should apply the first aid consistent with their first aid training.

## **Part D – 9.2 – EMERGENCY RESPONSE PROCEDURE**

### **Part D – 9.2.0**

In the event of an anaphylactic episode:

#### *In the classroom*

- The teacher in charge will contact the Office. If possible, the child will be taken to the First Aid Room/Sick Bay where their personal auto adrenaline injecting device (Epipen) can be used. When it is decided to use the Epipen; Call 000 immediately. A mobile phone will be used if the child is not located in the First Aid Room/Sick Bay area.

#### *In the school playground*

- All yard duty teachers carry a first aid bag, which will contain photographs of anaphylactic students;
- In the event of an anaphylactic episode, the yard duty teacher will contact the office and will provide the name of the student so their personal auto adrenaline injecting device can be taken to the scene directly;
- After contacting the office, the yard duty teacher will call 000 for ambulance and emergency advice.

#### *Offsite during camps, sports, or excursions*

- the School will inform the camp of any students with anaphylaxis to ensure that appropriate arrangements are made for students participating at camp;
- the auto adrenaline injecting device will accompany students at risk of anaphylaxis to all excursions, sports events and camps;
- the injecting device will be kept within close proximity of the student;
- in the event of an anaphylactic episode, the supervising teacher will administer the auto adrenaline injection;
- the supervising teacher will ring 000 for medical assistance;
- if the episode takes place at another school or establishment, first aid assistance will be sought;
- for school camps: Parents will be fully informed of the relevant considerations such as:
  - the remoteness of the camp (distance to nearest hospital);
  - mobile telephone coverage. (In some locations, coverage is not reliable).

### **Part D – 9.2.1**

It is the responsibility of the Principal to ensure that an up to date list of those at risk of anaphylaxis is held by the School for students who have been diagnosed by a medical practitioner as being at risk of anaphylaxis. This plan is to be developed in conjunction with parents and will be held by the First Aid Officer and will form the basis of communication to staff, via Student Medical Alerts.

#### Part D – 9.2.2(a)

In the event of an anaphylactic episode:

##### In the classroom

- The teacher in charge will contact the Office. If possible, the child will be taken to the First Aid Room/Sick Bay where their personal auto adrenaline injecting device (Epipen) can be used following the students' ASCIA plan. When it is decided to use the Epipen; Call 000 immediately. A mobile phone will be used if the child is not located in the First Aid Room/Sick Bay area.

##### In the school playground

- All yard duty teachers carry a first aid bag, which will contain photographs of anaphylactic students;
- In the event of an anaphylactic episode, the yard duty teacher will contact the office and will provide the name of the student so their personal auto adrenaline injecting device can be taken to the scene directly;
- After contacting the office, the yard duty teacher will call 000 for ambulance and emergency advice.

#### Part D – 9.2.2(b)

In the event of an anaphylactic episode:

##### Offsite during camps, sports, or excursions

- the School will inform the camp of any students with anaphylaxis to ensure that appropriate arrangements are made for students participating at camp;
- the auto adrenaline injecting device will accompany students at risk of anaphylaxis to all excursions, sports events and camps;
- the injecting device will be kept within close proximity of the student;
- in the event of an anaphylactic episode, the supervising teacher will administer the auto adrenaline injection following the students' ASCIA plan and/or management plan;
- the supervising teacher will ring 000 for medical assistance;
- if the episode takes place at another school or establishment, first aid assistance will be sought;
- for school camps: Parents will be fully informed of the relevant considerations such as:
  - the remoteness of the camp (distance to nearest hospital);
  - mobile telephone coverage. (In some locations, coverage is not reliable).

#### Part D – 9.2.3

All auto adrenaline injecting devices including those for general use are located in the First Aid Room in plastic containers labelled with the student's name, photograph and instructions for use.

#### Part D – 9.2.4

The Principal will be responsible for ensuring that a communication plan is developed to provide information for all staff, students and parents/guardians about anaphylaxis and the school's anaphylaxis management policy/plan. East Preston Islamic College has taken steps to ensure effective communication of students at risk of anaphylaxis.

1. Anaphylaxis action plans are located in the First Aid Room and include students' photos.
2. Anaphylaxis action plans including photos are located in attendance rolls in all classrooms.
3. All staff undergo regular briefings on anaphylaxis, the symptoms and emergency responses.
4. All staff with a student at risk of anaphylactic responses in their classroom, will be briefed at the beginning of the year, to ensure their awareness of the issues related to these students.
5. Parents/guardians of anaphylactic students will be contacted each year to ensure we have the most up-to-date anaphylactic management plan available.

#### Part D – 9.3.0

In order to ensure that there is appropriate coverage of trained staff at School events (on and off campus) the First Aid Officer is to arrange for Anaphylaxis Training to be provided to all teaching staff and selected general staff that are responsible for the care of students at risk of anaphylaxis. (e.g., staff who attend camps, excursions, and after school care).

The training will be in compliance with Ministerial Order 706, and will be renewed every 3 years. Bi annual briefings will be held as required by Ministerial Order 706.

#### Part D – 9.4.0

##### During recess and lunch times

##### *Anaphylactic episode*

1. identify the student and verify they have an individual anaphylactic management plan and/or ASCIA.
2. Contact the office immediately and if feasible take the child to the sick bay and locate the management plan.
3. If the child cannot be moved from the playground, send for the EpiPen and administer treatment there whilst contacting 000 by a mobile phone for emergency medical assistance.
4. clearly explain that this child is suffering a suspected anaphylactic reaction

##### During instruction time (in classrooms or specialists)

##### *Anaphylactic episode*

1. identify the student and verify they have an individual anaphylactic management plan and/or ASCIA plan. See classroom roll or display if in specialist room.
2. Get assistance from classroom teacher next door as help is sought from the office. Move child to the office if possible, and then undertake emergency response management.
3. The office will ring 000 for emergency medical assistance and notify relevant staff to provide support as soon as practicable.

## **Part D – 10.0 – ADRENALINE AUTO-INJECTORS FOR GENERAL USE**

### **Part D – 10.1**

Auto adrenaline injecting devices for general use are located in the First Aid Room in plastic containers and are labelled. There are currently 2 auto adrenaline injecting devices for general use.

#### **Part D – 10.1.1**

It is the responsibility of the Principal is responsible for arranging the purchase of additional adrenaline auto-injectors for general use and as a backup to those supplied by parents.

#### **Part D – 10.1.2(a)**

The Principal will be responsible for considering that the number of students the number of students currently enrolled at East Preston Islamic College who at risk of anaphylaxis. At East Preston Islamic College there are currently 10 students affected by anaphylaxis and due to this number of students who have anaphylaxis, East Preston Islamic College has purchased 2 additional EpiPens for general use.

#### **Part D – 10.1.2(b)**

The Principal will be responsible for considering the following in relation to the purchasing of adrenaline auto-injectors for general use;

- For the accessibility reasons, 2 general auto adrenaline injecting devices are located in the First Aid Rooms in plastic containers labelled with instructions for use.
- For the accessibility reasons, 2 general auto adrenaline injecting devices will be taken for those with anaphylaxis in relation to school camps, excursions and sporting events will remain close to the student.

#### **Part D – 10.1.2(c)**

The Principal will be responsible for considering the purchase of adrenaline auto-injectors for general use due to the reason that adrenaline auto-injectors have a limited life, usually within 12-18 months, and will need to be replaced at the school's expense, either at the time of use or expiry, whichever comes first.

## **Part D – 11.0 – COMMUNICATION PLAN**

### **Part D – 11.1.1**

The Principal will be responsible for ensuring that a communication plan is developed to provide information for all staff, students and parents/guardians about anaphylaxis and the school's anaphylaxis management policy/plan. East Preston Islamic College has taken steps to ensure effective communication of students at risk of anaphylaxis.

6. Anaphylaxis action plans are located in the First Aid Room and include students' photos.
7. Anaphylaxis action plans including photos are located in attendance rolls in all classrooms.
8. All staff undergo regular briefings on anaphylaxis, the symptoms and emergency responses.
9. All staff with a student at risk of anaphylactic responses in their classroom, will be briefed at the beginning of the year, to ensure their awareness of the issues related to these students.

Parents/guardians of anaphylactic students will be contacted each year to ensure we have the most up-to-date anaphylactic management plan available.

Part D – 11.1.2(a)

In the event of an anaphylactic episode:

In the classroom

- The teacher in charge will contact the Office. If possible, the child will be taken to the First Aid Room/Sick Bay where their personal auto adrenaline injecting device (Epipen) can be used following the students' ASCIA plan. When it is decided to use the Epipen; Call 000 immediately. A mobile phone will be used if the child is not located in the First Aid Room/Sick Bay area.

In the school playground

- All yard duty teachers carry a first aid bag, which will contain photographs of anaphylactic students;
- In the event of an anaphylactic episode, the yard duty teacher will contact the office and will provide the name of the student so their personal auto adrenaline injecting device can be taken to the scene directly;

After contacting the office, the yard duty teacher will call 000 for ambulance and emergency advice.

Part D – 11.1.2(b)

In the event of an anaphylactic episode:

Offsite during camps, sports, or excursions

- the School will inform the camp of any students with anaphylaxis to ensure that appropriate arrangements are made for students participating at camp;
- the auto adrenaline injecting device will accompany students at risk of anaphylaxis to all excursions, sports events and camps;
- the injecting device will be kept within close proximity of the student;
- in the event of an anaphylactic episode, the supervising teacher will administer the auto adrenaline injection following the students' ASCIA plan and/or management plan;
- the supervising teacher will ring 000 for medical assistance;
- if the episode takes place at another school or establishment, first aid assistance will be sought;
- for school camps: Parents will be fully informed of the relevant considerations such as:
  - the remoteness of the camp (distance to nearest hospital);
  - mobile telephone coverage. (In some locations, coverage is not reliable).

Part D – 11.1.3

**Classroom including specialists Teachers and Volunteers**

- Every teacher will receive individual anaphylactic management plans (including photographs) for all anaphylactic children in their grade level. If the child goes to different numeracy groups or literacy groups (or specialists) this allows for all staff to be aware of potential hazards.
- Individual management plans will be placed in all classroom rolls and displayed in all specialist rooms. Specialists will have the names of all children who have Anaphylaxis.

**Casual Relief Teachers (CRTs)**

- Photocopies of anaphylaxis management plans are placed in classroom rolls.
- The Grade level coordinator will draw attention to any child who is at risk of anaphylaxis.
- Specialist teachers have a booklet with the names of all anaphylactic children.

**Canteen Staff**

- Management plans will be placed in all classroom rolls and displayed in all specialist rooms. Specialists will have the names of all children who have Anaphylaxis.

#### Part D – 11.1.4(a)

In order to ensure that there is appropriate coverage of trained staff at School events (on and off campus) the Principal and First Aid Officer are to arrange for Anaphylaxis Training to be provided to all teaching staff and selected general staff that are responsible for the care of students at risk of anaphylaxis. (e.g., staff who attend camps, excursions, and after school care).

The training will be in compliance with Ministerial Order 706, and will be renewed every 3 years.

#### Part D – 11.1.4(b)

The Principal is responsible for bi annual briefings will be held as required by Ministerial Order 706.

### **Part D – 12.0 – STAFF TRAINING**

#### Part D – 12.1.1

Teaching staff will have up-to-date training in an anaphylaxis management training course.

At other times while a student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, the principal will ensure that there is a sufficient number of teachers will be present who have up-to-date training in an anaphylaxis management.

#### Part D – 12.1.2

Non-teaching staff will have up-to-date training in an anaphylaxis management training course.

At other times while a student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, the principal will ensure that there is a sufficient number of non-teaching staff will be present who have up-to-date training in an anaphylaxis management.

#### Part D – 12.2.1(a)

In order to ensure that there is appropriate coverage of trained staff at School events (on and off campus) the First Aid Officer is to arrange for Anaphylaxis Management Training to be provided to certain teaching staff that are responsible for the care of students at risk of anaphylaxis. (e.g., staff who attend camps, excursions, and after school care). Ryan Lok (anaphylaxis supervisor) has undertaken the 10313NAT management course. The training will be in compliance with Ministerial Order 706, and will be renewed every 3 years.

#### Part D – 12.2.1(b)

In order to ensure that there is appropriate coverage of trained staff at School events (on and off campus) the First Aid Officer is to arrange for Anaphylaxis Management Training to be provided to teaching and non-teaching staff that are responsible for the care of students at risk of anaphylaxis. (e.g., staff who attend camps, excursions, and after school care). All staff have completed the online anaphylaxis management training course (ASCIA e-training for Victorian schools and have been verified by Ryan Lok – anaphylaxis supervisor) in the two years prior. The training will be in compliance with Ministerial Order 706, and will be renewed every 2 years.

#### Part D – 12.2.2

The Anaphylaxis Supervisor (Ryan Lok) is responsible for bi annual briefings will be held as required by Ministerial Order 706

#### Part D – 12.2.2(a)

The Anaphylaxis Supervisor (Ryan Lok) is responsible for bi annual briefings will be held as required by Ministerial Order 706 which will illustrate the school's anaphylaxis policy.

#### Part D – 12.2.2(b)

The Anaphylaxis Supervisor (Ryan Lok) is responsible for bi annual briefings will be held as required by Ministerial Order 706 which will exemplify the causes, symptoms and treatment of anaphylaxis.

#### Part D – 12.2.2(c)

The Anaphylaxis Supervisor(Ryan Lok) is responsible for bi annual briefings will be held as required by Ministerial Order 706 which will identify students at risk of anaphylaxis, the details of their medical condition, and where their medication is located.

Part D – 12.2.2(d)

The Anaphylaxis Supervisor (Ryan Lok) is responsible for bi annual briefings will be held as required by Ministerial Order 706 which will typify how to use and adrenaline, including practising with a “trainer” adrenaline auto-injector.

Part D – 12.2.2(e)

The Anaphylaxis Supervisor (Ryan Lok) is responsible for bi annual briefings will be held as required by Ministerial Order 706 which will illustrate the school’s general first aid and emergency response procedures.

Part D – 12.2.2(f)

The Anaphylaxis Supervisor (Ryan Lok) is responsible for bi annual briefings will be held as required by Ministerial Order 706 which will show the location of, and access to, adrenaline auto-injectors that have been provided by parents or purchased by the school for general use.

Part D – 12.3.0

The Principal is required to develop an interim plan in accordance to Ministerial Order 706 as well as consultation with parents if training or a briefing has not occurred as required Ministerial Order 706. Additionally the Principal requires training or a briefing to occur as soon as possible after the interim plan has been developed for teaching and non-teaching staff.

## **Part D – 13.0 – ANNUAL RISK MANAGEMENT**

Part D – 13.1

It is the responsibility of the Principal to prepare for review and signoff by the Principal an annual risk management checklist to monitor compliance with the school’s obligations as published and amended by DEECD from time to time.

## **APPENDIX**

### **GENERAL INFORMATION**

- Auto adrenaline injecting devices are located in the First Aid Room in plastic containers labelled with the student’s name, photograph and instructions for use;
- Each student’s ASCIA plan is located in the first aid room and readily accessible;
- A photo of each individual student at risk is displayed throughout the school- each classroom / roll has a record of anaphylactic children;
- the designated first aid officer is responsible for checking the expiry dates of the auto adrenaline injecting devices and will notifying parents prior to expiry;
- Each student’s action plan is updated annually by the student’s medical practitioner;
- Each classroom roll has a copy of information of each student at risk of anaphylaxis;
- Each yard duty first-aid pack contains a photo about students at risk of anaphylaxis;
- Each yard duty bag contains individual cards with the students’ photos and names. In the event of an anaphylactic emergency during recess or lunch time, the appropriate card is sent to the sick bay so that the school nurse/designated first aid officer can execute a rapid response;
- In the event of a suspected anaphylactic emergency, an ambulance will be called;
- The school will liaise with parents/guardians about food related activities;
- on school camps, excursions and sporting events, the auto adrenaline injecting device will remain close to the student. Consideration is given in planning ahead for food and meals for students at risk of anaphylaxis;
- All students at risk of anaphylaxis must provide an auto adrenaline injecting device and ASCIA action plan for school camp;
- Staff are routinely briefed about students at risk of anaphylaxis.

## **GENERAL ANAPHYLAXIS COMMUNICATION**

East Preston Islamic College has taken steps to ensure effective communication of students at risk of anaphylaxis.

1. Anaphylaxis action plans are located in the first aid room and include students' photos.
2. Anaphylaxis action plans/ASCIAs including photos are located in attendance rolls in all classrooms.
3. All staff undergo regular briefings on anaphylaxis, the symptoms and emergency responses.
4. All staff with a student at risk of anaphylactic responses in their classroom, will be briefed at the beginning of the year, to ensure their awareness of the issues related to these students.
5. Parents/carers of anaphylactic students will be contacted each year to ensure we have the most up-to-date anaphylactic management plan available.

### **Communication to Parents**

This information will be provided to parents at the start of each school year via the newsletter. A separate note may be sent home to parents at specific year levels if deemed necessary.

### **Minimising Exposure**

- Children are expected to eat their play lunch and lunch in the classroom.
- In an attempt to minimise exposure, all children in classrooms sit at their own table and do not move around whilst eating, this will help minimise contamination.
- There will be regular communication with parents via the newsletter and notes sent home reminding them that nuts are not banned however, they should exercise caution when preparing lunches and snacks.

## **BREACHES OF POLICY**

The School expects that any employees who become aware of a breach of these policies will advise the Vice Principal without delay to enable remedial action to be taken.

## **EVALUATION**

This policy will be reviewed by the EPIC governing body as part of our 3-year cycle.

## **NEXT REVIEW**

Next review date is 30<sup>th</sup> June 2020.