

Peninsula Grammar School

Anaphylaxis Management Policy

1. Introduction

Peninsula Grammar School (the 'School' or 'PGS') is committed to providing a safe environment for students and recognises the importance of understanding the risk of anaphylaxis, how to recognise signs and symptoms of anaphylaxis, executing emergency treatment and the preventative measures to minimise the risk of an anaphylactic reaction.

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 (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, certain insect stings and medications.

The School recognises the key to prevention of anaphylaxis is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between the School and parents are important in ensuring that certain foods or items are kept away from the student while at school.

The School will comply with guidelines related to anaphylaxis management in schools or school boarding premises as published and amended by the Department of Education from time to time.

2. Purpose

This *Anaphylaxis Management Policy* ('policy') sets the School's commitment to comply *Ministerial Order No 706 – Anaphylaxis in Victorian Schools and Boarding Premises* and section 4.3.1(6)(c) of the *Education and Training Reform Act 2006* (the 'Act'), and the guidelines related to anaphylaxis management across the School and its boarding premises as published and amended by the Department of Education (the 'DE').

3. Scope

This policy applies to students, including boarders and international students, staff across the School and is applicable to all activities and locations where children are under the supervision or care of the School, including its boarding premises and homestay environments.

This policy is supported by the School's *Anaphylaxis Management Procedure*. School staff are required to understand this policy the procedures to take prompt and appropriate action when an incident occurs. This policy and the procedures are available on the School intranet (Zenith).

4. Definitions

The words and phrases used within this policy hold the same definition as that used in the Act.

5. Commitments

The School will:

- (a) 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 student's schooling promote the physical, mental, and emotional well-being of students
- (b) raise awareness about allergies and anaphylaxis and this policy in the school community

- (c) actively engage with parents/carers of each student at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student
- (d) ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the School's policies and procedures in responding to an anaphylactic reaction

6. Individual Anaphylaxis Management Plans ('IAMP')

Where the School has been notified that a student has been diagnosed by a medical practitioner as being at risk of anaphylaxis or severe allergic reaction, the School will:

- (a) as soon as practicable after the student enrolls at the school, or is accepted to board at its boarding premises, and where possible before the student's first day of attendance at that school or first day boarding at the school boarding premises, put in place an Individual Anaphylaxis Management Plan.
- (b) ensure the IAMP is developed in consultation with the student's parents and medical practitioner
- (c) ensure the IAMP sets out the following:
 - Information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the student's specific allergy or allergens (based on a written diagnosis from a Medical Practitioner)
 - Strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of Peninsula Grammar Staff, for in-school, its boarding premises and out of school settings including homestay settings, camps, excursions and tours
 - The name of the person/s responsible for implementing the strategies
 - Information on where the student's medication will be stored
 - The student's emergency contact details
 - An Australian Society of Clinical Immunology and Allergy (ASCIA) Action Plan, provided by the parent/guardian or carer. Refer to the *Anaphylaxis Management Procedure*.
- (d) review the student's IAMP, in consultation with the student's parents in all the following circumstances:
 - annually
 - if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
 - as soon as practicable, after a student has an anaphylactic reaction at School or at its boarding premises
 - when a student is to participate in an off-site activity such as camps and excursions, or special events conducted, organised or attended at the school

Where a student is a boarder or an international student, the establishment of an IAMP and its review will be in consultation with their parent or families. When a student's parents are overseas, or unable to meet in person, the review can take place over the phone, video conference or email.

7. Parent/Guardian responsibilities

It is the responsibility of the student's parent, including the parents or families of boarder and international students to:

- provide the ASCIA Action Plan

- inform the School in writing if their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant provide an updated ASCIA Action Plan.
- provide an up-to-date photo for the ASCIA Plan when the plan is provided to the School when it is reviewed; and
- ensure the student's profile on Operoo (i.e. School medical and contact details platform), is accurate and up-to-date
- provide a student Anaphylaxis Kit, which includes one in-date Adrenaline Auto-injector ('EpiPen') and in the case of School Camps and tours, provide two in-date EpiPens. EpiPens must be clearly labelled with the student's name.
- provide anti-histamines if this is prescribed on the ASCIA Action Plan

Where a boarder or international student and their families requires support to understand and provide information to the School to provide, review and manage an ASCIA Action Plan, the School will inform to the student and their parents or families, of available support services and where required, help facilitate the arrangement (e.g. access to translation and interpreting support for information from the student's home language).

8. Prevention strategies

For each student at risk of anaphylaxis, a list of risk minimisation/prevention strategies to be undertaken by the School will be put in place. These strategies cover the following:

- (a) During classroom activities
- (b) The School Tuckshop, Canteen/Cafeteria (i.e. the Commons Café)
- (c) The time between classes whilst students are at recess and lunch
- (d) School-based programs taking place before and after school
- (e) School events, including sporting events, incursions, excursions, camps and field trips
- (f) The School's boarding premises and dining room

Prevention strategy details are outlined in the School's *Anaphylaxis Management Procedure*.

9. School Management and Emergency Response

In the event of an anaphylactic reaction, responders must:

1. Administer first-aid (general use EpiPen) and provide ongoing care to the affected person
2. Call 000 for Ambulance
3. Call Ext: 888 for School Health Support
4. Call Ext: 666 to notify Senior Executive

The primary responsibility of the First Responder is to the affected person. Where possible, further staff responders should make calls to 000, 888 and 666.

Students who ordinarily self-administer their adrenaline auto-injector may not physically be able to do so. Under these circumstances, staff must administer the adrenaline auto-injector and call 000 from nearest phone.

These emergency response actions are consistent with the School's *Anaphylaxis Management Procedure* and the *School's Emergency Management Plan* which are available on Zenith/Intranet.

10. Identification of Students with IAMPs

A list of at-risk students and their IAMP and ASCIA Actions Plans is kept at the School Health Centre and the names, photographs and specific allergies of each of these students are displayed in student at-risk folders at the:

- Early Childhood Centre (Reception Area)
- DB Clarke Centre (Staffroom)
- Perry Building (Staffroom)
- Administration Building Staffroom
- Zammit Centre (Senior Staffroom ZC203)
- the Tuckshop
- Food Technology (Pennell Building)
- the Commons Cafe (Zammit Centre)
- Boarding House - Jaffray House (Staffroom)
- the School Health Centre

Students with IAMPs are 'flagged' in Synergetic (a Student Management System), Zenith and Operoo so they can be clearly identified.

During activities off-site, including excursions, camps and special events conducted, organised or attended by the School, these plans are located on Operoo.

A *General Use Adrenaline Auto-Injector* can be found in the First-Aid Kit accompanying the supervising staff member when a student with diagnosed anaphylaxis participates in the activity.

11. Storage of Anaphylaxis Kits

At School, the student's Anaphylaxis Kit is located:

Area	Students' Anaphylaxis Kits Location
Early Childhood Centre (ECC)	In the student's classroom in a nominated cupboard or drawer
Years 2 – 6	In the student's school bag or classroom in a nominated cupboard or drawer. An additional Adrenaline Auto-injector may be carried by the student in agreement with the parent
Years 7 – 12	In the student's school bag or locker
Boarding House	Stored in the student's room in the top drawer of their desk

When the student is away from the School on excursions or events, their Anaphylaxis Kit is located:

Area	Students' Anaphylaxis Kits Location
Early Childhood Centre (ECC)	Anaphylaxis Kit is to travel with the student's supervising teacher
Years 2 – 6	Anaphylaxis Kit is to travel with the student's supervising teacher or First-Aid teacher if one is appointed unless, by agreement with the parent, the student carries the Anaphylaxis Kit with them

Years 7 – 12	Anaphylaxis Kit is to travel with the student in the student's school bag
Boarding House	Anaphylaxis Kit is to travel with the student in the student's school bag

In addition to the above, where a student attends school camps or tours, parents are required to supply two in-date adrenaline auto-injectors (one kit) and attach the student's ASCIA Action Plan to the *Student Medical Form*.

The supervising teacher must ensure the First-Aid Kit has a general use Adrenaline Auto-injector **for each student** who has been diagnosed with anaphylaxis when they take a student away from school.

A *General Use Adrenaline Auto-Injector* can be found in the First-Aid Kit accompanying the supervising staff member when a student with diagnosed anaphylaxis participates in the activity.

12. General use Adrenaline Auto-injectors

General use Adrenaline Auto-injectors can be found in each main student building, including at the boarding premises. EpiPens are contained in a box and are identifiable by a EpiPen label.

A complete list of EpiPen locations is outlined in the School's *Anaphylaxis Management Procedure*.

A register of all School owned general use Adrenaline Auto-Injectors, their location and expiry date is maintained by the School Health Centre, and reviewed periodically to ensure they are in-date.

As adrenaline autoinjectors have a limited life, and usually expire within 12-18 months, they will be replaced at the expense of the provider of school boarding services, either at the time of use or expiry, whichever is first.

13. Communication plan

The School, including its for its boarding provider service, will:

- (a) communicate to all School staff, students and parents about anaphylaxis and this policy
- (b) advise School staff, students and parents about how to respond to an anaphylactic reaction:
 - during normal school activities onsite, including in the classroom, school grounds and buildings, gyms and halls, and its boarding premises;
 - during school activities off-site, including excursions, school camps and special events conducted, organised or attended by the School
- (c) provide procedures to inform volunteers and casual relief staff of students with a medical condition that relates to an allergy and at risk of an anaphylactic reaction, their role in responding to an anaphylactic reaction to a student in care.

14. Staff training

All permanent staff who conduct classes or have a supervisory role of students at School, including its boarding premises and environments, must as soon as practicable, successfully complete:

- (a) an anaphylaxis management training course in the three years prior; or an online anaphylaxis management training course in the two years prior and
- (b) participate in a briefing, to occur twice per calendar year with the first one to be held at the beginning of the School year.

This School briefing must be delivered by a member of staff who has successfully completed an anaphylaxis management training course referred to in clause 10(a) of this policy, in the two years prior. The briefing content is outlined within the *Anaphylaxis Management Procedure*.

Where training or briefing requirements cannot or have not yet occurred in accordance with this policy, or there is inadequate coverage by First-Aid anaphylaxis trained staff for the School and its boarding premises, parents of any affected student will be consulted about an interim plan for the potential of an anaphylactic reaction. The training or briefing will take place as soon as possible thereafter.

Where a student with a known anaphylactic condition, is in a homestay arrangement, prior to the placement, the homestay provider will need to demonstrate their training, and will be supported by the School to respond appropriately in case of an anaphylactic reaction.

15. Annual Risk Management Checklist

The School will complete the *Risk Management Checklist* annually to monitor its obligations, as published and amended by the Department of Education from time to time. This checklist includes coverage of the School's boarding premises.

16. Review

The School will monitor changes in its obligations by the Department of Education and review this policy and practices annually, to improve anaphylaxis management for the School and its boarding premises.

17. Policy breach

A breach of this policy by staff may be serious misconduct and can result in disciplinary action, up to and including termination of employment. In some cases, it may be reported to any relevant authority or organisation.

18. Further information

Questions or further information regarding this policy should be directed to medical@pgs.vic.edu.au

19. Relevant legislation, standards and documents

Ministerial Order No.706 - Anaphylaxis in Victorian Schools and School Boarding Premises
Children's Services and Education Legislation Amendments (Anaphylaxis Management) Act 2008
Education and Training Reform Act 2006 (Vic)
Education and Training Reform Regulations 2007 (Vic)
Peninsula Grammar School – Anaphylaxis Management Procedure
Peninsula Grammar School – School Health Management Policy
Peninsula Grammar School – Emergency Management Plan



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