Rationale:
Anaphylaxis is an acute allergic reaction to certain food items and insect stings. The condition develops in approximately 1-2% of the population. The most common allergens are nuts, eggs, cow's milk and bee or other insect stings, and some medications.

Aims:
- To provide a safe and healthy school environment that takes into consideration the needs of all students, including those who may suffer from anaphylaxis.
- To raise community awareness about anaphylaxis and the school’s anaphylaxis management policy
- To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
- To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school’s policy and procedures in responding to an anaphylactic reaction.

School Statement
Hampton Park Primary School will fully comply with Ministerial Order 706 and the associated Guidelines related to anaphylaxis management in schools as published and amended by the Department from time to time. Hampton Park Primary School will review this policy at regular intervals.

Individual Anaphylaxis Management Plans
Note: A template of an Individual Anaphylaxis Management Plan can be found in Appendix 3 of the Anaphylaxis Guidelines for Victorian Schools or the Department’s website: http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx

The Principal will ensure that an Individual Anaphylaxis Management Plan is developed, in consultation with the student’s parents, for any student who has been diagnosed by a Medical Practitioner as being at risk of anaphylaxis.

The Individual Anaphylaxis Management Plan will be in place as soon as practicable after the student enrols and where possible before their first day of school.

The Individual Anaphylaxis Management Plan will set out the following:
- information about the student’s medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has (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 School Staff, for in-school and out-of-school settings 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 strategies
- information on where the student’s medication will be stored
- the student's emergency contact details
- an ASCIA Action Plan
Note: The red and blue ‘ASCIA Action Plan for Anaphylaxis’ is the recognised form for emergency procedure plans that is provided by Medical Practitioners to Parents when a child is diagnosed as being at risk of anaphylaxis. An example can be found in Appendix 3 of the Anaphylaxis Guidelines or downloaded from


School Staff will implement and monitor the student’s Individual Anaphylaxis Management Plan. The student’s Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student’s Parents in all of 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 the student has an anaphylactic reaction at School
- when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the School (eg. class parties, elective subjects, cultural days, fetes, incursions)

Parents are responsible for:

- provision of the ASCIA Action Plan
- informing 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
- providing an up to date photo for the ASCIA Action Plan when that Plan is provided to the School and when it is reviewed
- providing the School with an Adrenaline Autoinjector that is current and not expired for their child

Prevention Strategies

Anaphylaxis is best prevented by knowing and avoiding the allergens.

- Anaphylaxis is a severe and potentially life-threatening condition.
- Signs and symptoms of anaphylaxis include hives/rash, tingling in or around the mouth, abdominal pain, vomiting or diarrhoea, facial swelling, cough or wheeze, difficulty breathing or swallowing, loss of consciousness or collapse, or cessation of breathing.

Risk Minimisation and Prevention Strategies that Hampton Park Primary School will put in place for all relevant in-school and out-of-school settings will include (but are not limited to) the following:

- during classroom activities (including class rotations, specialist and elective classes) e.g., keep a copy of the student’s individual anaphylaxis management plan in the classroom, no sharing of food, anaphylaxis warning signs in classrooms, CRT notes include identification and prevention or management steps of the individual student
- during recess and lunchtimes and between classes and other breaks e.g., yard duty staff to be trained in administration of an “Epipen”, have a chain of communication to identify and management of student at risk, maintain lawns and gardens to minimise anaphylactic responses
- in canteens e.g, canteen staff trained in food allergen management and food handling, canteen staff briefed about students at risk, adequate labelling of food products (eg nuts)
- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps e.g., clear identification of students at risk, carrying of plan and Epipen, all staff trained in
anaphylaxis management, excursion/camp staff to be notified of students at risk and triggers and an adequate risk management plan implemented in consultation with school, student provided with alternative menu. Food products brought into school to be clearly labelled showing ingredients, student at risk to be notified regarding appropriate food

School Management and Emergency Response

Note: Chapter 9 of the Anaphylaxis Guidelines for Victorian Schools contains advice about procedures for School management and emergency response for anaphylactic reactions.

Hampton Park Primary School’s Anaphylaxis Management Policy uses the following procedures for emergency response to anaphylactic reactions.

- a complete and up to date list of students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction;
- details of Individual Anaphylaxis Management Plans and ASCIA Action Plans located:
  - in a classroom including teachers’ work programs and noticeboard
  - in all school buildings and sites including gymnasiums and halls on noticeboard
  - on school excursions with the teacher in charge
  - on school camps with the teacher in charge, camp staff and kitchen staff
  - at special events conducted, organised or attended by the school with first aid trained staff and coordinator
- Epipens are stored in an unlocked first aid cabinet situated in the main school office
- Communication protocols
  - Ensure all staff attend a briefing on anaphylaxis management for a particular school event before the event takes place – eg team/staff meeting
  - Parents to provide an updated plan at least annually
  - Newsletter used to inform the community of anaphylaxis risks at Hampton Park Primary School

Adrenaline Autoinjectors for General Use

The Principal will purchase Adrenaline Autoinjector(s) for General Use (purchased by the School) and as a back up to those supplied by Parents.

The Principal will determine the number of additional Adrenaline Autoinjector(s) required. In doing so, the Principal will take into account the following relevant considerations:

- the number of students enrolled at the School who have been diagnosed as being at risk of anaphylaxis;
- the accessibility of Adrenaline Autoinjectors that have been provided by Parents of students who have been diagnosed as being at risk of anaphylaxis;
- the availability and sufficient supply of Adrenaline Autoinjectors for General Use in specified locations at the School, including in the school yard, and at excursions, camps and special events conducted or organised by the School; and
- the Adrenaline Autoinjectors for General Use have a limited life, usually expiring within 12-18 months, and will need to be replaced at the School’s expense, either at the time of use or expiry, whichever is first.

Note: Adrenaline Autoinjectors for General Use are available for purchase at any chemist. No prescriptions are necessary.

Communication Plan

Relevant information to all School Staff, students and Parents about anaphylaxis and the School’s Anaphylaxis Management Policy will take place as follows:
re relevant and current training to be provided as listed below
- excursion notices to state the student at risk’s allergens and triggers
- newsletter item at the beginning of the year to inform parents to update current medical forms including anaphylaxis management plans and the risk and prevention factors of anaphylaxis at Hampton Park Primary School
- staff briefed at the beginning of each year of students at risk and their management plans when at school or outings by first aid coordinator
- staff anaphylaxis reminder briefings of specific upcoming excursions and events at team meetings
- if a student has an anaphylaxis reaction at school –
  - Immediately identify the student at risk and symptoms
  - Instantly communicate to first aid coordinator/office/Principal class by phone or send staff/reliable students
  - Epipen to be directly dispatched to student by 2 trained staff member and dosage administered as per guidelines
  - Ambulance called, student to be monitored and observed until medical assistance arrives
  - Parents to be contacted simultaneously to attend the scene

On a school excursion –
- Immediately identify the student at risk and symptoms
- Instantly communicate to first aid coordinator/teacher in charge personally, by phone or send staff/reliable students
- Epipen to be directly dispatched to student by 2 trained staff member and dosage administered as per guidelines
- Ambulance called, student to be monitored and observed until medical assistance arrives
- Parents to be contacted simultaneously to attend the scene

Sub school leaders to inform CRTs and volunteers of students at risk when on an excursion. Class teachers are responsible for identifying students at risk to CRT staff through a detailed information sheet in their work program.

It is the responsibility of the Principal of the School to ensure that relevant School Staff are trained and briefed at least twice per calendar year.

**Staff Training**

The following School Staff will be appropriately trained:

- All School Staff who undertake classes or yard duty supervision
- Any further School Staff that are determined by the Principal

The identified School Staff will undertake the following training:

- an Anaphylaxis Management Training Course in the three years prior; and
- participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) on:
  - the School’s Anaphylaxis Management Policy;
  - the causes, symptoms and treatment of anaphylaxis;
  - the identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, and where their medication is located;
• how to use an Adrenaline Autoinjector, including hands on practise with a trainer Adrenaline Autoinjector device;
• the School’s general first aid and emergency response procedures; and
• the location of, and access to, Adrenaline Autoinjector that have been provided by Parents or purchased by the School for general use.

The briefing must be conducted by a member of School Staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months.

In the event that the relevant training and briefing has not occurred, the Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the Parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction. Training will be provided to relevant School Staff as soon as practicable after the student enrols, and preferably before the student’s first day at School.

The Principal will ensure that while the student is under the care or supervision of the School, including excursions, yard duty, camps and special event days, there is a sufficient number of School Staff present who have successfully completed an Anaphylaxis Management Training Course in the three years prior.

Note: A video has been developed and can be viewed from http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx

Annual Risk Management Checklist

The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.

Evaluation:

This policy will be reviewed as part of the school’s three-year review cycle

Ratified: August 2014