RAISING STAFF AWARENESS

All staff to undertake etraining and demonstration, to be updated every two years. [https://etrainingvic.allergy.org.au](https://etrainingvic.allergy.org.au)

Staff briefings will be held twice yearly to include information on:

- The School’s anaphylaxis management policy
- Causes, symptoms and treatment of anaphylaxis
- Identity of students diagnosed at risk of anaphylaxis and where medication is stored
- How to use an adrenaline auto-injector – EpiPen/Anapen
- Discouraging peanut and tree nut products in all forms being brought into the School
- The School’s emergency response procedures, including location of blue emergency pones in the Junior School and Senior School.
- Where lists and photos of students with severe medical conditions are collated.

Locations of these lists and photos

**Senior School** - a booklet is available from Lithgow staff reception, and photo lists are placed on notice boards in staff study areas.

**Junior School** - a photo list is available from Junior School reception, and in the Junior School staff room.

**ALL STAFF in charge of students at risk of anaphylaxis need to read and be familiar with their student’s ASCIA Action Plan and individual management plan.**

RAISING STUDENT AWARENESS

Classroom education from health centre and teaching staff and during year level assembly will reinforce the importance of:

- Hand washing
- Not sharing food, and discouraging peanut and tree nut products in all forms being brought into the School
- Raising peer group awareness of serious allergic reactions
- Ensuring trip and excursion groups, sporting teams and crews are aware of peer needs in relation to people with severe medical alerts and those at risk of anaphylaxis.

An ASCIA Action Plan for general use will be on display in the school in prominent locations, including the Glenn Centre, the Quad notice board, staff rooms in both Junior/Senior School and first aid areas in the Junior/Senior School.

WORKING WITH PARENTS

Parents/carers every two years’ are required to:

- Provide the School with an emergency procedures plan (ASCIA Action Plan) which includes a current colour photo of their child. This will be scanned in original condition into the Student Information System (SIS).
- Supply the School with their child’s adrenaline auto-injector and ensure it has not expired.
- Work with the School to develop an individual management plan and review it annually.
- Give permission for their child’s photo to be displayed in areas around the School.

Parents are encouraged to:

- Supply a second adrenaline auto-injector for the student to carry at all times while at School and while travelling to and from School.
EMERGENCY RESPONSE

RESPONDING TO AN ANAPHYLACTIC REACTION IN THE SCHOOLYARD

- Lay the child down. Do not allow him to stand or walk. If breathing is difficult, allow him to sit.
- For an insect allergy, flick out the sting, if it is visible.
- Administer the child’s personal adrenaline auto-injector, if the child is carrying it.
- The teacher on duty must stay with the student and either use his/her mobile phone to dial 000 (or 112 for mobiles), or access blue emergency phones.
- A student or available adult is to be sent with a verbal message to the office to obtain assistance.
- Health Centre or office staff will locate the student’s assigned adrenaline auto-injector from closest location Senior School – Senior First Aid, or the Junior School First Aid and Anaphylaxis Emergency Grab Bag, which contains an unassigned adrenaline auto-injector, and will take it to the student.
- The adrenaline auto-injector should be delivered without delay and the ASCIA Action Plan followed (noting time delivered).
- The child’s parents/guardians should be contacted.
- If another adrenaline auto-injector is available, a further adrenaline dose may be given if there is no response after five minutes.

RESPONDING TO AN ANAPHYLACTIC REACTION IN THE CLASSROOM

- Lay the child down. Do not allow him to stand or walk. If breathing is difficult, allow him to sit.
- For an insect allergy, flick out the sting, if it is visible.
- The child’s teacher must remain with the child and call 000 on his/her mobile phone or the class telephone.
- A student or available adult is to be sent with a verbal message to the office to obtain assistance.
- Health Centre or office staff will locate the student’s assigned adrenaline auto-injector from closest location Senior School – First Aid, or the Junior School First Aid, which contains an unassigned adrenaline auto-injector, and will take it to the student.
- The adrenaline auto-injector should be delivered without delay and the ASCIA Action Plan followed (noting time delivered).
- The child’s parents/guardians should be contacted.
- If another adrenaline auto-injector is available, a further adrenaline dose may be given if there is no response after five minutes.

RESPONDING TO AN ANAPHYLACTIC REACTION AT A SPORTING OR OTHER SPECIAL EVENT

All staff responsible for a group/class/team of students should be aware of any serious medical conditions of students in their groups. The teachers-in-charge of sports, services and other activities are responsible for ensuring that the SIS is checked for any information regarding medical conditions of students in their area of activity. This may be delegated to other appropriate staff.

Students at risk of anaphylaxis must carry their adrenaline auto-injector(s), antihistamine and ASCIA Action Plans to any event they attend.

Staff in charge of students at risk of anaphylaxis should carry a fully charged mobile phone.

Adrenaline auto-injector(s) must remain close to the student; i.e., in the centrally located first aid kit, or in a first aid bag carried by the student/teacher in charge if the student is participating in a small group activity. Staff must be aware that they still have a duty of care to the student, even if the student is carrying his own adrenaline auto-injector.

It is important to be aware that during an anaphylactic emergency students’ thought processes may be adversely affected, and they may be uncooperative or unable to administer their own devices.

In the event of an anaphylactic reaction, staff members must follow the ASCIA Action Plan for anaphylaxis.