Anaphylaxis Management Policy

RATIONALE

Anaphylaxis is a severe, rapidly progressive and potentially life threatening allergic reaction.

The most common triggers (allergens) are peanuts, tree nuts (e.g., hazelnuts, cashews and almonds), cows’ milk, eggs, wheat, soybean, sesame (seeds/oil), fish and shellfish.

Although these are the most common triggers, any food can trigger an allergic reaction. Other common allergens include latex, insects and medications.

Peanuts and tree nuts are the allergens most often associated with fatal reactions; however people have died as a result of other triggers such as milk and shellfish.

The incidence of allergy, including anaphylaxis, is increasing. Although severe allergy/anaphylaxis is now more common than it was in the 1990s, death from anaphylaxis remains rare. The only way to prevent anaphylaxis is to avoid the triggers.

The key to prevention of anaphylaxis in schools is knowledge of those boys who have been diagnosed at risk, awareness of triggers, and prevention of exposure to these allergens. Most allergic reactions can be prevented.

First aid treatment for anaphylaxis is adrenaline. In the community setting, adrenaline is administered via an adrenaline auto-injector, following instruction on the individual’s Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plan for Anaphylaxis.

Those at risk of anaphylaxis are prescribed an adrenaline auto-injector. The adrenaline auto-injectors currently available in Australia are EpiPen® and Anapen®.

This policy is based on Ministerial Order 90 2008 and Anaphylaxis Guidelines for Victorian Schools, Department of Education and Early Childhood Development 2013.

PURPOSE

The Anaphylaxis Management Policy aims to:

- Provide, as far as practicable, a safe and supportive environment in which boys at risk of anaphylaxis can participate equally in all aspects of School life.
- Raise awareness about anaphylaxis and the School’s Anaphylaxis Management Policy in the School community.
- Engage with parents/guardians of boys at risk of anaphylaxis, in assessing risks and developing risk minimisation and management strategies for those boys.
- Ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the School’s policies and procedures about responding to an anaphylactic reaction.

IMPLEMENTATION

Individual Anaphylaxis Management Plans

The Principal is responsible for ensuring that an Individual Anaphylaxis Management Plan is developed, in consultation with the boy’s parents/guardians, for any boy who has been diagnosed by a medical practitioner as being at risk of anaphylaxis.

The plan will be put in place as soon as practicable after the boy enrolls, and where possible before the boy’s first day at Scotch, or as soon as possible after diagnosis.

1. The Individual Anaphylaxis Management Plan must include the following information:

- Information about the diagnosis including the type of allergy or allergies (based on diagnosis from a medical practitioner).
- Strategies to minimise the risk of exposure to allergens while the boy is under the care or supervision of School staff, both in and out of School settings (including camps and excursions).
- The name(s) of the person(s) responsible for implementing the strategies.
- Information regarding the location of the boy’s medication, including:
  - Junior School:
    - First Aid Station, Junior School reception
  - Senior School:
    - Lithgow First Aid Room (behind Lithgow Reception)

- The boy’s emergency contact details.
- An ASCIA Action Plan for Anaphylaxis (Emergency Response Plan), completed and signed by the boy’s treating doctor and then provided to the School by the parent/guardian. The ASCIA Action Plan for Anaphylaxis must set out the signs and symptoms of a mild to moderate or severe allergic reaction, and include the emergency procedures to be taken in the event of an allergic reaction.
- The ASCIA Action Plan for Anaphylaxis must include an up-to-date colour photograph of the boy.
- The plan must be reviewed yearly and replaced by the boy’s treating doctor at least every two years.

Refer to Appendix 2. – ASCIA Action Plan for Anaphylaxis for Personal Use 2013.
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2. The boy’s Individual Anaphylaxis Management Plan must be reviewed in consultation with the boy’s parents/guardians:
   - annually
   - if the boy’s medical condition changes
   - immediately after the event of the boy having an anaphylactic reaction at School.

3. Copies of Individual Anaphylaxis Management Plans, including the ASCIA Action Plan for Anaphylaxis, will be accessible to all staff on the Student Information System, and:
   - will be accessible to all staff generating trip excursions
   - will be accessible for all activities where the boy is under the care and supervision of Scotch staff.

4. It is the responsibility of the boy’s parent/s to:
   - provide an ASCIA Action Plan for Anaphylaxis (Emergency Response Plan) to the School
   - inform the School if their son’s medical condition changes, and if relevant provide an updated ASCIA Action Plan for Anaphylaxis (Emergency Response Plan)
   - provide an up-to-date colour photo of their son for the ASCIA Action Plan for Anaphylaxis (Emergency Response Plan), when it is provided to the School and when it is reviewed.

   Catering staff will be aware of boys at risk of anaphylaxis, both within the day School and in the boarding houses.

   ASCIA Action Plan for Anaphylaxis will also be stored with the boy’s adrenaline auto-injector, and will be taken with the boy on all external activities.

PARENT/GUARDIAN RESPONSIBILITY

No boy who has been prescribed an adrenaline auto-injector is permitted to attend Scotch College or participate in its programs without providing an auto-injector and doctor-authorised ASCIA Action Plan for Anaphylaxis.

Accordingly, parents must ensure that their boys (in Years 7-12) who are at risk of anaphylaxis carry their own adrenaline auto-injector and ASCIA Action Plan for Anaphylaxis with them at all times. Parents must also supply a spare auto injector to be held by the School. They must ensure that these prescribed adrenaline auto-injectors are within the expiry date.

Parents of Junior School boys who are at risk of anaphylaxis must also provide an adrenaline auto-injector and ASCIA Action Plan for Anaphylaxis to the Junior School office. It will be carried by the boys as deemed necessary.

As part of emergency management, unassigned adrenaline auto-injectors for general use are available in the case of an anaphylactic reaction. These can be found around the Scotch campus:

**Boarding:**
In the Health Centre, the Dining Hall and in first aid kits with the Duty Master

**Senior School:**
In the Lithgow Centre first aid kit, the James Forbes Academy (reception), on the drama and performance stage, in the maintenance office and in the sports first aid station.

**Junior School:**
In the first aid station at reception.
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Parents/guardians of boys at risk of anaphylaxis should ensure that their boy has his current ASCIA Action Plan for Anaphylaxis (Emergency Response Plan), with colour photograph accessible to all staff and catering staff within the School, and to staff conducting trips/excursions/sporting events, or supervising these activities.

It is requested that:

- Parents/guardians do not send nuts or nut spreads in school lunches or snacks. This will minimise the risk of a reaction to a food that can easily be shared with others.

- Boys are encouraged not to share food with peers, whether supplied from home or purchased at School.

SCOTCH COLLEGE RESPONSIBILITY

STAFF TRAINING

- Biannual professional development on anaphylaxis management and risk minimisation.

- Updated information provided about boys with Serious Medical Alerts in both the Senior School and the Junior School, available in booklet form with photographs, to staff assigned to classes and to casual relief staff

- Staff (including casual relief teachers) who do not attend the anaphylaxis training (consisting of three yearly three-hour sessions) must complete free ASCIA Action Plan for Anaphylaxis online training, and obtain a certificate which will apply until the next face-to-face training date.

PEER SUPPORT AND AWARENESS

- Encourage boys to be aware of classmates with serious health issues such as food or insect allergy.

- Provide educational briefings prior to activities.

- Encourage the use of educational resources to increase awareness of food and insect allergy. Share information on strategies to reduce risk in particular activities. See the Allergy and Anaphylaxis Australia online free school curriculum resource at www.allergyfacts.org.au.

COMMUNICATION PLAN

The Principal will be responsible for ensuring a communication plan is developed to provide information to all staff, boys and parents about allergy, anaphylaxis and the School’s Anaphylaxis Management Policy.

The communication plan will include information about emergency response procedures in classrooms, the School grounds, or on School camps, excursions, trips, and on special event days (such as sport days).

The communication plan will include procedures to inform casual relief teachers, volunteers and new staff of boys at risk of anaphylaxis, and their role in responding to an anaphylactic reaction by a boy in their care. It will also tell them how to obtain induction on emergency response procedures, including the management of boys at risk of severe medical conditions under their supervision.

All staff will be briefed at least twice a year by a trainer qualified to present up-to-date anaphylaxis management training. The first briefing will be held at the beginning of the School year prior to the boys returning to School. The briefing is to inform all staff about:

- the School’s Anaphylaxis Management Policy
- the triggers, signs and symptoms of an allergic reaction, referring to the ASCIA Action Plan for Anaphylaxis
- the treatment of anaphylaxis
- the identities of boys diagnosed at risk of anaphylaxis and where their medication is located
- the location of adrenaline auto-injectors for general use
- how to use the adrenaline auto-injectors (including hands-on practice with a trainer device)
- the School’s first aid and emergency response procedures

Refer to Appendix 3: Communication Plan
Refer to Appendix 4: Facilitator guide for twice-yearly staff briefings
STAFF TRAINING

The Principal will ensure that all teachers and other School staff who conduct classes attended by boys and/or give instruction to boys at risk of anaphylaxis have current, accredited training in anaphylaxis management.

At other times while boys are under the care or supervision of the School, including on excursions, at camps and on special event days, the Principal must ensure there are sufficient staff present who have current, accredited training in anaphylaxis management.

The Principal will identify the School staff to be trained, based on a risk assessment of an anaphylactic reaction occurring while a boy is under the care or supervision of the School.

Training will take place as soon as practicable after the boy enrols at the School, and, wherever possible, prior to the boy commencing School. If it is not possible for training to take place before the boy’s first day at the School, an interim plan must be developed in consultation with the boy’s parents.

EMERGENCY RESPONSE

The School’s first aid procedures and the boy’s ASCIA Action Plan for Anaphylaxis will be followed when a boy has an allergic reaction.

Refer to Appendix 2 – ASCIA Action Plan for Anaphylaxis for Personal Use 2013.

RELATED GUIDELINES/PROCEDURES

- Trip and Excursion Building Procedure
- First Aid Policy

EVALUATION

This policy will be reviewed as part of the School’s three-year review cycle, or as required.

RESOURCE BOX


Appendix 2: ASCIA Action Plan for Anaphylaxis for Personal Use 2013

Appendix 3: Communication Plan

Appendix 4: Note: a downloadable PowerPoint presentation, facilitator guide and DVD are available on the Department of Education and Early Childhood Development website to assist with these twice yearly briefings: http://www.education.vic.gov.au/healthwellbeing/health/anaphylaxis.htm

Appendix 5: Definitions

Appendix 6: Casual Relief Teachers/Staff – Serious Medical Alerts and Photograph booklet

REFERENCES


MR I TOM BATTY, PRINCIPAL
(August 2013)