ANAPHYLAXIS MANAGEMENT POLICY

Ministerial Order 706 – Anaphylaxis Management in Schools

• St Francis de Sales school will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.
• The Principal may nominate a staff member to manage the following procedures, under her supervision (which comply with Ministerial order 706). All procedures require the Principal’s final approval.

Individual Anaphylaxis Management Plans
(See appendix 1)

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; and
• a full-coloured ASCIA Action Plan.

School Staff will then 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; and
• 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).

It is the responsibility of the Parents to:

• provide the original 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 Action Plan when that Plan is provided to the School and when it is reviewed; and
• provide the School with an Epipen that is current and not expired for their child.
Prevention Strategies
St Francis de Sales school will put in place strategies for all relevant in-school and out-of-school settings which include (but are not limited to) the following:

• during classroom activities (including class rotations, specialist and elective classes);
• between classes and other breaks;
• in canteens;
• during recess and lunchtimes;
• before and after school *(please note that OSH Club have their own policies and procedures governing anaphylaxis)* and;
• special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

School Management and Emergency Response
(See appendix 2)

St Francis de Sales School sets out the following procedures for an emergency response to anaphylactic reactions. The procedures include the following:

• a complete and up to date list with photos of student(s) identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction will be displayed all classrooms, specialist areas, first aid room, staff room and yard duty first aid bags.
• details of Individual Anaphylaxis Management Plans and ASCIA Action Plans will be housed in display folders located:
  • in all classrooms;
  • in the staff room, accessible from school yard;
  • in the office, school hall, library and Art Room;
  • on school excursions;
  • on school camps; and
  • at special events conducted, organised or attended by the school.
• Prior to any off-site activity, the teacher in charge will collect and sign out necessary individual Epipens including the designated Epipen for general use;
  • This teacher will decide the best location for the epeipen to be kept during the off-site activity
• Individual Epipens are housed in clearly labelled personally designated pigeon holes in the First Aid Room with a copy of their ASCIA Action Plan;
• Epipens for General Use will be distinguishable from student’s personal Epipens and stored in a labelled plastic container. One General Use Epipen will be housed in an insulated bag in the First Aid room, clearly labelled as “GENERAL USE EPIPEN FOR OFF-SITE ACTIVITIES”. General Use Epipens are housed on top of the pigeon holes in the first aid room, in the library office and carried by the PE teacher in a suitable insulated bag;
• Please note; Epipens are the only auto-injector specified for use at our school
• Communication with School Staff, students and Parents is to occur in in accordance with our communications plan.

Epipens for General Use
The Principal will purchase Epipens 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 Epipens required. In doing so, the Principal will take into account the following relevant considerations:
• Epipens for General Use will be distinguishable from student’s personal Epipens and stored in a labelled plastic container. One General Use Epipen will be housed in an insulated bag in the First Aid room, clearly labelled as “GENERAL USE EPIPEN FOR OFF-SITE ACTIVITIES”. General Use Epipens are housed on top of the pigeon holes in the first aid room, in the library office and carried by the PE teacher in a suitable insulated bag;

• the number of students enrolled at the School who have been diagnosed as being at risk of anaphylaxis;

• the accessibility of Epipens that have been provided by Parents of students who have been diagnosed as being at risk of anaphylaxis;

• the availability and sufficient supply of Epipens 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 Epipens 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.

**Communication Plan**

(see Appendix 3)

At St Francis de Sales, our Communication Plan facilitates the provision of information to all School Staff, students and Parents about anaphylaxis and the School’s Anaphylaxis Management Policy.

The Communication Plan includes strategies for advising School Staff, students and Parents about how to respond to an anaphylactic reaction by a student in various environments including:

• during normal school activities including in the classroom, in the school yard, in all school buildings and sites including gymnasiums and halls; and

• during off-site or out of school activities, including on excursions, school camps and at special events conducted or organised by the School.

Designated staff members are responsible for briefing all volunteers, casual relief staff and new school staff about students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to an anaphylactic reaction by a student in their care.

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**

At St Francis de Sales school, the following school staff will be appropriately trained:

- school staff who conduct classes that students with a medical condition that relates to allergy and the potential for anaphylactic reaction; and

- 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 Epipen, including hands on practise with a trainer Epipen device;
- the School’s general first aid and emergency response procedures; and
- the location of, and access to, Epipen 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 powerpoint presentation is available to view to facilitate these briefings.

Resources/Policy/First Aid and Wellbeing/Anaphylaxis/anaphylaxis briefing SFDS

Annual Risk Management Checklist
(See appendix 4)

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.