Anaphylaxis Policy

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, latex, certain insect stings and medications.

The key to prevention of anaphylaxis in schools is knowledge of those students who are at risk, awareness of triggers (allergens) and prevention of exposure to these.

Rationale

Croydon Hills Primary School is committed to

- providing, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of schooling.
- raising awareness about allergies and anaphylaxis in the school community.
- actively involving the parents/carers of each student at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for each student.
- ensuring that each staff member has adequate knowledge of allergies, anaphylaxis and emergency procedures.

Policy Statement

Management Guidelines
Roles and Responsibilities

Parents/Carers

- must inform the classroom teachers and the principal if they believe their child has a severe allergy that may impact on their safety at school.
- are to provide copies of a letter from the family doctor or specialist giving authority to administer an individual child’s Epipen or Anapen. The letter should outline the details of the allergy and the medical treatment to be undertaken in case of a reaction. The school requires that this advice be updated at annually (at the beginning of the school year), as some children grow out of allergies.
- will meet with the school to develop the child’s individual Anaphylaxis Management Plan. (Preferably prior to enrolment and transition.)
- shall provide an individual Epipen or Anapen for their child and ensure that it has not expired. Parents must replace Epipen or Anapen when it has expired. Students should have an adequate supply of appropriate medication with them at school at all times.
- are to supply specific food requirements for camps, excursions and special days/activities if required.
- must inform staff of any changes to their child’s condition and/or emergency contact details.

School Principal/Assistant Principal will

- seek information to identify students with severe life-threatening allergies at enrolment.
- conduct a risk assessment of the potential for accidental exposure to allergens while the student is in the care of the school.
• ensure that parents/carers develop an individual Anaphylaxis Management Plan for the student. This
includes documenting practical strategies for in-school and out-of-school settings to minimise the risk of
exposure to allergens, and nominating staff that are responsible for the implementation (see Appendix 1 & 2).
• ensure that parents provide the child’s Epipen or Anapen and that it is not past its expiry date.
• ensure that staff are trained in recognising and responding to an anaphylactic reaction, including
administering an Epipen or Anapen.
• raise school community awareness about severe allergies and the school’s policies.
• provide information to all staff (including specialist staff, new staff, sessional staff, canteen staff and office
staff) so they are aware of students who are at risk of anaphylaxis, the student’s allergies, the school’s
management strategies and first aid procedures.
• ensure these are procedures in place for informing casual relief teachers of students at risk of anaphylaxis and
the steps required for prevention and emergency response. (Specific information in class rolls and class CRT
folders)
• allocate time to discuss, practise and review the school’s management strategies for students at risk of
anaphylaxis and provide regular practise using the trainer Epipen or Anapen.
• encourage ongoing communication between parents/carers and staff about the current status of the
student’s allergies, the school’s policies and their implementation.
• in consultation with parents, review the student’s individual Anaphylaxis Management Plan annually or if the
student’s circumstances change,

School staff will
• know the students who are at risk of anaphylaxis.
• understand the causes, symptoms, and treatment of anaphylaxis.
• train in how to recognise and respond to an anaphylactic reaction, including administering an Epipen or
Anapen. (This training will be conducted regularly).
• meet with the parents to outline the issues and decide on classroom strategies to minimise the safety
concerns.
• know the school’s first aid emergency procedures and what their role is in relation to responding to an
anaphylactic reaction.
• plan ahead for special activities or occasions such as excursions, sport days, camps and parties.
• work with parents/carers to provide appropriate food for the student.
• be very careful of food ‘treats’ given to students in class, as these may contain hidden allergens.
• ensure that identified students are not isolated or excluded, within reason from any activity. Teachers need
to be aware of Anaphylactic students in Circles activities
• ensure that if known food allergens have been used in a room, then the room will be thoroughly cleaned prior
to use by other groups.
• make a reasonable effort to ensure that contact with allergens is avoided.
• communicate with parents/carers if they have concerns with the use of specific rooms and equipment.
• ensure the canteen displays ingredients list. Ingredients list to be published on back of price list.
• ensure casual relief teachers are informed of specific allergens that students have allergies to. CRT
information books will contain current information.
• raise student awareness about severe allergies and the importance of their role in fostering a school
environment that is safe and supportive for their peers.
• encourage hand washing for staff and students on a regular basis, particularly before and after eating food.
• inform students and their families of that year level, of any anaphylactic students in the class (with parental
permission). (see Appendix 3)
Croydon Hills Primary School

Anaphylaxis Policy

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Camps/excursions

- If the food allergy is life-threatening then a parent or trusted adult may be asked to attend the school camp/excursion with the student.
- Prior to the camp commencing, parents and staff will liaise with campsite personnel to ensure that adequate precautions and safety measures are instituted.
- All attending supervising adults will have an understanding of the treatment necessary for students who have serious allergy characteristics.
- Specific food requirements may need to be supplied by the parents.

First aid coordinator will

- keep an up to date register of students at risk of anaphylaxis including expiry dates of Epipen or Anapen.
- ensure that students’ emergency contact details are up to date.
- obtain training in recognising and responding to an anaphylactic reaction, including administering an Epipen or Anapen
- at the beginning or end of each term, check that the Epipen or Anapen is not cloudy or out of date, and inform parents/carers if the Epipen or Anapen needs to be replaced.
- ensure that the Epipen or Anapen is stored correctly (at room temperature and away from light) in an unlocked, easily accessible place, and it is appropriately labelled.
- ensure the school has a spare Epipen which is not out of date

Implementation

- Cleaners will be informed of classrooms with anaphylactic students so that tables can be cleaned daily.
- All staff are to carry first aid bags with the details of anaphylactic students when on yard duty.
- The students known to have severe allergic reactions are known by sight by all staff.
- The parents/carers of the student must inform the Canteen and Out of School Hours staff of their child’s allergy and the appropriate medical response.
- Teachers are responsible for ensuring that the Epipen or Anapen go on all outings out of the school.
- The Epipen or Anapen will be kept in an individually named bag including photo of the child along with any other medicine the student requires. The bag will be kept in the First Aid Room (in a cool / easily accessible position). The bag will also contain the student’s individual Anaphylaxis Management Plan including directions for correct use of Epipen or Anapen
- An Alert Register about each student and their individual Anaphylaxis Management Plan and photo is to be kept in the Sick Bay, Staff Room, Canteen, CRT Information book, Yard Duty bags, and on each student’s class roll and on display in classroom. Specialist Teachers are to be informed.
- The teacher and parent will communicate whenever the class is planning to have special food days (eg: a barbecue). A detailed list of foods will be included in the information note.

Preventing Allergic Reactions ‘Time is Critical’

- Good hygiene and vigilance is vital as other food products can have nut traces or are not easily identified as being related to the nut family.
- Effective communication between the school and family are essential.
- Not using boxes or packages that state that the product ‘may contain traces of nuts’.
- There will be NO sharing of snacks, drinks or lunches by students. All food scraps and food wrappings are to be taken home.
Croydon Hills Primary School

- If food is shared then treats provided by parent of anaphylactic child are to be used (teachers to store these).
- Be aware that some soap, sunscreens, play-dough, cooking oil etc., contain nut products.
- Be aware that eggs and dairy foods may also be a problem for some students.
- Bee, wasp or insect stings may be a problem for some students.
- Students are not to buy treats for these students from the canteen.

Emergency Action Plan for Anaphylactic Reactions

Symptoms:
- Chest and / or throat tightness
- Extreme difficulty in breathing
- Facial swelling and puffiness
- Turning blue/swelling of tongue
- Loss of consciousness and difficulty talking
- Difficulty talking and / or hoarse voice
- Wheeze of persistent cough
- Pale and floppy (young children)
- Be aware that the above symptoms can occur in any order and loss of consciousness can occur in 3 to 5 minutes of contact with allergen.

One (1) adult is to stay with the child at all times.

Emergency Response to Incident
- An adult is to administer an Epipen or Anapen immediately.
- Call for the backup Epipen or Anapen housed in the Sick Bay.
- Both Epipen or Anapen to be taken into the yard when called for.
- An adult is to get help via the walkie-talkie (in the yard) or phoning the General Office / First Aid officer.
- An adult is to ring an ambulance and ask for the MICA ambulance and contact the parents/ carer.
- An adult is to meet the ambulance.
- Keep the used Epipen or Anapen - noticing time given – to give to the ambulance officers.
- The First Aid officer needs to be informed that the student has had a reaction.
- The principal will be notified.
- Keep the child lying down or semi sitting if breathing is difficult.
- Keep airways clear
- Resuscitate if necessary - CPR

Action Plan for Allergic Reactions

Symptoms:
- Hives or skin rash.
- Sneezing.
- Watery eyes
- Tingling lips
- Nausea/Diarrhoea
- Mild asthma symptoms

Procedure:
- Stay with the child and send for help.
- Inform parents/carer.
- If mild asthma symptoms are present, administer Ventolin via spacer.
- If parents/carer have consented and provided oral antihistamines, administer.
- Observe student closely in First Aid Room until child is transferred to the ambulance.

Administering Medication

Remember

- RIGHT Medication
- RIGHT Date
- RIGHT Person
- RIGHT Dose
- RIGHT Route

Evaluation

There should be an annual review of each student’s individual Anaphylaxis Management Plan, or following an incident to ensure the information is current and that all staff are aware of how to respond to an allergic reaction.

Note: This policy has been developed in accordance to the Department of Education’s Anaphylaxis Guidelines for Victorian Government Schools (Nov 2006) and Ministerial Order 90.

Policy to be reviewed annually
Appendix 1

**Individual Anaphylaxis Management Plan**

This Plan is to be completed by the principal or nominee on the basis of information from the student’s medical practitioner provided by the parent/carer.

<table>
<thead>
<tr>
<th>School:</th>
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<tr>
<td>Phone:</td>
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<td>Student’s name:</td>
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<td>Date of birth:</td>
<td>Year level:</td>
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<td>Severely allergic to:</td>
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<td>Other health conditions:</td>
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<td>Medication at school:</td>
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<tr>
<th>Parent/carer contact:</th>
<th>Parent/carer information (1)</th>
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Other emergency contacts
(if parent/carer not available):

Medical practitioner contact:

Emergency care to be provided at school:

Epipen or Anapen or Ana pen® storage:

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<th>The following Anaphylaxis Management Plan has been developed with my knowledge and input and will be reviewed on</th>
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<th>Signature of parent:</th>
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<td>Signature of principal (or nominee):</td>
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## Strategies To Avoid Allergens

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<th>Risk</th>
<th>Strategy</th>
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**Student’s name:**

**Date of birth:**

**Year level:**

**Severe allergies:**

**Other known allergies:**
**Action plan for Anaphylaxis**

**Name:**

**Date of birth:**

**Photo**

**Known severe allergies:**

**Parent/carer name(s):**

**Work Ph:**

**Home Ph:**

**Mobile Ph:**

**Plan prepared by:**

Dr. 

Signed 

Date 

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**MILD TO MODERATE ALLERGIC REACTION**

- swelling of lips, face, eyes
- hives or welts
- abdominal pain, vomiting

**ACTION**

- stay with child and call for help
- give medications (if prescribed) ..........................................
- locate EpiPen® or EpiPen® Jr
- contact parent/carer

**watch for signs of Anaphylaxis**

**ANAPHYLAXIS (SEVERE ALLERGIC REACTION)**

- difficulty/noisy breathing
- swelling of tongue
- swelling/tightness in throat
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- loss of consciousness and/or collapse
- pale and floppy (young children)

**ACTION**

1. **Give EpiPen® or EpiPen® Jr**
2. **Call ambulance. Telephone 000**
3. **Contact parent/carer**

If in doubt, give EpiPen® or EpiPen® Jr

**Additional Instructions**

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Appendix 3

Date

Dear Parents of

Re. Anaphylaxis

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, latex, certain insect stings and medications.

The key to prevention of anaphylaxis in schools is knowledge of those students who are at risk, awareness of triggers (allergens) and prevention of exposure to these.

One of your child’s classmates has a severe nut allergy which can trigger an anaphylactic reaction. The allergy is so severe that even touching an item that has had contact with nuts or nut products can cause an anaphylactic reaction (even being touched by someone who has had contact with nuts or nut products).

In accordance with the Croydon Hills Anaphylaxis Policy, we are requesting that all children from this class refrain from bringing any food items that have nuts or traces of nuts to school in particular peanut butter and Nutella.

I am sure that all parents will consider this request and act accordingly. However, if your child does bring a peanut butter or Nutella sandwich etc, to school they will be requested to

a) inform the teacher on the day for safety purposes.
b) wash their hands immediately after eating the product and to wipe down their table.

Please be advised that the child is aware of their condition and is well schooled in taking all necessary precautions as a matter of routine. Combined with the safeguards outlined above, we believe this to be the best course of action in dealing with anaphylaxis at our school.

If you have any concerns please contact me on 97251206

Yours Sincerely,
Carol Wyatt
Assistant Principal