

ANAPHYLAXIS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Ringwood Secondary College reception on (03) 9870-2002 to arrange assistance.

PURPOSE

To explain to Ringwood Secondary College parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from Anaphylaxis. This policy also ensures that Ringwood Secondary College is compliant with Ministerial Order 706 and the Department's guidelines for Anaphylaxis management.

SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with Anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

POLICY

School Statement

Ringwood Secondary College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Symptoms

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth.

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting.

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.

Treatment

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for Anaphylaxis.

Individuals diagnosed as being at risk of Anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

Individual Anaphylaxis Management Plans (IAMP)

All students at Ringwood Secondary College who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan (IAMP). When notified of an Anaphylaxis diagnosis, the Principal or nominee of Ringwood Secondary College is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an IAMP will be in place as soon as practicable after a student enrolls at Ringwood Secondary College and where possible, before the student's first day.

Parents and carers must:

- obtain an Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practical
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline autoinjector for the student that has not expired;
- participate in annual reviews of the student's IAMP and return a signed copy.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, 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 risk minimisation strategies, which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

Review and updates to Individual Anaphylaxis Management Plans

A student's IAMP will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's IAMP if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

Location of Plans and Adrenaline Autoinjectors

A copy of each student's IAMP will be stored with their ASCIA Action Plan for Anaphylaxis at First Aid, together with their labelled adrenaline autoinjector (EpiPen or Anapen) in a personal red medical pouch.

Each personal red medical pouch will be clearly labelled with the student's name, year level and allergen. This will be stored on the 'Anaphylaxis Information Wall' in First Aid. All are easily accessible and away from direct heat and light. The College Nurse will be responsible for informing parents/carers when any current personal adrenaline autoinjector (EpiPen or Anapen) is due to expire.

Students are encouraged to keep another extra personal adrenaline autoinjector (EpiPen) in their possession, in addition to the one kept in First Aid. This is at the discretion of the student, parent/carers and their doctor.

Risk Minimisation Strategies

At Ringwood Secondary College, all students at risk of Anaphylaxis will have this information available on their Compass profile and identified in class or event rolls. A complete and current list of all students at risk of Anaphylaxis (with their photograph and specific allergen) will be on display in the following locations:

- On the 'Anaphylaxis Information' wall in First Aid
- Staffroom Noticeboard
- Main Administration / Reception Office
- Junior School Co-ordinators Kitchen
- Middle School Co-ordinators Office
- Food and Technology - Food Preparation Area
- Canteen
- Library
- Performing Arts Centre Office
- Ringwood Training (RT) Centre Office
- Senior School Co-ordinators Office

Ringwood Secondary College have detailed Risk Minimisation Strategies in place to reduce and/or prevent the risk of a student suffering from an anaphylactic reaction at the college. These strategies cover all College activities, including:

- during classroom activities (including class rotations, specialist and elective classes)
- between classes and other breaks
- in and around the canteen
- during recess and lunchtimes
- events that are conducted, organised or attending within the College (see below)
- events that are conducted, organised or attended outside the College (see below)

Risk Minimisation Strategies within the College:

The detailed Risk Minimisation Strategies for within the College are laid out in the relevant sections in Appendix A of this policy. The strategies cover the following areas of the college:

- Classrooms
- Canteen
- College Yard
- For Special Events within college grounds – incursions, class parties, cultural days, celebration days, concerts, production, band rehearsals, sports days, market days, fetes, concerts, competitions and elective subjects.

Risk Minimisation Strategies outside the College:

The detailed Risk Minimisation Strategies for events that are conducted, organised or attended outside the college are laid out in the relevant sections in Appendix A of this policy. The strategies cover the following:

- Excursions, field trips, band competitions, performances, events at other schools
- City Experience
- Work experience
- Camps – including camps in remote settings
- Overseas travel

Adrenaline autoinjectors for general use

Ringwood Secondary College will maintain a supply of adrenaline autoinjectors (EpiPens or Anapens) for general use, as a back-up to those provided by parents and carers for specific students, and also for students who may suffer from a first time reaction at school.

The Principal or nominee is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at the College who are at risk of Anaphylaxis
- the accessibility of adrenaline autoinjectors (EpiPens or Anapens) supplied by parents/carers
- the availability of a sufficient supply of autoinjectors (EpiPens or Anapens) for general use in different locations at the school, as well as at camps, excursions and special events that are conducted or organised by the College
- the need for adrenaline autoinjectors (EpiPens or Anapens) to be replaced when used or prior to expiry

At Ringwood Secondary College, the Principal and College Nurse have determined that there will be 20 adrenaline autoinjectors (EpiPens or Anapens) for general use. The College Nurse will regularly check the expiry dates of all adrenaline autoinjectors (EpiPens or Anapens) and will replace them when required. These 20 adrenaline autoinjectors (EpiPens or Anapens) for general use, along with a poster of “How To Give An Adrenaline Autoinjector (EpiPen or Anapen)” will be stored in the following locations:

1. Ringwood Training (RT) Office
2. Library front desk
3. Performing Arts Centre Office
4. Food and Technology – food preparation area
5. Junior School Co-ordinators Office
6. Science preparation room
7. 500's building (closest to room 509)
8. Wellbeing

9. Main Administration / Reception Office
10. Senior School Building
11. PE Storeroom
12. Mobile Emergency Response Kit (in First Aid Centre)
13. Yard Duty Mobile Kit – for the oval
14. Yard Duty mobile kit - for the oval
15. In Mobile First Aid kit 1 – for excursions or camps
16. In Mobile First Aid kit 2 – for excursions or camps
17. In Mobile First Aid kit 3 – for excursions or camps
18. In Mobile First Aid kit 4 – for excursions or camps
19. In Mobile First Aid kit 5 – for excursions or camps
20. In Mobile First Aid kit 6 – for excursions or camps

* Just need to confirm total number and locations with First Aid

Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school's general first aid procedures, emergency response procedures and the student's IAMP.

A complete and up-to-date list of students identified as being at risk of Anaphylaxis is maintained by the College Nurse and is located in the following locations:

- On the 'Anaphylaxis Information' wall in First Aid
- Staffroom Noticeboard
- Main Administration / Reception Office
- Junior School Co-ordinators Office
- Middle School Co-ordinators Office
- Food and Technology- Food Preparation Area
- Canteen
- Library
- Performing Arts Centre Office
- Ringwood Training (RT) Centre Office
- Senior School Co-ordinators Office

For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of Anaphylaxis attending the event, together with their IAMPs and adrenaline autoinjectors (EpiPens or Anapens), where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

Step	Action
1.	<ul style="list-style-type: none"> • Lay the person flat • Do not allow them to stand or walk • If breathing is difficult, allow them to sit • Be calm and reassuring • Do not leave them alone • Seek assistance from another staff member or reliable student to locate the student's adrenaline autoinjector or the school's general use autoinjector, and the student's IAMP, stored at First Aid • If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5
2.	Administer an EpiPen or Anapen EpiPen: <ul style="list-style-type: none"> • Remove from plastic container

	<ul style="list-style-type: none"> • Form a fist around the EpiPen and pull off the blue safety release (cap) • Place orange end against the student’s outer mid-thigh (with or without clothing) • Push down hard until a click is heard or felt and hold in place for 3 seconds • Remove EpiPen • Note the time the EpiPen is administered • Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration <p>Anapen:</p> <ul style="list-style-type: none"> • Remove from plastic container • Form a fist around the Anapen and pull off the black needle shield & grey safety cap from red button • Place needle end firmly against the student’s outer mid-thigh (with or without clothing) • Press red button so it clicks and hold in place for 10 seconds • Remove Anapen • Note the time the Anapen is administered • Retain the used Anapen to be handed to ambulance paramedics along with the time of administration
3.	Call an ambulance (000)
4.	If there is no improvement or severe symptoms remain (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.
5.	Contact the student’s emergency contacts.
6.	Student must be transported via ambulance.

Please refer to the Emergency Response Procedures and posters in Appendix B.

Communication Plan

This policy will be available on Ringwood Secondary College’s website so that parents and other members of the school community can easily access information about Ringwood Secondary College’s Anaphylaxis management procedures. The parents and carers of students who are enrolled at the College and are identified as being at risk of Anaphylaxis will also be provided with a copy of this policy.

The Principal or nominee is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Ringwood Secondary College’s procedures for Anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of Anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

The Principal is also responsible for ensuring relevant staff are trained and briefed in Anaphylaxis management, consistent with the Department’s Anaphylaxis Guidelines.

Staff Training

The Principal will ensure that the following school staff are appropriately trained in Anaphylaxis management:

- school staff who conduct classes attended by students who are at risk of Anaphylaxis

- staff who are specifically identified by the Principal who have students at risk of Anaphylaxis who are under their care, authority or supervision

Staff who are required to undertake training must have completed:

- an approved face-to-face Anaphylaxis management training course in the last three years, or
- an approved online Anaphylaxis management training course in the last two years.

Ringwood Secondary College uses the ASCIA Anaphylaxis eTraining for Victorian Schools course (with 22303VIC).

Staff are also required to attend a briefing on Anaphylaxis management and this policy at least twice per year (with the first briefing to be held early in the school year). These briefings are to be facilitated by the School Anaphylaxis Supervisor (School Nurse) who has successfully completed an Anaphylaxis management course within the last 2 years. Each briefing will address:

- this policy
- the causes, symptoms and treatment of Anaphylaxis
- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline autoinjector (EpiPen or Anapen), including hands on practice with a trainer adrenaline autoinjector (EpiPen or Anapen)
- the school’s general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjectors (EpiPens or Anapens) that have been provided by parents or purchased by the school for general use

When a new student enrolls at Ringwood Secondary College who is at risk of Anaphylaxis, the Principal will develop an interim plan in consultation with the student’s parents and ensure that appropriate staff are trained and briefed as soon as possible.

The Principal will ensure that while students at risk of Anaphylaxis are under the care or supervision of the school outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in Anaphylaxis management.

FURTHER INFORMATION AND RESOURCES

- The Department’s Policy and Advisory Library (PAL):
 - [Anaphylaxis](#)
- [Allergy & Anaphylaxis Australia](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children’s Hospital: [Allergy and immunology](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 27 th 2022
Approved by	Principal
Next scheduled review date	April 2023

The Principal will complete the Department’s Annual Risk Management Checklist for Anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of Anaphylaxis.

Appendix A – Risk Minimisation Strategies:

Risk Minimisation Strategies within the college:

Classrooms:
<ul style="list-style-type: none">• Staff should be aware of the location of the student's IAMP, their ASCIA Action Plan for Anaphylaxis and their individual Adrenaline Autoinjector (EpiPen or Anapen).• Each Action Plan and EpiPen or Anapen are stored in a labelled red Medical Bag.• Staff should be aware of the location of all Adrenaline Autoinjectors (EpiPens or Anapens) for GENERAL USE. (See policy above).
<ul style="list-style-type: none">• Staff will liaise with Parents about food-related activities ahead of time for Food Technology classes, class parties, and any other event that involves food other than in their lunch boxes.
<ul style="list-style-type: none">• Never give food from outside sources to a student who is at risk of Anaphylaxis without parent permission.
<ul style="list-style-type: none">• Children with food allergies need special care when doing food technology. An appointment should be organised with the student's parents prior to the student undertaking this subject. Helpful information is available at: www.allergyfacts.org.au/images/pdf/foodtech.pdf
<ul style="list-style-type: none">• Products labelled 'may contain traces of nuts' should not be served to students with an allergy to nuts. Products labelled 'may contain milk or egg' should not be served to students with milk or egg allergy and so forth, unless approved by parents prior.
<ul style="list-style-type: none">• Be aware of the possibility of hidden allergens in food and other substances used in cooking, food technology, science and art classes (e.g. egg or milk cartons, empty peanut butter jars).
<ul style="list-style-type: none">• Ensure all cooking utensils, preparation dishes, plates, bowls and cutlery are washed and cleaned thoroughly after preparation of food and cooking.
<ul style="list-style-type: none">• Have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.
<ul style="list-style-type: none">• A designated staff member should inform casual relief teachers, specialist teachers and volunteers of the names of any students at risk of Anaphylaxis, the location of each student's IAMP, ASCIA Action Plan for Anaphylaxis and their Adrenaline Autoinjector (EpiPen or Anapen). These staff should also be aware of the College's Anaphylaxis Management Policy and should be aware of Emergency Response Procedures.
Canteen
<ul style="list-style-type: none">• Canteen staff (external) should be able to demonstrate satisfactory training in food allergy management and its implications on food-handling practices, including knowledge of the major food allergens triggering Anaphylaxis, cross-contamination issues specific to food allergy, and label reading. Refer to: 'Safe Food Handling' in the School Policy Advisory Guide, available at:• http://www.education.vic.gov.au/school/principals/spag/governance/pages/foodhandling.aspx• Helpful resources for food services: http://www.allergyfacts.org.au/component/virtuemart/

<ul style="list-style-type: none"> • Canteen staff, including volunteers, should be briefed about all students at risk of Anaphylaxis and, where the Principal determines (in accordance with clause 12.1.2 of the Order), have up to date training in an Anaphylaxis Management Training Course as soon as practical (and/or after a student enrolls).
<ul style="list-style-type: none"> • Have a Display of all students at risk of Anaphylaxis with photographs.
<ul style="list-style-type: none"> • Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts.
<ul style="list-style-type: none"> • Canteens should provide a range of healthy meals/products that exclude nuts, nut products and other allergens in the ingredient list, or display a 'may contain traces of.....' statement.
<ul style="list-style-type: none"> • Make sure that tables and surfaces are wiped down with warm soapy water regularly.
<ul style="list-style-type: none"> • Food banning is not generally recommended. Instead, a 'no-sharing' with the students with food allergy approach is recommended for food, utensils and food containers. However, school communities can agree to not stock any nuts or nut products, including chocolate/hazelnut spreads.
<ul style="list-style-type: none"> • Be wary of contamination of other foods when preparing, handling or displaying food. For example, a tiny amount of butter or peanut butter left on a knife and used elsewhere may be enough to cause a severe reaction in someone who is at risk of Anaphylaxis from cow's milk products or peanuts.

<p>Yard</p>
<ul style="list-style-type: none"> • Sufficient college staff on yard duty must have completed the relevant ASCIA Anaphylaxis eTraining course and be competent in the administration of an Adrenaline Autoinjector (EpiPen or Anapen) to be able to respond quickly if a student has an anaphylactic reaction in the college yard.
<ul style="list-style-type: none"> • Staff on yard duty will be aware that each student's IAMP, ASCIA Action Plan for Anaphylaxis and their individual Adrenaline Autoinjector (EpiPen or Anapen) are easily accessible from the First Aid Centre.
<ul style="list-style-type: none"> • Staff on yard duty will be aware of all the locations of all the Adrenaline Autoinjectors (EpiPens or Anapens) for GENERAL USE. (See policy above). Staff on duty on the oval will carry a labelled red medical bag with an Adrenaline Autoinjector (EpiPen or Anapen) for GENERAL USE.
<ul style="list-style-type: none"> • The College has developed a Communication Plan that is in place so the student's medical information and medication can be retrieved quickly if a reaction occurs in the yard. All staff on yard duty must be aware of the College's Emergency Response Procedures and how to notify the general office/first aid team if a student has an anaphylactic reaction in the yard.
<ul style="list-style-type: none"> • Displays of all students at risk of Anaphylaxis with their names, a photo and their allergen are located on the noticeboard in the Staffroom and at other locations around the College.
<ul style="list-style-type: none"> • Students who are at risk of Anaphylaxis from insect stings should always be wearing shoes and should be encouraged to stay away from water, flowering plants or near areas that may have bees, jack-jumper ants or other insects.

- The College grounds maintenance staff should do formal inspections twice a year to locate any beehives or ant nests, and should keep lawns and clover mowed and outdoor bins covered.
- Special events (e.g. sporting events, incursions, class parties, etc.)
- Sufficient college staff supervising the special event must have completed the relevant ASCIA Anaphylaxis eTraining course and be competent in the administration of an Adrenaline Autoinjector (EpiPen or Anapen) to be able to respond quickly if a student has an Anaphylactic reaction at or during the event.
- Staff supervising the event will be aware that each student's IAMP, ASCIA Action Plan for Anaphylaxis and their individual Adrenaline Autoinjector (EpiPen or Anapen) are easily accessible from the First Aid Centre.
- Staff supervising the event will be aware of all the locations of all the Adrenaline Autoinjectors (EpiPens or Anapens) for GENERAL USE. (See policy above).
- College staff should give careful consideration to the food used in activities or games, including what is given as prizes, awards or rewards.
- For special events involving food, college staff should consult parents/carers in advance to either develop an alternative food menu or request the Parents to send a meal for the student.
- Party balloons should not be used if any student is allergic to latex.
- If students from other schools are participating in an event at the college, consider requesting information from the participating schools about any students who will be attending the event who are at risk of Anaphylaxis. Agree on strategies to minimise the risk of a reaction while the student is visiting the college. This should include a discussion of the specific roles and responsibilities of the host and visiting school. Students at risk of Anaphylaxis should bring their own adrenaline autoinjector (EpiPen or Anapen).

Risk Minimisation Strategies outside the college:

Field trips/excursions/sporting events
<ul style="list-style-type: none">• Sufficient college staff supervising the excursion/field trip/sporting event must have completed the relevant ASCIA Anaphylaxis eTraining course and be competent in the administration of an Adrenaline Autoinjector (EpiPen or Anapen) to be able to respond quickly if a student has an Anaphylactic reaction at or during the event.
<ul style="list-style-type: none">• College staff should give careful consideration to the food used in activities or games, including what is given as prizes, awards or rewards.
<ul style="list-style-type: none">• Staff attending the event should be aware of all students attending the event who are at risk of Anaphylaxis. All of these students' IAMPs, their ASCIA Action Plans for Anaphylaxis and their individual Adrenaline Autoinjectors (EpiPens or Anapens) should be taken to and from the event. Students may be asked to carry their own personal Adrenaline Autoinjector (EpiPen or Anapen), especially if they will be separated from staff at any time (E.g. City Experience week).
<ul style="list-style-type: none">• Staff should take a mobile First Aid kit and spare Adrenaline Autoinjectors (EpiPens or Anapens) for GENERAL USE.
<ul style="list-style-type: none">• For each field trip, excursion etc, a risk assessment should be undertaken for each individual student attending who is at risk of Anaphylaxis. The risks may vary according to the number of anaphylactic students attending, the nature of the excursion/sporting event, size of venue, distance from medical assistance, the structure of excursion and corresponding staff-student ratio.
<ul style="list-style-type: none">• All college staff members present during the field trip or excursion need to be aware of the identity of any students attending who are at risk of Anaphylaxis and be able to identify them by face.
<ul style="list-style-type: none">• The college should consult parents/carers of anaphylactic students in advance to discuss issues that may arise; to develop an alternative food menu; or request the parents provide a meal (if required).
<ul style="list-style-type: none">• Prior to the excursion taking place college staff should consult with the student's parents/carers and Medical Practitioner (if necessary) to review the student's IAMP to ensure that it is up to date and relevant to the particular excursion activity.
<ul style="list-style-type: none">• If the field trip, excursion or special event is being held at another school then that school should be notified ahead of time that a student at risk of Anaphylaxis will be attending, and appropriate risk minimisation strategies discussed ahead of time so that the roles and responsibilities of the host and visiting school are clear. Students at risk of Anaphylaxis should take their own Adrenaline Autoinjector (EpiPen or Anapen) with them to events being held at other schools.

Camps and Remote Settings:
<ul style="list-style-type: none">• Sufficient college staff attending the camp or camp in a remote setting must have completed the relevant ASCIA Anaphylaxis eTraining course and be competent in the administration of an Adrenaline Autoinjector (EpiPen or Anapen) to be able to respond quickly if a student has an Anaphylactic reaction at or during the event.
<ul style="list-style-type: none">• Prior to engaging a camp owner/operator's services, the college should make enquiries as to whether it can provide food that is safe for anaphylactic students. If a camp owner/operator cannot provide this confirmation to the college, then the college should consider using an alternative service provider.
<ul style="list-style-type: none">• The camp cook should be able to demonstrate satisfactory training in food allergen management and its implications on food-handling practices, including knowledge of the major food allergens triggering Anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc.

- The college must not sign any written disclaimer or statement from a camp owner/operator that indicates that the owner/operator is unable to provide food that is safe for students at risk of Anaphylaxis. The college has a duty of care to protect students in their care from reasonably foreseeable injury and this duty cannot be delegated to any third party.
- The college should conduct a risk assessment and develop a risk management strategy for students at risk of Anaphylaxis. This should be developed in consultation with Parents of students at risk of Anaphylaxis and camp owners/operators prior to the camp dates.
- College staff should consult with Parents of students at risk of Anaphylaxis and the camp owner/operator to ensure that appropriate risk minimisation and prevention strategies and processes are in place to address an anaphylactic reaction should it occur. If these procedures are deemed to be inadequate, further discussions, planning and implementation will need to be undertaken.
- If the college has concerns about whether the food provided on a camp will be safe for students at risk of Anaphylaxis, it should also consider alternative means for providing food for those students.
- Use of substances containing allergens should be avoided where possible.
- Camps should avoid stocking peanut or tree nut products, including nut spreads. Products that 'may contain' traces of nuts may be served, but not to students who are known to be allergic to nuts.
- The student's IAMP, their ASCIA Action Plan for Anaphylaxis, their Adrenaline Autoinjector (EpiPen or Anapen), and a mobile phone must be taken on camp. If mobile phone access is not available, an alternative method of communication in an emergency must be considered, e.g. Satellite phones.
- Prior to the camp taking place college staff should consult with the student's Parents to review the student's IAMP to ensure that it is up to date and relevant to the circumstances of the particular camp.
- College staff participating in the camp should be clear about their roles and responsibilities in the event of an anaphylactic reaction. Check the emergency response procedures that the camp provider has in place. Ensure that these are sufficient in the event of an anaphylactic reaction and ensure all college staff participating in the camp are clear about their roles and responsibilities.
- Ensure contact details of local emergency services and hospitals are distributed to all college staff as part of the emergency response procedures developed for the camp.
- The college will take an Adrenaline Autoinjector (EpiPen or Anapen) for General Use on a school camp, even if there is no student at risk of Anaphylaxis, as a backup device in the event of an emergency.
- The camp will often also have a spare back-up Adrenaline Autoinjector (EpiPen or Anapen).
- The personal Adrenaline Autoinjector (EpiPen or Anapen) should remain close to the student and college staff must be aware of its location at all times.
- The personal Adrenaline Autoinjector (EpiPen or Anapen) may also be carried in the school first aid kit; however, students may be required to carry their Adrenaline Autoinjector on camp. Remember that all college staff members still have a duty of care towards the student even if they do carry their own Adrenaline Autoinjector.
- Students with anaphylactic responses to insects should always wear closed shoes and long-sleeved garments when outdoors and should be encouraged to stay away from water or flowering plants.
- Cooking and art and craft games should not involve the use of known allergens.
- Consider the potential exposure to allergens when consuming food on buses and in cabins.

Overseas Travel

- Review and consider the strategies listed under 'Field Trips/Excursions/Sporting Events', Camps, and Remote Settings'. Where an excursion or camp is occurring overseas, the college should involve staff going on the trip, as well as parents/carers and their Medical Practitioner in discussions regarding risk

management well in advance. If the students are staying with overseas families, they too must be involved.

- Investigate the potential risks at all stages of the overseas travel such as:
 - Travel to and from the airport/port;
 - Travel to and from Australia (via aeroplane, ship etc);
 - Various accommodation venues;
 - All towns and other locations to be visited;
 - Sourcing safe foods at all of these locations; and
 - Risks of cross contamination, including; exposure to the foods of the other students; hidden allergens in foods; whether the table and surfaces that the student may use will be adequate cleaned to prevent a reaction; and whether the other students will wash their hands when handling food.
- Staff need awareness of where each of these risks can be managed using minimisation strategies such as the following:
 - Translation of the student's IAMP and ASCIA Action Plan;
 - Sourcing of safe foods at all stages;
 - Obtaining the names, address and contact details of the nearest hospital and Medical Practitioners at each location that may be visited;
 - Obtaining emergency contact details; and
 - Sourcing the ability to purchase additional Adrenaline Autoinjectors (EpiPens or Anapens).
- Record details of travel insurance, including contact details for the insurer. Determine how any costs associated with medication, treatment and/or alteration to the travel plans as a result of an anaphylactic reaction can be paid.
- Plan for appropriate supervision of students at risk of Anaphylaxis at all times, including that:
 - There are sufficient college staff attending the excursion who have been trained in accordance with above policy.
 - There is an appropriate level of supervision of anaphylactic students throughout the trip, particularly at times when they are taking medication and eating food.
 - There will be capacity for adequate supervision of any affected student(s) requiring medical treatment, and that adequate supervision of other students will be available; and
 - Staff/student ratios should be maintained during the trip, including in the event of an emergency where the students may need to be separated.
- The college should re-assess its Emergency Response Procedures, and if necessary, adapt it to the particular circumstances of the overseas trip. Staff should keep a record of relevant information such as the following:
 - Dates of travel
 - Name of airlines, and relevant contact details
 - Itinerary detailing the proposed destinations, flight information and the duration of the stay in each location
 - Hotel / accommodation addresses and telephone numbers
 - Proposed means of travel within the overseas country
 - List of students and each of their medical conditions, medication and other treatment
 - Emergency contact details of hospitals, ambulances, and Medical Practitioners in each location
 - Details of travel insurance
 - Plans to respond to any foreseeable emergency including who will be responsible for the implementation of each part of the plans

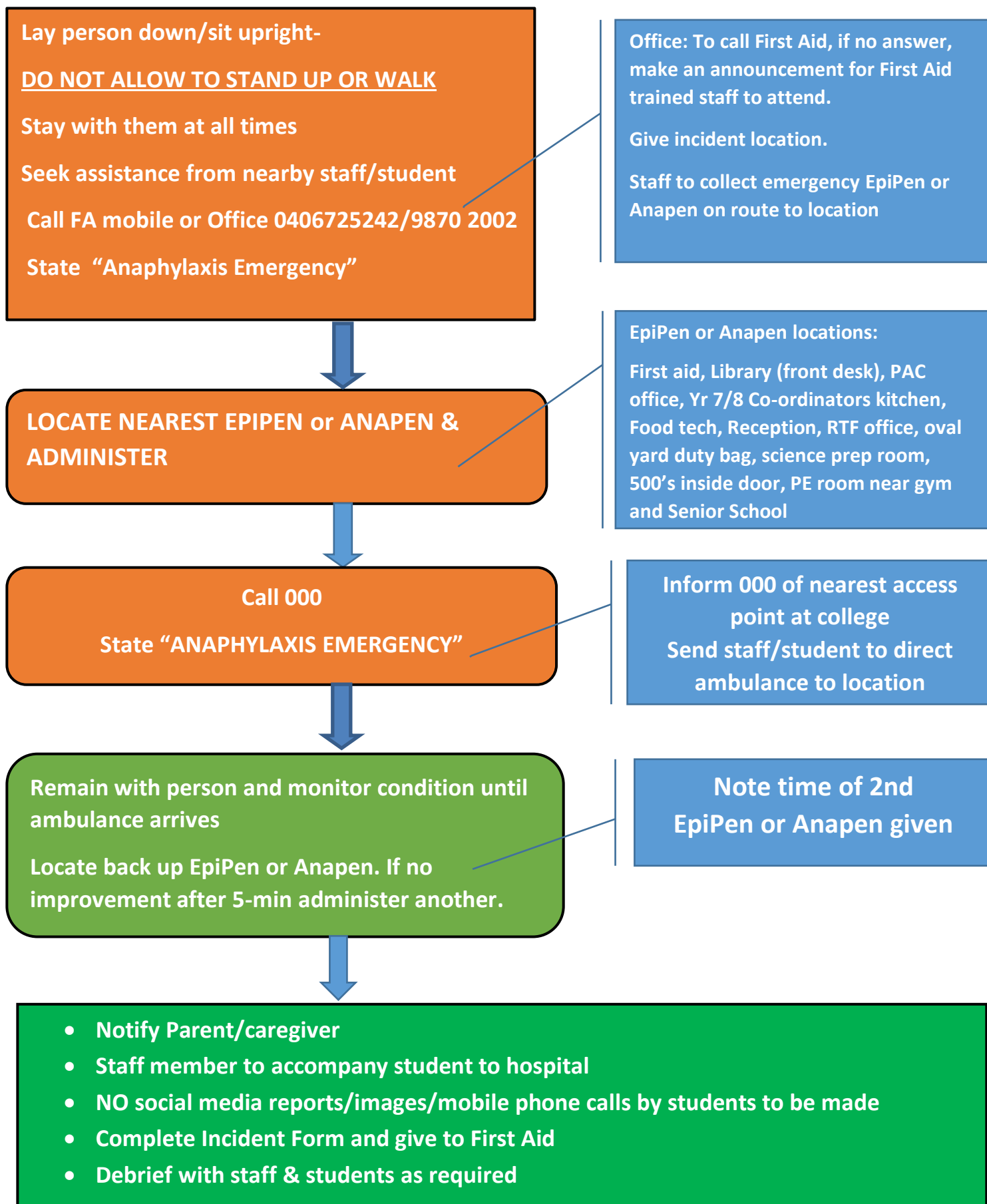
- Possession of a mobile phone or other communication device that would enable the college staff to contact emergency services in the overseas country if assistance is required.

Work Experience:

- The college should involve parents/carers, the student and the employer in discussions regarding risk management prior to a student at risk of Anaphylaxis attending work experience. Work Experience staff must be shown the students ASCIA Action Plan for Anaphylaxis and how to use the Adrenaline Autoinjector (EpiPen or Anapen) in case the work experience student shows signs of an allergic reaction whilst at work experience.
- It is important to note that it is not recommended that banning of food or other products be used as a risk minimisation and prevention strategy. The reasons for this are as follows:
 - It can create complacency among staff and students
 - It does not eliminate the presence of hidden allergens; and
 - It is difficult to "ban" all triggers (allergens) because these are not necessarily limited to peanuts and nuts. Triggers and common allergens can also include eggs, dairy, soy, wheat, sesame, seeds, fish and shellfish.

Appendix B – Anaphylaxis Emergency Response Flow Charts:

ANAPHYLAXIS EMERGENCY FLOW CHART – AT RSC:



Appendix B – Anaphylaxis Emergency Response Flow Charts:

ANAPHYLAXIS EMERGENCY FLOW CHART – OUTSIDE RSC:

