

# Ringwood Secondary College

## Anaphylaxis Policy



### Help for non-English speakers.

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

Ringwood Secondary College is committed to creating and maintaining a child safe and child-friendly organisation. The Child Safe Standards are compulsory minimum standards for all Victorian schools to ensure they are well prepared to keep children and young people safe and protect them from abuse. [Ministerial Order 1359](#) provides the framework for child safety in schools.

## 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 (ASCI) 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
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction 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 Coordinators Kitchen
- Middle School Coordinators Office
- Food and Technology - Food Preparation Area
- Canteen
- Library
- Performing Arts Centre Office
- Ringwood Training (RT) Centre Office
- Senior School Coordinators 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 19 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 19 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. Ringwood Training (RT) Automotive
3. Library front desk
4. Performing Arts Centre Office
5. Food and Technology – food preparation area
6. Junior School Coordinators Office
7. 500's building (closest to room 509)
8. Main Administration / Reception Office
9. Senior School Building
10. PE Storeroom
11. Mobile Emergency Response Kit (in First Aid Centre)
12. Yard Duty Mobile Kit – for the oval
13. Yard Duty mobile kit - for the oval
14. In Mobile First Aid kit 1 – for excursions or camps
15. In Mobile First Aid kit 2 – for excursions or camps
16. In Mobile First Aid kit 3 – for excursions or camps

17. In Mobile First Aid kit 4 – for excursions or camps
18. In Mobile First Aid kit 5 – for excursions or camps
19. In Mobile First Aid kit 6 – for excursions or camps

## 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 Coordinators Office
- Middle School Coordinators 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"> <li>• Lay the person flat</li> <li>• Do not allow them to stand or walk</li> <li>• If breathing is difficult, allow them to sit</li> <li>• Be calm and reassuring</li> <li>• Do not leave them alone</li> <li>• 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</li> <li>• If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5</li> </ul>     |
| 2.   | <p>Administer an EpiPen or Anapen</p> <p><b>EpiPen:</b></p> <ul style="list-style-type: none"> <li>• Remove from plastic container</li> <li>• Form a fist around the EpiPen and pull off the blue safety release (cap)</li> <li>• Place orange end against the student's outer mid-thigh (with or without clothing)</li> <li>• Push down hard until a click is heard or felt and hold in place for 3 seconds</li> <li>• Remove EpiPen</li> <li>• Note the time the EpiPen is administered</li> <li>• Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration</li> </ul> |

|    |   |
|----|---|
|    | <b>Anapen:</b> <ul style="list-style-type: none"> <li>• Remove from plastic container</li> <li>• Form a fist around the Anapen and pull off the black needle shield &amp; grey safety cap from red button</li> <li>• Place needle end firmly against the student's outer mid-thigh (with or without clothing)</li> <li>• Press red button so it clicks and hold in place for 3 seconds</li> <li>• Remove Anapen</li> <li>• Note the time the Anapen is administered</li> <li>• Retain the used Anapen to be handed to ambulance paramedics along with the time of administration</li> </ul> |
| 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.  |

If a student appears to be having a severe allergic reaction but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

Schools can use either the EpiPen® and **Anapen® on any student** suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in the ASCIA Action Plan.

Where possible, schools should consider using the correct dose of adrenaline autoinjector depending on the weight of the student. However, in an emergency if there is no other option available, any device should be administered to the student.

### 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.

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.

A record of staff training courses and briefings will be maintained by the College Nurse.

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 status and review

Assistant principal is responsible for reviewing and updated the Anaphylaxis Policy annually.

## Approval

|                             |   |
|-----------------------------|---|
| <b>Policy last reviewed</b> | 21 June 2023                                |
| <b>Approved by</b>          | School Council and Rosina Fotia (Principal) |
| <b>Next review date</b>     | June 2024                                   |