



Anaphylaxis Management Policy and Procedures

POLICY CATEGORY: STUDENT DUTY OF CARE

EXTERNAL POLICY EXTRACT
STATUS: APPROVED

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1. POLICY OBJECTIVE

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 medication.

Woodleigh School has a commitment to protect the students in our care. We have a duty of care towards students which includes protecting a student under the School’s charge from risks of injury that the school should reasonably have foreseen.

We will work in partnership with parents / carers and the student to support students to be safe at school. We commit to comply in full with all the directions outlined in the Ministerial Order 706 Anaphylaxis management in Victorian schools. This policy outlines our expectations of staff, parents and students to maintain this compliance.

The objective of this policy is to:

- to provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the student’s schooling;
• to raise awareness about anaphylaxis and the Woodleigh School Anaphylaxis Management Policy in the School community;
• students at risk can participate in all aspects of School life while feeling safe and supported;
• to engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student;
• to ensure that all School staff member has adequate knowledge about allergies, anaphylaxis and the Woodleigh School policy and procedures in responding to an anaphylactic reaction;
• to meet in full, the requirements of Ministerial order 706.

1.1. Scope

This policy applies to all Woodleigh School staff, volunteers and Board members.

This policy applies to all School activities during and outside of school hours. This includes School activities that are occurring on school campus, offsite, online, extracurricular, sport activities and programs, excursions, camps, interstate and overseas travel.

2. POLICY SECTION

The following sections outline the elements of this policy:

2.1 Individual Management Plans

The Principal is responsible for ensuring that an Individual Anaphylaxis Management Plan is developed, in consultation between the school and the student's parents/carer, for any student at risk of anaphylaxis diagnosed by a medical practitioner.

The individual management plan must be in place as soon as practicable after the student enrolls, and where possible before the student's first day of attendance at the School.

The individual management plan must include:

- Information about the medical condition; this includes potential for anaphylactic reaction, the type of allergy or allergies the student has (based on written diagnosis by medical practitioner).
- Strategies to minimise risk of exposure to known and notified allergens while the student is under the care or supervisions of School staff, for in-school and out of school settings including camps and excursions.
- The name of person/s responsible for implementing strategies.
- Information on where student medication is stored.
- The student's current emergency contact details.
- An action plan for anaphylaxis in the ASCIA (Australasian Society of Clinical Immunology and Allergy) format, * provided by the parent/carer, that:
 - sets out the emergency procedures to be taken in the event of an allergic reaction;
 - is signed by a medical practitioner who was treating the child on the date the practitioner signed the emergency procedures plan; and
 - includes an up to date photograph of the student.

*The red and blue 'ASCIA Action Plan' is the most common form of emergency procedures plan that is provided by medical practitioners to parents when a child is diagnosed as being at risk of anaphylaxis.

The student's individual management plan must be reviewed and updated in consultation with the parents/carer:

- Annually, and as applicable,
- If the student's medical condition, relating to the allergy and potential for anaphylactic reactions, changes or
- Immediately after a student has an anaphylactic reaction at school; and
- Before a student is to participate in an off-site activity or special event organised by the School.

It is the responsibility of the parent to:

- Provide the ASCIA Action Plan (the emergency procedures plan) to the School.
- Inform the School in writing and/or via the consent to go system if their child's medical condition 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.
- Provide the School with an adrenaline auto injector that is current and not expired, with the correct dose for the child's age/weight (i.e. Green or Yellow EpiPen)

- Confirm prior to all School activities in the consent system that all medical record and information on the student's medical care and medication is current.

2.2 Commitment to Child Safety

No student who has been prescribed an adrenaline auto-injector (EpiPen) is permitted to attend Woodleigh School or participate in its programs without providing an in date EpiPen and doctor-authorised ASCIA Action Plan for Anaphylaxis.

School staff who are responsible for the care of students at risk of anaphylaxis have a duty to take steps to protect students from risks of injury that are reasonably foreseeable - this may include administrators, canteen staff, casual and emergency relief teachers staff, and volunteers.

A template of an Individual Anaphylaxis Management Plan has been attached to this policy – labelled as Appendix A.

2.3 Communication Plan

The Principal is responsible for ensuring that a communication plan is developed to provide information to all staff, students and parents about anaphylaxis and the school's anaphylaxis management policy. This is to be reviewed and updated annually.

The communication plan must include steps on how to respond to an anaphylactic reaction during normal School activities including in the classroom, sports fields or schoolyard and during off-site or out of school activities including camps and excursions.

This plan will also include all staff who provide a duty of care to our students. It is deemed that all staff who are present on site at Woodleigh School may be in position to provide care to a child at any time in the normal course of their duties to the School. All staff employed by the school are captured by this policy.

Casual, coaches and volunteers

This plan is confirmed to include sport coaches, volunteers and casual and emergency relief teachers staff as school staff also with a duty of care to students at risk of anaphylaxis. They must be informed of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student by the Anaphylaxis training representative at each campus as part of the information and induction packs they receive. CRT staff will be advised of the school's first aid procedures and student's emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.

Briefing sessions

The Principal is responsible for ensuring that the Anaphylaxis Supervisors conduct briefing sessions to all staff at minimum twice per calendar year, with the first briefing to be held at the start of the school year, as the key communication and awareness tool. All sports coaches must attend briefing prior to commencement of the Sport program. New and temporary staff must be briefed as part of the induction process. The Anaphylaxis Supervisor who conducts the briefing must have currency in anaphylaxis training and experience in school setting.

The Principal must ensure that the Anaphylaxis Supervisor delivering the briefing session is current in their anaphylaxis training and experienced in the school setting.

Accessibility

The student ASCIA Action Plan and Individual management plan will be accessible to all staff with duty of care in the following Woodleigh School portals:

- Operoo

Staff will be made aware of this and how to access in the twice annual briefing sessions.

2.4 Roles and Responsibilities

Role	Responsibilities
Board	<ul style="list-style-type: none"> • The Board is responsible for endorsing this policy, ensuring this policy is reviewed and update as needed and reviewing the School's compliance with this policy and child safety obligations. • Confirming this policy is consistent with Board guidelines
Principal	<ul style="list-style-type: none"> • Overall responsibility for implementing all strategies and process for ensuring a safe and supportive environment for students at risk of anaphylaxis • The Principal has delegated the following role: Individual management plans are to be signed off for all School students by the Deputy Principal and or relevant Head of Campus.
Anaphylaxis Supervisors	<ul style="list-style-type: none"> • Work with the Principal to develop, implement and regularly review this policy. • Work with the Principal, parents/carers and students to develop, implement and review each Individual Anaphylaxis Management Plan in accordance with this policy. • Undertake appropriate training to be able to verify the correct use of auto-injector devices and lead the twice-yearly briefings on the school's anaphylaxis policy. • Undertake other duties as described in the guidelines
Teaching and relevant staff	<ul style="list-style-type: none"> • All school staff have a duty of care to take reasonable steps to avoid reasonably foreseeable risks of injury to students. • Staff should know and understand the requirements of this policy, including undertaking training and being aware of students who are at risk of anaphylaxis.
Parents and carers	<ul style="list-style-type: none"> • Parents have an important role in working with the school to minimise the risk of Anaphylaxis. Including: <ul style="list-style-type: none"> ○ Informing the School promptly in writing of the student's allergies. ○ Obtain and provide the school with an ASCIA Action Plan and any subsequent updates in a timely manner. ○ Provide the school with an Adrenaline Autoinjector and any other medication as needed before the expiry date or when used.

3. FURTHER INFORMATION

This document is an extract of the Anaphylaxis Management Policy and Procedures.

Further information regarding this Policy and associated procedures can be requested from the Principal.