**Anaphylaxis Management Policy**

***The Catholic Education Commission Of Victoria Ltd (CECV) holds the care, safety and wellbeing of children and young people are our central and fundamental responsibility of Catholic education. . This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel.***

***(***[***CECV Commitment Statement to Child Safety***](http://cevn.cecv.catholic.edu.au/WorkArea/DownloadAsset.aspx?id=8589940582)***).***

**Rationale**

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. The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at school. Adrenaline given through an EpiPen® autoinjector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

**Principles**

At St. Damian’s we aim to:

· to provide, as far as practicable, a safe and supportive environment in which students and staff at risk of anaphylaxis can participate equally in all aspects of school life

· to raise awareness about anaphylaxis and the school’s anaphylaxis management policy

in the school community

· to engage with parents/carers of students at risk of anaphylaxis in assessing risks,

developing risk minimisation and management strategies for the student

• to identify staff members at risk of anaphylaxis and developing risk minimisation and management strategies

· to ensure that each staff member has completed the required adequate knowledge about allergies, anaphylaxis and the school’s policy and procedures in responding to an anaphylactic reaction

**Procedure**

At St. Damian’s:

· the principal will ensure that an individual management plan is devised at the beginning of every year, 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 enrolls.

· The individual anaphylaxis management plan will set out the following:

o information about the diagnosis, including the type of allergy or allergies the

student has (based on a diagnosis from a medical practitioner)

* + strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, for in-school and out of school settings including camps and excursion
  + 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

· Each class teacher will ensure that students have easy access to their epi-pen if required

· Epi-pens are to be kept in an insulated bag and taken to all learning areas at all times

· the student’s individual management plan will be reviewed, in consultation with the student’s parents/ carers:

- at the beginning of every year

- at the commencement of new enrolment

- if the student’s condition changes

- immediately after a student has an anaphylactic reaction at school

· it is the responsibility of the parent to:

- provide the emergency procedures plan (ASCIA Action Plan)

- inform the school if their child’s medical condition changes, and if relevant provide an updated emergency procedures plan (ASCIA Action Plan)

- provide an up to date colour photo for the emergency procedures plan (ASCIA Action Plan) when the plan is provided to the school and when it is reviewed

- provide the school with two (2) epi-pens if possible. One epi-pen will be located in the First Aid Room and the other will be with the student at all times stored in an insulated bag.

**(Note: Appendix 2: p 21 – 23) of the Anaphylaxis Guidelines for Victorian Government Schools contains advice about a range of prevention strategies that can be put in place.)**

**Management**

At St. Damian’s:

· all staff will be briefed annually on:

- the school’s anaphylaxis management policy

- the causes, symptoms and treatment of anaphylaxis

- the identities of students diagnosed at risk of anaphylaxis and where their medication is located. These will be displayed in key locations within the school

- how to use an autoadrenaline injecting device

- the school’s first aid and emergency response procedures

**Staff Training and Emergency Response**

At St. Damian’s:

· all staff who come into contact with students at risk of anaphylaxis must have up to date training in an anaphylaxis management

· when the students are attending excursions, camps and special event days, the principal must ensure that there is sufficient staff present who have up to date training in an anaphylaxis management

· all staff on yard duty will carry a set of epipens and emergency response card in case of an anaphylactic reaction on yard and follow the emergency plans

· the school’s first aid procedures and students emergency procedures plan (ASCIA Action Plan) will be followed in response to an anaphylactic reaction

**Action Plan**

**In-school settings**

Within the classrooms at St. Damian’s we will:

· keep a copy of the student’s ASCIA Action Plan in the classroom

· store each child’s epipen in a designated place in the classroom

· ensure that epipens are available in all learning areas, including specialist classes

· liaise with parents/carers about food related activities ahead of time

· the classroom teacher to send home a letter informing all parents that a student at risk of anaphylaxis is a class member and their specific allergy

· recommend that parents/carers provide an alternative treat in the case of special celebrations in the classroom. Alternative treats should be clearly labelled and only handled by the student

· discourage food from outside sources to a student who is at risk of anaphylaxis

· have regular discussions with students about the importance of not sharing food, washing hands, eating their own food

· be aware of the possibility of hidden allergens in cooking, food technology, science and art classes

· ensure the deputy principal or nominee informs casual relief teachers of students at risk of anaphylaxis, of preventive strategies in place and the school’s emergency procedures including a red folder housed in a red magazine box on the teacher’s desk within the classroom

**Yard**

On the yard at St. Damian’s:

· students with anaphylactic responses to insects will be encouraged to stay away from water or flowering plants

· consideration will be given to plants and sources of water in the playground so that the student can avoid them without being unfairly limited

· lawns will be mowed and outdoor bins are fitted with lids

· students will be encouraged to keep drinks and food covered while outdoors

· sufficient staff on yard duty will be trained in the administration of the EpiPen® to be able to respond quickly if needed

· the students’ personal Epi-pen stored in the First Aid room

· staff on yard duty will carry a communication card 'EPIPEN' in the First Aid bag to notify the general office/first aid team of an anaphylactic reaction in the yard. Staff on duty will also carry an EpiPen in the first aid packs. Teachers will not leave a student who is experiencing an anaphylactic reaction unattended – the teacher will direct another person to bring the EpiPen® if required

**During Special events e.g. sporting events, incursions, class parties, etc**

At St. Damian’s:

· when special occasions occur, class teachers will consult parents/carers in advance to either develop an alternative food menu or request the parents/carers to send a meal for the student

· parents/carers of other students will be informed about foods that may cause allergic reactions

in students at risk of anaphylaxis

· the use of party balloons, swimming caps, bandaids and rubber gloves will be monitored if a student is allergic to latex

· staff will know where the EpiPen® is located and how to access it if required

**Out-of-school settings**

At St. Damian’s on planned field trips and excursions:

· the student’s EpiPen®, ASCIA Action Plan and a mobile phone will be taken

· a staff member or team of staff who have been trained in the recognition of anaphylaxis and the administration of the EpiPen® will accompany the student on field trips or excursions. All staff present will be aware if there is a student at risk of anaphylaxis

· staff will develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction

· the school will consult parents/carers in advance to discuss issues that may arise, to develop an alternative food menu or request the parent/carer to send a meal (if required)

· parents/carers may wish to accompany their child. This will be discussed with parents/carers as another strategy for supporting the student

**Camps**

At St. Damian’s planned camps:

· there will be in place a risk management strategy for students at risk of anaphylaxis, developed in consultation with the student’s parents/carers

· camp personnel will be advised in advance of any students with food allergies

· staff will liaise with parents/carers to develop alternative menus or allow students to bring their own meals

· use of other substances containing allergens will be avoided where possible

· the student’s EpiPen®, ASCIA Action Plan and a mobile phone will be taken

· the team of staff who have been trained in the recognition of anaphylaxis and the administration of the EpiPen® will accompany the student. However, all staff will be aware if there is a student at risk of anaphylaxis

· staff will develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction

· the camp coordinator will be aware of local emergency services in the area and how to access them and will liaise with them before the camp

· the EpiPen® will remain close to the student (and other students if appropriate) and staff will be aware of its location at all times

· the EpiPen® will be carried in the school first aid kit. Our school will encourage students to carry their own EpiPen® on camp

· students with anaphylactic responses to insects will be encouraged to wear closed shoes and long-sleeved garments when outdoors and will be encouraged to stay away from water or flowering plants

· cooking and art and craft games will not involve the use of known allergens. Consideration of allergens will be given to eating in cabins

**Anaphylaxis Communication Plan**

**Communication Plan**

At St. Damian’s:

· the principal will be 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

· the communication plan will include information about what steps will be taken to respond to an anaphylactic reaction by a student in a classroom, in the school yard, on school excursions, on school camps and special event days

· volunteers and casual relief staff of students at risk of anaphylaxis will be informed about students at risk of anaphylaxis, and their role in responding to an anaphylactic reaction by a student in their care by principal, deputy principal, classroom teacher and office staff

**Ministerial Order 90**

This plan attached to this document provides information about severe allergies and the school’s policies to staff, students and parents/carers.

**Raising staff awareness**

At St. Damian’s all staff involved in the care of students at risk of anaphylaxis, including class teachers, specialist teachers, office staff, casual relief teachers and administrative staff should know:

· the causes, symptoms and treatment of anaphylaxis

· the identities of students who are at risk of anaphylaxis

· the preventative strategies in place

· where EpiPens® are kept

· the school’s first aid and emergency response procedures

· their role in responding to a severe allergic reaction.

At St. Damian’s we will achieve this by:

· allocating time at a compulsory staff meeting at the beginning of the year, to discuss, practise and review the school’s management strategies for students at risk of anaphylaxis

· providing and displaying copies of the student’s ASCIA Action Plan in classrooms and First Aid room

· ensuring that there are procedures in place for informing casual relief teachers of students at risk of anaphylaxis and the steps required for prevention and emergency response

The principal, deputy or deputy’s nominee has responsibility for briefing new staff (volunteers or casual relief staff) about students at risk of anaphylaxis, the school’s policies and prevention strategies.

**Raising student awareness**

At St. Damian’s Peer Support is an important element of support for students at risk of anaphylaxis.

Class teachers will discuss the topic with students in class, with a few simple key messages:

· always take food allergies seriously – severe allergies are no joke

· don’t share your food with friends who have food allergies

· wash your hands after eating

· know what your friends are allergic to

· if schoolmate becomes sick, get help immediately

· be respectful of a schoolmate’s EpiPen®

· do not pressure your friends to eat food that they are allergic to.

**Engage the broader school community**

At St. Damian’s:

· awareness of the issues of anaphylaxis will be communicated through the school newsletter

and through provision of the web site on the school intranet.

· with permission of the parent/carer, the classroom teacher will send home a letter informing all parents that a student at risk of anaphylaxis is a class member

· information for parents – ‘Anaphylaxis Management in Schools’ – Ministerial Order 90, will be sent home annually

**Privacy considerations**

At St. Damian’s written consent will be obtained to display the student’s name, photograph and relevant treatment details in First Aid room.