

Anaphylaxis Management Policy



Background

Anaphylaxis is a severe, sometimes life threatening allergic reaction that is rapidly progressive from exposure to an allergen. The most common allergens are peanuts and tree nuts (i.e. cashews), eggs, cow's milk, seafood, wheat, soy, sesame, medication, latex and certain insect stings and medication.

The most effective first-aid treatment for anaphylaxis is Adrenaline given as an injection via an EIPEN auto injector to the muscle of the outer mid thigh.

The key prevention of anaphylaxis in Ballarat High School is awareness of those students who have been diagnosed at risk, awareness of their triggers (allergens), minimisation of the controllable risks of these triggers and the communication between the school and parents/carers which are important in ensuring control.

Staff, parents/carers and the school community need to be mindful that it is not possible to achieve a completely allergen-free environment in any secondary school that is open to the general community, nor have complete control of an adolescent and their actions (i.e. digesting possible allergens or nearing plants covered in bees) Staff should not have a false sense of security that an allergen has been eliminated from the school environment. Instead the school recognises the need to adopt a policy with controllable risk minimisation strategies to reduce the risk of a student having an anaphylactic reaction.

Purpose

- To provide, as far as practical, a safe and supportive environment in which students at risk of anaphylaxis can take part in Ballarat High School's curriculum.
- To raise staff, student and the school community awareness about severe allergies, anaphylaxis and Ballarat High School's Anaphylaxis Management Policy.
- To facilitate ongoing communication between parents/carers, sickbay and Year Level Coordinators of students diagnosed with anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student as part of their Individual Anaphylaxis Management Plan.
- To ensure that all staff members have adequate knowledge, training/updates about allergies, anaphylaxis, the school's Anaphylaxis Management Policy and procedures in responding to an anaphylactic reaction and of the students diagnosed with anaphylaxis.

Individual Anaphylaxis Management Plans (IAMP's)

The Principal in conjunction with the Sickbay attendant will ensure that an Individual Anaphylaxis Management Plan is developed, in consultation with the student's parents, for all students diagnosed by a medical practitioner as being at risk of anaphylaxis.

The Individual Management Plan will be in place as soon as practicable after the student enrolls and where possible, before their first day of school.

The IAMP will set out the following:

1. Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner)

2. Strategies to minimise the risk of accidental 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 excursions.
3. The name of the person responsible for implementing the strategies.
4. Information on where the student's medication will be stored.
5. The student's emergency contact details
6. An emergency procedures plan (ASCIA Action Plan), provided by the parent, that:
 - o Sets out the emergency procedures to be taken in the event of an allergic reaction.
 - o Is signed by the student's medical practitioner.
 - o Includes a current photograph of the student.

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

- Annually
- If the student's condition changes or
- Immediately after the student has an anaphylactic reaction at school.

It is the responsibility of the parent/carer to:

- Provide 2 EPIPEN Kits, that contain:
 - An EPIPEN with expiry date
 - An attached IAMP
- Other medication required by the student for an allergic reaction
 - EPIPEN kits are to be stored in the (1) Sickbay and with the (2) student at all times*
 - As part of the enrolment procedure, complete the medical section of BHS enrolment form and provide an emergency procedures plan (ASCIA Action Plan) prior to the student's attendance. Inform the school if their student's medical condition alters and if relevant, provide an updated emergency procedures plan (ASCIA Action Plan)
 - Provide current student photos for the emergency procedures plan (ASCIA Action Plan) and when the plan is reviewed.

It is the responsibility of the student to:

1. ☑ Take as much responsibility as possible for avoiding allergens
2. ☑ Be accountable for checking labels and monitoring intake when applicable
3. ☑ Recognise symptoms of an anaphylactic reaction and to promptly inform a staff member
4. ☑ Carry an EPIPEN with them at all times and be competent in its use

Communication plan

The Sickbay Attendant and Principal will be responsible for ensuring that a communication plan is developed to provide information and raise awareness of all staff, students, parents/carers and the greater school community about anaphylaxis and the school's Anaphylaxis Management Policy.

All staff will be regularly informed by the sickbay attendant who has current anaphylaxis management training 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 stored
- How to use and EPIPEN auto injector
- The school first aid and emergency response procedures

Staff training and emergency response

All staff who conduct classes or extra curricular activities which students at risk of anaphylaxis attend, or who give instruction to students at risk of anaphylaxis must have current training in an anaphylaxis management training course and follow the student's anaphylaxis action plan in the event of an allergic reaction, which may progress to anaphylaxis.

Volunteers and casual relief staff of students at risk of anaphylaxis will be informed by the AP's or the CRT(Daily Organiser) of the students and their role in responding to an anaphylactic reaction of a student in their care.

In the situation where a student who has not been diagnosed as allergic, but who appears to be having an anaphylactic reaction:

1. Commence first aid measures
2. Call an ambulance immediately 000
3. Contact sickbay to obtain the "SPARE" EPIPEN and follow ambulance instructions
4. Contact the parent/carer and the principal

At other times while the student is under care or supervision of the school, including excursions, yard duty, camps and special event days, the Principal must ensure that there is a sufficient number of staff present who have current training in an anaphylaxis management training course.

The Principal will identify the school staff to be trained based on a risk assessment and training will be provided to these staff as soon as practicable after the student enrolls and, where possible, before their first day of school. Where this is not possible, an interim plan will be developed in consultation with the parents/carers.

Student Anaphylaxis Checklist

Individual Anaphylaxis Management Plan (IAMP) containing the risk minimisation plan is completed, to address the particular needs of each student at risk of anaphylaxis and this plan is implemented.

Parents/carers of a student at risk of anaphylaxis have been provided a copy of the school's Anaphylaxis Management Policy.

All Parents/carers are aware of the schools Anaphylaxis Management Policy.

The emergency procedures plan (ASCIA Action Plan) for the student is signed by the students medical practitioner, stored in sickbay and copies are made available to all staff.

Two EPIPEN kits (within expiry date), supplied the parent/carer, are available for use at any time for the prescribed student are stored:

1. in BHS sickbay, inaccessible to other students, away from direct sources of heat and
2. located with the student.

All staff, including relief staff, are aware of each EPIPEN kit location.

Staff responsible for the student/s at risk of anaphylaxis undertake anaphylaxis management training, which includes strategies for anaphylaxis management, recognition or allergic reactions, emergency treatment and practise with an EPIPEN trainer annually.

Parent/carers contact details are kept current.

Information regarding any other medications or medical conditions (for example Asthma) is available to staff.

APPROVAL: This policy was approved by School Council on the 9th September, 2014

EVALUATION: This policy will be reviewed as part of the school's four-year review cycle.

Definitions

Adrenaline: A hormone that when released into the bloodstream initiates many bodily responses, including the stimulation of heart action and an increase in blood pressure, metabolic rate, and blood glucose concentration which constricts blood vessels and relaxes the chest muscles to improve breathing.

Allergen: A substance, often a protein, which causes an allergic reaction. i.e. pollen, nuts, insect stings, fish

Allergy: An immune system response to something that the body has identified as an allergen.

Allergic reaction: A reaction to an allergen. Common signs and symptoms include one or more of the following: hives, tingling of the mouth, abdominal pain, vomiting and/or diarrhoea, facial swelling, coughing or wheezing, difficulty swallowing or breathing, loss of consciousness or collapse.

Diagnosis: The act or process of identifying or determining the nature and cause of a disease/condition through evaluation of patient history, examination, and review of laboratory data.

EPIPEN: A device containing a single dose of adrenaline, delivered via a spring-activated needle which is concealed until administered.

Individual Anaphylaxis Management Plan (IAMP): A medical management plan prepared and signed by a doctor providing the student's name, allergies, photo and advised response.

Risk Minimisation Plan for Anaphylaxis

RISK	STRATEGY	WHO?
Minimising risk – FOOD ALLERGIES	Ensuring students are aware and self monitoring in digestion of food ingredients	student
	Identify foods/drinks that contain or are likely to contain trigger substances	Canteen Principal & Sickbay attendant
	Canteen has nut free food/drink alternatives	Canteen Principal & Sickbay attendant
	Compliance of proper food handling, preparation and serving practices to minimise the risk of cross contamination. This also includes <u>hygiene procedures.</u>	Canteen Principal & Sickbay attendant
	Ensure Science department enforces a nut free policy in classroom pracs	Science Principal & Sickbay attendant
	Ensure Home Economics staff review students anaphylaxis plans and coordinated with Year Level Coordinators on a suitable class <u>alternative</u>	Home Economics Year Level Coordinators Principal & Sickbay attendant
	Ensure Art department staff aware that recycled food containers may be a contaminant	Art department Principal & Sickbay attendant
	Ensure Camp and extra curricular activities staff/volunteers are aware of diagnosed students and the location of EPIPENS	Camp coordinators Principal & Sickbay attendant Principal staff
INSECT STING ALLERGIES	School uniform policy requires shoes be worn outdoors at all times	student
	Clover and flowering plants (i.e. Grevillia, Bottlebrush etc) are decreased/ removed from school gardens.	Maintenance
	Lawns are mowed when required to reduce growth of clover	Maintenance
	Ensure Camp and extra curricular activities staff/volunteers are aware of diagnosed students and the location of EPIPENS	Camp coordinators Principal & Sickbay attendant Principal staff
MEDICATION ALLERGIES	Ensure staff are aware of students medication allergies and inform relevant authorities when required	Principal & Sickbay attendant Staff
	Ensure Camp and extra curricular activities staff/volunteers are aware of diagnosed students and the location of	Camp coordinators Principal & Sickbay attendant Principal staff
LATEX ALLERGIES	Latex free gloves are used in sickbay and provision on latex free bandages are available	Sickbay attendant
	Ensure Camp and extra curricular activities staff/volunteers are aware of diagnosed students and the location of EPIPENS	Camp coordinators Principal & Sickbay attendant Principal staff

Emergency Rapid Response Plan

IN THE CLASSROOM, SCHOOL YARD/BUILDINGS:

In a severe Anaphylactic Attack:

1	Take charge of situation! Contact sickbay by phone or send message with other staff or	You are in charge until ambulance, sickbay or a Level2 First-Aider assumes charge. Have ALL other students removed from area and student access impeded
2	If the student is unable to self-administer: Administer the <u>students</u> EPIPEN (note time)	Don't hesitate. It can be life saving
3	Keep the student calm and resting quietly.	DO NOT attempt to take the student to help. DO NOT allow the student to be left alone.
4	Contact an ambulance 000 or 112(mobiles only)	State "Anaphylactic Attack" and stay online
5	Contact the parent/carer or emergency contacts	Reassure and Inform them of situation

In the event an EPIPEN is not with the student:

1	Take charge of situation! Keep the student calm and resting quietly.	You are in charge until ambulance, sickbay or a Level2 First-Aider assumes charge. DO NOT attempt to take the student to help. DO NOT allow the student to be left alone.
2	Contact Sickbay for students and the "SPARE" EPIPEN by phone or send message (preferably send another staff member)	Note anaphylactic students name
3	Instruct students to keep area clear	Have ALL other students removed from area and student access impeded
4	Contact an ambulance 000 or 112(mobiles only)	State "Anaphylactic Attack" and stay online
5	If the student is unable to self-administer: Administer the <u>students</u> EPIPEN (note time)	Don't hesitate. It can be life saving.
6	Contact the parent/carer or emergency contacts	Reassure and Inform them of situation

ON CAMPS/EXCURSIONS, OR AT SPECIAL EVENTS:

In a severe Anaphylactic Attack:

1	TAKE CHARGE OF SITUATION! Instruct students to keep area clear	You are in charge until ambulance, sickbay or a Level2 First-Aider assumes charge. Have ALL other students removed from area and student access impeded
2	If the student is unable to self-administer: Administer the <u>students</u> EPIPEN (note time)	Don't hesitate. It can be life saving
3	Keep the student calm and resting quietly.	DO NOT attempt to take the student to help. DO NOT allow the student to be left alone.
4	Contact an ambulance 000 or 112(mobiles only)	State "Anaphylactic Attack" and stay online
5	Contact school principal and sickbay	Inform of incident and response

6	Contact the parent/carer or emergency contacts
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Reassure and Inform them of situation

* All students (including friends and siblings) must be removed from the “incident site”, and if possible beyond line of sight, with any phones or cameras confiscated immediately.

Communication Plan

Goals

To raise awareness in the Ballarat High School Community of allergic reaction, anaphylaxis, its treatment and the schools' Anaphylactic Management Plan.

Target

Staff, students, parents/carers

Communication tactics	Target audience	Timing	Responsibility
Newsletter inserts	School community	Ongoing	Sickbay
EPIPEN training kits	Staff, students	Ongoing	Sickbay
Anaphylaxis Management Course	staff	Annually	Sickbay
Posters/displays	Staff, students, school community	Ongoing	Sickbay
Briefings/Information sessions/Bulletins: * updates * new students * student changes	Staff, students, school community	Ongoing	Sickbay
Gr6/Parent Information Evenings - brief: * sickbay * enrolment forms medical sect. * allergies/anaphylaxis	Students, parents	Twice yearly	Sickbay, coordinator, principal
Publish – BHS Anaphylaxis Management Policy	Staff, students, school community	Annually	Sickbay, principal, school board
Fundraising for Anaphylaxis Australia Foundation.	Students, staff	When applicable and appropriate	Sickbay principal