

Anaphylaxis Policy

Ministerial Order 706 – Anaphylaxis Management in Schools

Review: 2025

Rationale

What is Anaphylaxis?

Anaphylaxis is a severe, life threatening allergic reaction. The most common allergens in school- aged children are eggs, peanuts and tree nuts, cow's milk, wheat, soy, fish or shellfish, sesame seeds, bee or other insect stings and some prescribed drugs.

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® and Anapen®300 auto-injector to the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis.

Moorabbin Primary School will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department whenever they occur.

1. Aim

Moorabbin Primary School will have the following in place:

- o An Anaphylaxis Individual Management Plan for each student, developed in consultation with the student's parents/guardians and medical practitioner
- o Prevention strategies for in-school and out-of-school settings in order to minimize the risk of a reaction
- o A communication plan to raise staff, student and school community awareness about anaphylaxis and the school's anaphylaxis management policies
- o Anaphylaxis management training course every three years and bi-annual updates for school staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen/Anapen
- o Complete an annual Risk Management Checklist

2. Implementation

Moorabbin Primary School recognizes the importance of maintaining a safe environment that manages general allergic reactions including anaphylaxis. This includes having processes in place to identify allergy prone individuals, manage their sensitivities and ensure appropriate storage of and access to their medicinal needs and individual health care plan; and sharing information in the management of the child's health and well-being.

The Principal will:

Ensure that an Individual Anaphylaxis Management Plan is developed, 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 and where possible before their first day of school.

The Individual Anaphylaxis Management Plan will set out the following:

- o information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has and the signs or symptoms the student might exhibit in the event of an allergic reaction (based on a written diagnosis from a medical practitioner)
- o strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, for in-school and out-of-school settings including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the school
- o the name of the person(s) responsible for implementing the risk minimisation strategies which have been identified in the Plan
- o information on where the student's medication will be stored
- o the student's emergency contact details
- o an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

The Assistant Principal / First Aid Officer will:

- o Incorporate this policy within the School's Information Booklet.
- o Develop and maintain a central register to identify all children who suffer from anaphylaxis using the Anaphylaxis Risk Management Checklist to be completed on an annual basis. See: [Anaphylaxis Risk Management Checklist](#)
- o Provide all staff with written information about individual students' severe allergies as agreed with the parent/guardian.
- o Ensure auto injectors are stored in an unlocked, easily accessible place away from direct light and heat (not in the refrigerator or freezer) in a suitable location along with other allergen medication (such as Zyrtec) and ASCIA Action plan.
- o Clearly display signage that includes an up-to-date photo and the name of the allergy-prone individual, states their allergens and outlines an individual health care plan in the staff room, sick bay, all specialist classrooms, canteen and the child's classroom.
- o Place a reminder notice in the school newsletter annually requesting parents and staff to advise any changes to their allergy file.
- o Provide resources for the implementation, which includes having staff members who are trained in administering First Aid and an Epi Pens.
- o Formally report to the relevant parents/guardians and medical staff (if necessary) details of any allergic reaction by an individual student.
- o Inform families how they may view this policy.
- o Ensure allergy-prone children and their parents are advised of the ingredients of food provided at school on arranged special food days and celebrations.
- o Encourage parents of allergy prone children to be involved on special food days.

- o Educate students about anaphylaxis and gain their support for preventing exposure to allergens and to ensure that affected students are protected from teasing and provocation.
- o Purchase spare or 'backup' adrenaline auto-injection devices(s) as part of the school first aid kit(s), for general use, ensuring the use-by date is current and regularly checked
- o Review Individual Anaphylaxis Management Plan in consultation with parents on an annual basis and/or as soon as possible after the student has had an allergic reaction

The Role of Staff

All Staff will:

- o Implement the Individual Anaphylaxis Management Plan
- o Clearly indicate all allergy-sensitive students in the teaching roll.
- o Familiarise themselves with the allergens, allergic reactions, and storage of medications and copies of the individual health care plans applicable to the students in their care.
- o Discuss with students the importance of eating their own food and to discourage food sharing and swapping lunches among students.
- o Liaise with parents about food related activities ahead of times and request that foods which contain trigger substances are avoided for class parties.
- o Ensure all notices inviting students to participate in Fun Food days and any class activities involving food request information regarding potential allergies to the food theme proposed.
- o Restrict food treats and rewards to allergy prone students to those provided by their parents or approved by parents.
- o Have regular discussions about the importance of washing hands and cooking utensils.
- o Familiarise themselves with all of the students in the school who have allergies by viewing the signage.
- o Become trained in administering First Aid and the use of the EpiPen + Anapen.
- o Carry medication that counteracts allergic reactions when on excursions, off-campus venues or camps.
- o Familiarise themselves with the school's Communication Plan so that medication can be retrieved quickly if a reaction occurs in the school yard.
- o Be able to identify, by face, those students at risk of anaphylaxis when on yard duty or attending an excursion
- o Liaise with parents to encourage students who are allergic to insects, to wear light or dark rather than bright colours, as well as closed shoes and long-sleeved garments when outdoors.
- o Ensure they understand the processes place to address an anaphylactic reaction should it occur on the way to and from school on the bus. The Adrenaline Auto-injector and ASCIA Action Plan for Anaphylaxis must be with the student even if this child is deemed too young to carry an Adrenaline Auto-injector on their person at School.

Staff Training

Completed by	Course	Provider	Cost	Valid for
All school staff	VU21800 – <i>Provide first aid management of anaphylaxis</i> VU21801 – <i>Develop risk minimisation and risk management strategies for anaphylaxis</i>	STITCHES – First Aid Education	\$160 per person	3 years

In addition, all staff will participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) on:

- o title and legal requirements as outlined in Ministerial Order 706
- o pictures of the students at your school at risk of anaphylaxis, their allergens, year levels and risk management plans that are in place
- o signs and symptoms of anaphylaxis
- o ASCIA Anaphylaxis e-training
- o ASCIA Action Plan for Anaphylaxis and how to administer an EpiPen®
- o your school's First Aid policy and emergency response procedures
- o on-going support and training.

The briefing will be conducted by a member of the school staff, preferably the person nominated as the School Anaphylaxis Supervisor, who has successfully completed an approved anaphylaxis management training course in the last 2 years.

In the event that the relevant training has not occurred for a member of staff who has a child in their class at risk of anaphylaxis, the principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the parents of any affected student. Training will be provided to relevant school staff as soon as practicable after the student enrolls, and preferably before the student's first day at school.

The principal will ensure that while the student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, there is a sufficient number of school staff present who have successfully completed an anaphylaxis management training course.

Risk minimisation and prevention strategies will be considered for all relevant in-school and out-of-school settings which include (but are not limited to) the following:

- o during classroom activities (including class rotations, specialist and elective classes);
- o between classes and other breaks;
- o in canteens;
- o during recess and lunchtimes;
- o before and after school; and
- o special events including incursions, sports, cultural days, fetes or class parties, excursions and camps

Camps and remote settings:

Moorabbin Primary School will:

- o Make enquiries as to whether it can provide food that is safe for anaphylactic students
- o Ensure 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
- o Not sign any written disclaimer or statement from a camp owner/operator that indicates that the owner/operator is unable to provide food which is safe for students at risk of anaphylaxis
- o Conduct a risk assessment and develop a risk management strategy for students at risk of anaphylaxis
- o Ensure Adrenaline Auto-injectors, Individual Anaphylaxis Management Plans, including the ASCIA Action Plans for Anaphylaxis and a mobile phone must be taken on camp
- o Clarify with staff participating in the camp their role and responsibilities in the event of anaphylactic reaction
- o Contact local emergency services and hospitals well prior to the camp. Advise full medical conditions of students at risk, location of camp and location of any off camp activities
- o Ensure contact details of emergency services are distributed to all School Staff as part of the emergency response procedures developed for the camp
- o Take an Adrenaline Auto-injector for General Use on a school camp, even if there is no student at risk of anaphylaxis, as a back-up device in the event of an emergency
- o Adrenaline Auto-injector should remain close to the student and School Staff must be aware of its location at all times
- o Ensure 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
- o Not involve the use of known allergens in cooking and art and craft games

The Role of Canteen:

The Canteen Manager will:

- o Demonstrate satisfactory training in food allergen management and its implications in food handling practices – including knowledge of major food allergens, cross-contamination issues, label reading
- o Refer 'Safe food handling' information below in Resources
- o Be briefed about students at risk of anaphylaxis, including other workers in the canteen
- o Display the student's name and photo in the canteen as a reminder
- o Not serve products labelled 'may contain traces of nuts' to students allergic to nuts
- o Provide a range of healthy meals/products that exclude peanut or other nut products in the ingredient list or a 'may contain...' statement
- o Make sure that tables and surfaces are wiped down with warm soapy water regularly.

- o Adopt a 'no-sharing' approach with the students with food allergy for food, utensils and food containers.
- o Decide whether to avoid stocking peanut and tree nut products (e.g. hazelnuts, cashews, almonds, etc.), including chocolate/hazelnut spreads in the canteen
- o Be wary of contamination of other foods when preparing, handling or displaying food

The Role of Parents of Allergy-Sensitive Students:

Parents will:

- o obtain the ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- o immediately inform the school in writing if there is a change in their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, and if relevant obtain an updated ASCIA Action Plan for Anaphylaxis
- o 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
- o Provide the equipment or medication labelled with their child's name and instructions for carrying out the child's Anaphylaxis Management Plan.
- o Replace the medication or EpiPen prior to expiry date or after it has been used
- o (If required) Inform the school community of other students about the child's allergies, allergic reactions and medication.
- o Ensure the accuracy of the school's records regarding the child's allergies.
- o Provide complete information about the child's allergies, allergic reactions, medication and copies of the health care plan to the providers of any programmed out of school activity, in recognition that these service providers will not have access to school records.
- o Liaise with the class teacher to ensure appropriate medication and documentation is taken on school excursions, off-campus venues and camps.
- o Provide food treats/ birthday cakes etc. that can remain in the classroom for their allergy-prone child.
- o Encourage their child not to share lunch, snacks and other foods with other students.
- o Educate their child about the need to inform relevant others of their allergies.
- o participate in annual reviews of their child's Plan.

Emergency Response

- A complete and up to date list of students identified as being at risk of anaphylaxis is displayed in classrooms, shared areas, sick bay, offices etc.
- Individual Anaphylaxis Management Plans and ASCIA Action Plans for Anaphylaxis are located within the school as mentioned in point 1.
- During school excursions, school camps and special events conducted, organised or attended by the school these documents are in the First Aid Bags and where possible displayed in common areas
- Adrenaline auto injectors, including those for general use are stored in the office
- Communication with school staff, students and parents will occur in accordance with our Communication Plan.

Communication Plan

The Principal/Assistant Principal will be responsible for:

- o Ensuring that teachers, parents and students are kept informed through the school newsletter about anaphylaxis and the school's anaphylaxis policy.
- o Including information in the Plan about what steps are taken to respond to an anaphylactic reaction by a student in a classroom, in the school yard, school excursions, off-campus venues and school camps and special event days.
- o Liaising with the Teacher in Charge of school excursions, camps, off-campus venues or special event days in order for identified students to minimize their risk of exposure to any allergens.
- o Informing volunteers and casual relief staff of students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to an anaphylactic reaction by a student in their care

Adrenaline auto injectors for general use

The principal will purchase adrenaline auto injector(s) for general use (purchased by the school) and as a back up to those supplied by parents.

The principal will determine the **number** of additional adrenaline auto injector(s) required to be purchased by the school.

In doing so, the principal will into account the following relevant considerations:

- the number of students enrolled at the school who have been diagnosed as being at risk of anaphylaxis
- the accessibility of adrenaline auto injectors that have been provided by parents of students who have been diagnosed as being at risk of anaphylaxis
- the availability and sufficient supply of adrenaline auto injectors for general use in specified locations at the school including in the school yard, and at excursions, camps and special events conducted, organised or attended by the school
- the adrenaline auto injectors for general use have a limited life, and will usually expire within 12-18 months, and will need to be replaced at the school's expense either at the time of use or expiry, whichever is first
- the expiry date of adrenaline auto injectors should be checked regularly to ensure they are ready for use.

Review of Management Plan:

The student's Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student's parents in all of the following circumstances:

- annually
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- as soon as practicable after the student has an anaphylactic reaction at school
- when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the school (eg. class parties, elective subjects and work experience, cultural days, fetes, concerts, events at other schools, competitions or incursions).

Annual risk management checklist

The principal will complete an annual Risk Management Checklist as published by the Department of Education and Training to monitor compliance with their obligations. The annual checklist is designed to step schools through each area of their responsibilities in relation to the management of anaphylaxis in schools.

How the School Community Can Assist:

- o Read information provided in the school newsletter, school policies and other sources.
- o Ask the class teacher if there are any children with allergies in the class before providing food to share.
- o Encourage parents of allergy prone students to be involved in Fun Food Days.
- o Raise the general awareness of allergies and allergic reactions. For example, to talk with their children about allergies or affected students in their child's grade to raise awareness and understanding, and to reduce the risk of exposure and teasing.

The Department of Education, as with all employers, is liable for any compensation arising out of the negligence of its employees. Should a student be injured in some way, as a result of the administering of medication by a staff member, the staff member cannot personally be liable for any compensation unless he or she is guilty of serious and wilful misconduct. The administration of medication is not treated differently by the law in this respect from any other activity that a staff member conducts with a student.

3. Evaluation

This policy will be reviewed every year as per DET guidelines.

4. Resources

- o Victorian Government Schools Reference Guide – Anaphylaxis Management in Schools:
<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>
- o The Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008
- o Ministerial Order No. 706, April 2014
- o 'Safe Food Handling' in the School Policy and Advisory Guide, available at:
<https://www2.education.vic.gov.au/pal/food-handling/policy>
- o Helpful resources for food services:
<http://www.allergyfacts.org.au/component/virtuemart/>