

Anaphylaxis Management Policy

Please note this policy is mandatory and staff are required to adhere to the content

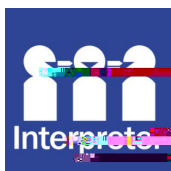
Summary

Table 1 - Document details

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| Publication date | February 2023 |
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| Related legislation/applicable section of legislation | Ministerial Order 706 |
| Related policies, procedures, guidelines, standards, frameworks | Ministerial Order 706 Children's Services Education Legislation Amendment (Anaphylaxis Management) Act 2008 (Vic) Education and Training Reform Regulations 2007 (Vic) Common law duty of care |
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If you need help to understand the information in this policy please contact the school on 9755 4555.

1. PURPOSE

To explain to Rowville Secondary College parents, carers, staff, identified volunteers, 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 Rowville Secondary College is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

2. SCOPE

This policy applies to:

- all staff, including casual relief staff
- identified volunteers, such as those who have a supervisory role such as attending camps
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

For the purpose of this policy, the aims for the management of anaphylaxis within the College are:

1. 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.
2. To raise awareness about anaphylaxis and the school's anaphylaxis management policy in the school community
3. To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
4. To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

3. POLICY

School Statement

Rowville 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 auto-injector for use in an emergency. These adrenaline auto-injectors are designed so that anyone can use them in an emergency.

Individual Anaphylaxis Management Plans

All students at Rowville 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. When notified of an anaphylaxis diagnosis, the Principal of Rowville Secondary College is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Rowville 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 practicable
- immediately inform the school in writing i4 0 0 11.04 90.6 757.3199 Tm2.13 -45.45m2.13 -45.456 T

- 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 Plans

A student's Individual Anaphylaxis Plan will be reviewed and updated on an annual basis in

- school canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination
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| | <ul style="list-style-type: none">• If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5 |
|--|--|

2. Administer an auto-injector

- Remove from plastic container
- Form a fist around the auto-injector and pull off the blue safety release (cap)
- Place orange end against the student's outer mid-thigh (with or without clothing)
- Push down hard until a click is heard or felt and hold in place for 3 seconds
- Remove Auto-injector
- Note the time the Auto-injector is administered
- Retain the used Auto-injector to be handed to ambulance paramedics along with the time of administration

Staff Training

Appendix 2 Anaphylaxis Management Plan Cover Sheet

This form is to be completed by the Principal (or Nominee) and the Parent/Guardian/Carer

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|--|--|--|--|
| School: Rowville Secondary College | | Campus (circle): WEST EAST | |
| Phone: 9755 4555 | | | |
| Student's Name: | | | |
| Date Of Birth: | | Year level: | |
| Severely allergic to: | | | |
| Other health conditions: | | | |
| Medication at school: | | | |
| Parent/Guardian/ Carer Contact details: | Parent/ Guardian/ Carer 1 Information: | | Parent/ Guardian/ Carer 2 Information: |
| | Name: | | Name: |
| | Relationship: | | Relationship: |
| | Home phone: | | Home phone: |
| | Work phone: | | Work phone: |
| | Mobile: | | Mobile: |
| | Address: | | Address: |
| Email: | | Email: | |
| Other Emergency Contact: Relationship: | Name: | | Phone: |
| Medical Practitioner details: Doctor's name: | Address: | | Phone: |
| Emergency care to be provided at school: Yes - Follow ASCIA Anaphylaxis Action Plan | | | |
| Auto-injector® storage: Health Office (Sick Bay) | | | |

