

Anaphylaxis Management Policy.



Purpose.

Pakenham Secondary College is committed to providing a safe and supportive environment for students who are identified at risk of an anaphylactic reaction to allergens. The College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department.

Staff Training

All Pakenham Secondary College teaching staff and Education support staff responsible for First Aid will undertake appropriate training through undertaking the training program as outlined in the table below. Additional staff may be identified at the discretion of the Principal.

Completed by	Course	Provider	Valid for
School staff	ASCIA Anaphylaxis e-training for Victorian Schools followed by a competency check by the School Anaphylaxis Supervisor	ASCIA	2 years
AND			
2 staff to be trained as School Anaphylaxis Supervisor	Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC	Asthma Foundation	3 years

In addition, all staff to 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:

- The school's Anaphylaxis Management Policy.
- The causes, symptoms and treatment of anaphylaxis.
- The identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, and where their medication is located.
- How to use an adrenaline autoinjector, including hands on practise with a trainer adrenaline autoinjector device
- The school's general first aid and emergency response procedures.
- The location of, and access to, adrenaline autoinjector(s) that have been provided by parents or purchased by the school for general use.

The briefing must be conducted by a member of the school staff nominated as the School Anaphylaxis Supervisor who has successfully completed an Anaphylaxis Management Training Course in the last 2 years.

The College 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.

In the event that the relevant training and briefing has not occurred, the Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the Parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction. 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.

Individual Anaphylaxis Management Plans

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:

- 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 (based on a written diagnosis from a Medical Practitioner).
- Strategies to minimise the risk of exposure to known and notified 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.
- 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.
- an ASCIA Action Plan <http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>

The red and blue 'ASCIA Action Plan for Anaphylaxis' is the recognised form for emergency procedure plans that is provided by medical practitioners to parents when a child is diagnosed as being at risk of anaphylaxis. An example can be found in Appendix E of the Anaphylaxis Guidelines or downloaded from www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx

School Staff will then implement and monitor the student's Individual Anaphylaxis 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 (elective subjects, cultural days, incursions).

It is the parents responsibility to:

- Provide the ASCIA Action Plan.
- Inform the School in writing if their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, 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 for their child.

Prevention Strategies

The College attempts to minimise the risk of students suffering an anaphylactic reaction through the knowledge of students at risk by Team Leaders and regular classroom teachers. Emergency teachers and Yard Duty teachers are given the names, photos and immediate response plans of students who have an ASCIA action plan.

The Principal is responsible for ensuring that a communication plan is developed to provide information to the staff, students and parents. 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 excursions, on school camps and special event days.

School Management and Emergency Response

The College maintains a complete and up to date list of students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction. Details of Individual Anaphylaxis Management Plans and ASCIA Action Plans are kept with the First Aid attendant and are also located in the staffroom for all teachers to access. Summary details with picture of students are immediately accessible to all Yard Duty staff.

Teachers can readily access student First Aid details through Compass School Manager. Six monthly briefings remind staff of the identity of those students who have been identified having a medical condition that relates to allergy and the potential for anaphylactic reaction.

All Adrenaline Autoinjectors are located within the General Office and are identified by having the student's name on them. It is expected that staff attending camps and school excursions take an Auto-Injector as well as the student's Individual Anaphylaxis Management Plan and ASCIA Action Plan.

Adrenaline Autoinjectors for General Use

The College will purchase Adrenaline Autoinjector(s) as a back up to those supplied by Parents.

The Principal after consultation with the First Aide attendant will determine the number of additional Adrenaline Autoinjector(s) required. In doing so, the school will take 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 Autoinjectors 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 Autoinjectors for general use in specified locations at the School, including in the school yard, and at excursions, camps and special events conducted or organised by the School.
- The Adrenaline Autoinjectors for General Use have a limited life, usually expiring 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.

Communication Plan

The Staff Training section of this policy outlines the process the school will follow in providing information to staff about how to respond to an anaphylactic reaction by a student in various environments including:

- During normal school activities including in the classroom, in the school yard, in all school buildings and sites including gymnasiums and halls
- During off-site or out of school activities, including on excursions, school camps and at special events conducted or organised by the school.

Parents can access details about the school's Anaphylaxis Management Policy at: <http://pakenhamsc.vic.edu.au/wp-content/uploads/2016/02/anaphylaxis-policy-2015.pdf>

Parents of students who have been identified at being at risk of having an Anaphylactic Reaction will be given a copy of the school's Anaphylactic Management Policy in order to build an understanding of how Anaphylaxis is managed at Pakenham Secondary College. They will work with the College's First Aid attendant to develop an appropriate Management Plan.

Volunteers and casual relief staff will be given a list of students with a medical condition that relates to allergy and the potential for anaphylactic reaction. Their role in responding to an anaphylactic reaction by a student will be explained to them and be part of their induction package.

It is the responsibility of the Principal of the School to ensure that relevant School Staff are trained and briefed at least twice per calendar year as per the Anaphylaxis guidelines.

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 using the Risk Management Checklist which can be found at Appendix F of the Anaphylaxis Guidelines for Victorian Schools on the Department's website:

www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx

The School utilises the School's Inspection list to ensure that:

- Briefing sessions occur at the Start of Term 1 and Term 3 during each school year
- The Risk Management Checklist is completed in February of each year