



ANAPHYLAXIS MANAGEMENT POLICY

All Trinity College Colac Policies will be read and developed with reference to the Core Values, Vision and Mission of the College as well as any other relevant College policies

RATIONALE:

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 affected student while at school.

Through this policy and the associated procedures, Trinity College will:

- Raise awareness about anaphylaxis and the school's anaphylaxis management policy in the school community
- Engage with parents/carers of students at risk of anaphylaxis in assessing risks and in developing risk minimisation strategies and management strategies for the student.
- Ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.
- In the event of an anaphylactic reaction, ensure that the school's first aid and emergency response procedures and the student's Individual Anaphylaxis Management Plan are followed.
- Comply with the Order and Guidelines as detailed in Ministerial Order 706 – Anaphylaxis in Schools

SCRIPTURAL CONTEXT:

'Beloved, since we have these promises, let us cleanse ourselves from all defilements of body and spirit and reach perfection in the goodness of God'

(2 Corinthians 7: 1)

DEFINITIONS:

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, cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

POLICY STATEMENT:

Trinity College will 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.

POLICY GUIDELINES:

GUIDELINE INDICATORS:

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| <p>INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS</p> <p>The Principal or Principal's delegate (usually an Office Administrator) will ensure that an individual 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. A timely review will be conducted of any such Anaphylaxis plans.</p> | <p>Individual anaphylaxis management plans will be implemented and reviewed by the Principal or the Principal's delegate (usually an Office Administrator).</p> <p>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.</p> <p>The Individual Anaphylaxis Management Plan will set out the</p> |

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; (Staff in Charge)
- information on where the student's medication will be stored;
- the student's emergency contact details; and
- an Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plan supplied to the College by the parents/guardians of the student.

An emergency procedures plan (ASCIA Action Plan), provided by the parent, that:

- sets out the emergency procedures to be taken in the event of an allergic reaction;
- is signed by a medical practitioner who was treating the child on the date the practitioner signs the emergency procedures plan; and
- includes an up to date photograph of the student.

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

- annually, and as applicable,
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes or
- as soon as practicable after a student has an anaphylactic reaction at school; and
- when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organized or attended by the School (eg elective subjects, incursions)

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, insofar as it relates to allergy and the potential for anaphylactic reaction, changes and, if relevant, provide an updated emergency procedures plan (ASCIA Action Plan).
- provide an up-to-date photo for the emergency procedures plan (ASCIA Action Plan) when the plan is provided to the school and when it is reviewed.

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| <p>COMMUNICATION PLAN</p> <p>The Principal or Principal's delegate (usually an Office Administrator) 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.</p> <p>STAFF TRAINING IN EMERGENCY RESPONSE</p> <p>Teachers and other school staff who conduct classes which students at risk of anaphylaxis attend, or give instruction to students at risk of anaphylaxis must have up to date training in an anaphylaxis management training course.</p> <p>At other times while the student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, the Principal or the Principal's delegate must ensure that there is a sufficient number of staff present who have up to date training in an anaphylaxis management training course.</p> | <p>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.</p> <p>Volunteers and casual relief staff of students at risk of anaphylaxis will be informed students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care by the Daily Organiser.</p> <p>All staff will be briefed once each semester by a staff member who has up to date anaphylaxis management training on:</p> <ul style="list-style-type: none"> ○ 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 ○ how to use an adrenaline auto injecting device ○ the school's first aid and emergency response procedures <p>The Principal or the Principal's delegate (usually an Anaphylaxis Awareness trained staff member) will identify the school staff to be trained based on a risk assessment¹.</p> <p>Training will be provided to these staff as soon as practicable after the student enrolls.</p> <p>Whenever possible, training will take place before the student's first day at school. When this is not possible, an interim plan will be developed in consultation with the parents.</p> <p>The school's first aid procedures and student's emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.</p> <p>Staff to complete an approved anaphylaxis management training course either:</p> <ul style="list-style-type: none"> ○ online training (ASCIA anaphylaxis e training) within the last two years or ○ accredited face to face training within 3 years |
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REFLECTIVE MATERIAL:

Victorian State Government Ministerial Order 706 – Anaphylaxis Management in Schools

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| <p>Ratified: 13th June 2017</p> <p>Board Chairman: Anne Ditty</p> <p>Date of next Review: June 2020</p> |
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