

Anaphylaxis Policy

The Royal Children's Hospital Anaphylaxis Advice Line will provide support on queries and issues relating to anaphylaxis, and particularly on anaphylaxis risk assessments, preparation of individual management plans, emergency response plans and awareness raising strategies. The support line can be accessed on weekdays between 8:30am and 5:00pm by telephone on **9345 4235** or **1300 725 911**.

Rationale:

- Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. Certain foods and insect stings are the most common causes of anaphylaxis. Foods include peanuts, tree nuts (hazelnuts, cashews, and almonds), egg, strawberries, citrus, cow's milk, wheat, soy, fish and shellfish. Other common allergens are insect stings, latex, medications and anaesthesia. Some signs and symptoms of anaphylaxis can include swelling of lips face or eyes, hives or welts, abdominal pain and or vomiting, difficulty breathing, swelling of the tongue, tightness or swelling in the throat, difficulty talking or breathing or loss of consciousness or collapse. Young children may appear pale or floppy

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed as being 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.

Aims:

- 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 students schooling.
- To raise awareness about anaphylaxis and the school's Anaphylaxis Management Policy in the school community.
- To engage with parents/guardians of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
- 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.

Implementation:

- The school discourages food containing 'nuts' being brought to school and the school Canteen does not sell food containing 'nut' products.
- If a teacher has a child with risk of having an anaphylactic reaction in their class, the teacher is required to be familiar with the child's Individual Management Plan.
- A statement is placed on the front cover of the classroom roll, to alert any teacher or Casual Replacement Teacher (CRT) about any child who may be at risk of having an anaphylactic reaction. A copy of the child's Individual Management Plan (including details of the diagnosis and type of allergy/allergies) to also be placed in the roll.
- A copy of a child's Individual Management Plan (including details of the diagnosis and type of allergy/allergies) will be included in the classroom CRT Folder.
- A copy of all students' Individual Management Plans to be displayed in the Sickbay and a copy kept in the blue folder located in the General Office.
- A copy of Management Plans for all children is given to Specialist Teachers.
- For children enrolled in OSHC, parents must provide a management plan and epi-pen (clearly marked with child's name) to be stored in OSHC room.
- All staff to be trained in Anaphylaxis Management. This training will be valid for a period of three years provided that the school meets the requirements of Section 8 (d) of Ministerial Order 90; to provide a briefing on anaphylaxis training twice per year to all staff including those who have received training. Practice at using a "dummy" epi pen will occur yearly with staff
- If a child has an anaphylactic reaction and does not have an Epi-pen then the school's spare one will be used. This will be stored in the cupboard in the Sick Bay
- A member of the School Leadership or Administration will coordinate the allocation of responsibilities associated with the anaphylactic reaction.
- All staff to familiarise themselves with the "Anaphylactic Information Emergency sheet"
- An individual management plan is developed prior to a child starting at Altona Green Primary School.
- If a child is identified as being at risk of having an anaphylactic reaction the following steps must be implemented (See Appendix A).
- Procedure for Camps/Excursions/Activities off site (See Appendix B).
- Individual Student Insulated Epi-pen bags will contain the following (See Appendix C).
- Managing an Anaphylactic Child in the classroom (See Appendix D).

Review:

The Anaphylaxis Policy will be reviewed annually and in line with Ministerial Order 90.

Endorsed by School Council: October 2009

Review date: 2010

APPENDIX A

If a child is identified as being at risk of having an Anaphylactic reaction the following steps must be implemented: -

Person A: Contact the General Office then stay with, and manage the child.

If the reaction happens in the building, contact the office by phone and send another child to the office with a blue card

If the reaction happens in the playground, make contact with the office with the 'Code blue' card located in the Yard Duty Bag

Person B: Collect student's individual bag from the First Aid Room and proceed to the child, to administer the epi-pen.

- Any person administering an epi-pen must have completed an 'epi-pen training' session provided by an appropriate provider
- Whenever an epi-pen is administered an ambulance must be called.
- Where a child experiences an anaphylactic reaction the child will be injected with their epi-pen.
- If you need to administer another amount of Adrenaline (as advised by an ambulance officer) you can use the spare one located in the first aid room
- Never administer an epi-pen where the date has expired.

Note: If an epi-pen is administered unnecessarily it is not life threatening. The child will simply experience racing of the heart for 15-20 minutes.

Person C: Responsible for contacting the MICA Ambulance.

- The exact procedure/steps as outlined on the Emergency Ambulance sheet must be followed.
- The ambulance is to always be directed to the front entrance of the school
- Contact the child's parent/s/guardian/s after the ambulance has been called. Person A to let carer know the ambulance has been called and on its way.

Person D: Responsible for general 'crowd control/supervision'.

- This may be a yard duty teacher or teacher from an adjoining area/classroom

Person E: Responsible for meeting the ambulance at the front entrance to the school.

- Designated person to wait at the front of the school to direct the ambulance officers to the child

APPENDIX B

Procedure for Camps/Excursions/Activities off site.

- For any known anaphylactic child their medication (individual pack) must be taken on all activities away from the school site (Packs are kept in the cupboard in the First Aid Room).
- Ensure at least one adult attending the activity, has completed the required training of how to administer an epi-pen.
- In the event of an anaphylactic reaction, the same steps as per the School Management Plan be implemented.
- The person in charge of the activity, is responsible for allocating designated roles i.e. Person A, Person B etc.
- A mobile phone must be taken on all activities away from the school site.
- Where a child at risk of having an anaphylactic reaction is attending a camp, the Camp Coordinator is responsible for contacting the camp to advise them of the particular allergy/allergies, to ensure the child's food requirements are met.
- Depending on the situation some foods may need to be excluded from the camp menu.
- Organisers of camps are advised to consider inviting the parent of the child at risk to attend the Camp.

APPENDIX C

Individual Student Insulated Epi-pen Bags will contain the following: -

- Child's Epi-pen/or medication.
- A copy of the child's Management plan.
- In the event of an anaphylactic reaction, the time of administering the epi-pen will be recorded on the child's Epi-pen box.
- A black permanent texta.
- A copy of instructions on, "How to administer an epi-pen".

Each bag will be identified with child's photograph, name, year level and room number.

APPENDIX D

Managing an Anaphylactic Child in the classroom

- It is the classroom teacher's responsibility to familiarize themselves with an anaphylactic child's Individual Management plan and to alert all Specialist teachers.
- A letter should be sent to all families of the class at the start of each school year/or when the child is enrolled/diagnosed, advising them of the presence of an anaphylactic child in the class and the implications for food consumed at recess and lunchtimes, in class parties and general treats.
- See sample letter (on next page).
- If undertaking cooking activities please double check the appropriateness of ingredients in relation to the anaphylactic child in your classroom.
- Discuss with the children in your class all aspects of management of an anaphylactic child in relation to their peers i.e. not sharing food.
- Request parents not to provide peanut butter sandwiches or food/product containing nuts as part of their child's snacks/lunches.
- The Art Teacher and SAKG needs to be aware of possible reactions children can have from a range of products. Please alert the Art teacher of the following;
 - some paints and glues contain 'egg' factors,
 - avoid cereal boxes where the contents have included nuts in box construction activities,
 - do not use egg cartons for children allergic to eggs,
 - some shaving cremes contain peanut oils as a base,
 - do not use peanut oil to make play dough.

SAMPLE LETTER

**IMPORTANT PARENT INFORMATION FOR
ANAPHYLAXIS/NUT ALLERGY**

Dear Parents/Guardians,

This letter is to advise you that a child in your child's class suffers from Anaphylaxis Reaction. Essentially this means that they have severe reaction to nuts and nut products. They cannot eat any food containing nuts such as peanuts, peanut butter or nutella.

Children can have mild reactions to eating nuts or they can have a reaction which can become life-threatening and it may progress very quickly.

Our school does not sell products or make peanut butter sandwiches or rolls in our canteen. We request that you do not send nut food in your child's lunch or snacks. All children at Altona Green Primary are not allowed to bring food of any kind to share, this includes birthday celebrations

All children in the class are made aware of this issue and the teachers are aware of the appropriate response to a child who may have a reaction.

Thank you for your attention to this matter.

Regards

Karen O'Dowd
Principal