



MELBA COLLEGE ANAPHYLAXIS AND MANAGEMENT POLICY

RATIONALE:

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. It occurs when a person is exposed to an allergen (such as food or an insect bite). Although allergic reactions are common in children, severe life threatening reactions are uncommon and deaths are rare. However, anaphylaxis is potentially life threatening and always requires emergency response. Melba College acknowledges that the management of a student at risk of anaphylaxis is a partnership between the College, the staff, the student, the student's parents and the student's doctor.

GUIDELINES:

To explain to Melba College parents, carers, staff 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 Melba College is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management. This policy is to:

- To provide a safe and healthy school environment that takes into consideration the needs of all students, including those who may suffer from anaphylaxis.
- To minimise risk of anaphylactic reaction by providing, as far as practicable, a safe, healthy environment in which students at risk of anaphylaxis can participate equally in all aspects of school life.

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

Definitions

- an 'adrenaline auto-injector' is commonly known as an epiPen

SCHOOL STATEMENT

Melba College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

All stakeholders need to be made aware that it is not possible to achieve a completely allergen-free environment in any facility that is open to the general community.

IMPLEMENTATION:

Melba College will manage anaphylaxis by:

- providing professional development for all staff who work at Melba College
- identifying susceptible students and knowing their allergens
- informing the community about anaphylaxis
- ensuring food supplied by the canteen is labelled if it contains nuts, and making students aware of the food labelling processes

- requiring parents to provide an emergency management plan developed by a health professional and an adrenaline auto-injector if necessary, both of which will be maintained in the general office for reference as required
- ensuring staff are provided with regular professional development on the identification and response to anaphylaxis and the proper use of an adrenaline auto-injector.
- informing staff in charge of classes where allergens are most likely to exist
- as per management plan, ensuring adrenaline auto-injectors are taken on camps, excursions or any occasion away from the school environment.
- the school won't ban certain types of foods (eg: nuts) as it is not practicable to do so, and is not a strategy recommended by the Department of Education or the Royal Children's Hospital.

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 Melba 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 Melba 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 Melba College and where possible, before the student's first day.

Parents and carers must:

- obtain an ASCIA 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 if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- 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
- provide the school with a current adrenaline auto-injector for the student that has not expired;
- participate in annual reviews of the student's Plan.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- 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 Management Plans

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

Location of plans and adrenaline auto-injectors

All students will have an auto injector pen stored in the First Aid room. Upon agreement with the Melba College Nurse and the Melba College Principal a student may keep their adrenaline auto-injectors on their person.

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in the First Aid Room together with the student's adrenaline auto-injector. Adrenaline auto-injectors will be labelled with the student's name. A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis will also be stored in:

- Student File
- each student's Compass page indicated by a flag and auto link to an electronic file
- the College Admin Drive as an electronic file

Depending on the age of the student attending Melba College who is at risk of anaphylaxis, the severity of their allergies and the content of their plan, a student may keep their adrenaline auto-injector on their person, rather than in a designated location.

When a student keeps their adrenaline auto-injectors on their person, a copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at the First Aid room

and the Main Administration Office. Students are encouraged to keep their adrenaline auto-injectors on their person at all times.

Adrenaline auto-injectors for general use are available at the First Aid Room, Main Administrative Office and also at the Junior School and Senior School Administration Offices. These adrenaline auto-injectors are labelled “general use”.

Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Melba College, we have put in place the following strategies:

- staff and students are regularly reminded to wash their hands after eating;
- students are discouraged from sharing food
- rubbish bins at school are to remain covered with lids to reduce the risk of attracting insects
- gloves must be worn when picking up papers or rubbish in the playground;
- school canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination
- year level groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays
- a general use adrenaline auto-injector will be stored at the First Aid Room, Main Administrative Office and in the Junior and Senior School Administration Offices
- Planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending.

Adrenaline auto-injectors for general use

[Note: for guidance on the appropriate number of general use adrenaline auto-injectors at Melba College, refer to page 34 of the Department’s [Anaphylaxis Guidelines](#)]

Melba College will maintain a supply of adrenaline auto-injectors for general use, as a back-up to those provided by parents and carers for specific students, and also for students who may suffer from a first time reaction at school.

Adrenaline auto-injectors for general use will be stored at the First Aid Room, Main Administrative Office and the Junior and Senior Sub-School Administrative Offices and labelled “general use”.

The Assistant Principal Compliance is responsible for arranging the purchase of adrenaline auto-injectors for general use, and will consider:

- the number of students enrolled at melba College at risk of anaphylaxis
- the accessibility of adrenaline auto-injectors supplied by parents
- the availability of a sufficient supply of auto-injectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline auto-injectors, and the need for general use adrenaline auto-injectors to be replaced when used or prior to expiry.

Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school’s general first aid procedures, emergency response procedures and the student’s Individual Anaphylaxis Management Plan.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by the School Nurse and stored at First Aid Room, Main Administrative Office and in the Junior and Senior School Administration Offices.

For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline auto-injectors, where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

Step	Action
1.	<ul style="list-style-type: none"> • Lay the person flat • Do not allow them to stand or walk • If breathing is difficult, allow them to sit • Be calm and reassuring • Do not leave them alone • Seek assistance from another staff member or reliable student to locate the student's adrenaline auto-injector or the school's general use adrenaline auto-injector, and the student's Individual Anaphylaxis Management Plan, stored at First Aid Room, Main Administrative Office and in the Junior and Senior School Administration Offices • 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.	<p>Administer an adrenaline auto-injector</p> <ul style="list-style-type: none"> • Remove from plastic container • Form a fist around the adrenaline 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 adrenaline auto-injector • Note the time the adrenaline auto-injector is administered • Retain the used adrenaline auto-injector to be handed to ambulance paramedics along with the time of administration
3.	Call an ambulance (000)
4.	If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline auto-injectors are available.
5.	Contact the student's emergency contacts.

If a student appears to be having a severe allergic reaction, but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

[Note: If in doubt, it is better to use an adrenaline auto-injector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction. Refer to page 41 of the [Anaphylaxis Guidelines](#)].

Communication Plan

This policy will be available on Melba College website so that parents and other members of the school community can easily access information about Melba College's anaphylaxis management procedures. The parents and carers of students who are enrolled at Melba College and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

All staff, including casual relief teachers, ES, canteen staff and volunteers, will be made aware of this policy and students in their care at risk of anaphylaxis and their role in responding to an anaphylactic reaction of a student in their care.

This policy will be included in the Staff handbook, Pre-Service teacher handbook and CRT induction packs.

The Principal and Assistant Principal - Compliance are responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Melba College's procedures for anaphylaxis management. Casual relief staff who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

The Principal and Assistant Principal - Compliance is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

Staff training

The Principal and Assistant Principal - Compliance will ensure that the following school staff are appropriately trained in anaphylaxis management:

- All staff employed by Melba College

Staff who are required to undertake training must have completed:

- an approved face-to-face anaphylaxis management training course in the last three years, or
- an approved online anaphylaxis management training course in the last two years.

Melba College uses the following training course ASCIA eTraining course VIC6

[Note, for details about approved staff training modules, see page 13 of the [Anaphylaxis Guidelines](#)]

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years including The Principal, Assistant Principal - Compliance or School Nurse. Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline auto-injector, including hands on practice with a trainer adrenaline auto-injector
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline auto-injectors that have been provided by parents or purchased by the school for general use.

When a new student enrolls at Melba College who is at risk of anaphylaxis, the principal will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.

The principal will ensure that while students at risk of anaphylaxis are under the care or supervision of the school outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

RELATED POLICIES & LINKS:

- School Policy and Advisory Guide:
- Anaphylaxis
- Anaphylaxis management in schools

- Allergy & Anaphylaxis Australia: Risk minimisation strategies
- ASCIA Guidelines: Schooling and childcare
- Royal Children’s Hospital: Allergy and immunology
- First Aid Policy
- Medications Policy
- Camps and Tours Policy
- Asthma Policy
- Excursions Policy
- Emergency Management Policy
- <http://www.education.vic.gov.au/healthwellbeing/health/anaphylaxis>

Policy Reviewed by School Council	Person Responsible for Policy	Next School Council Review
2019	Assistant Principal Compliance	2022