

## **ANAPHYLAXIS MANAGEMENT POLICY**

### ***Rationale***

The safety and wellbeing of children who are at risk of anaphylaxis is a whole community responsibility therefore at St. Stephen's we will, as far as practicable, provide a safe and healthy environment in which children at risk of anaphylaxis can participate equally in all aspects of the school's program.

This policy will apply to children enrolled at the school, their parents/guardians and staff. St Stephen's School will comply with Ministerial Order 706 and guidelines which came into effect on 22<sup>nd</sup> April, 2014.

### ***Aims***

- To minimise the risk of an anaphylactic reaction.
- To ensure that staff members respond appropriately to an anaphylactic reaction by initiating appropriate treatment.
- To raise the community's awareness of anaphylaxis and its management through education and policy implementation.

### ***Procedures***

#### **The school will:**

- ensure all staff attend anaphylaxis management training (reinforced yearly)
- ensure that all relieving staff are aware of symptoms of an anaphylactic reaction, the child at risk of anaphylaxis, the child's allergies, Anaphylaxis Action Plan and EpiPen<sup>®</sup> kit.
- ensure that no child who has been prescribed an EpiPen<sup>®</sup> is permitted to attend school without that EpiPen<sup>®</sup>.
- make parents/guardians aware of this policy, and provide access to it on request.
- encourage ongoing communication between parents/guardians and staff regarding the current status of the child's allergies.
- have copies of the child's *Anaphylaxis Action Plan* visible to all staff.
- follow the child's *Anaphylaxis Action Plan* in the event of an allergic reaction, which may progress to anaphylaxis.
- \*put the Emergency Response Plan into action in the case of an anaphylactic reaction and practise this regularly.
- \*in the case of an anaphylactic reaction:
  - call an ambulance immediately by dialling 000
  - commence first aid measures
  - contact the parent/guardian

- contact the person to be notified in the event of illness if the parent/guardian cannot be contacted.
- practise EpiPen® administration procedures using an EpiPen® trainer each term.
- ask all parents/guardians as part of the enrolment procedure whether their child has allergies and document this information on the child's enrolment record.
- ensure that parents/guardians provide an Anaphylaxis Action Plan signed by the child's Doctor and a complete EpiPen® kit. (reviewed at the beginning of each school year)
- ensure that the EpiPen® kit is stored in a location that is known to all staff, including relief staff; easily accessible to adults (not locked away) and must be inaccessible to children and away from direct sources of heat.
- ensure that the EpiPen® kit for each child at risk of anaphylaxis is carried by a trained adult on excursions that this child attends.
- regularly check the EpiPen® expiry date.
- \*to minimise the risk of an anaphylactic reaction the school will maintain a reminder in the weekly newsletter of the allergens of the anaphylactic children. There will be no sharing of food and the food allergies of each anaphylactic child will be displayed in the canteen, sickbay and on the 'bumbags' carried by staff on yard duty.

### ***The Deputy Principal will:***

- supervise practise sessions in EpiPen® administration procedures to determine the levels of staff competence and confidence in locating and using the EpiPen® kit.
- routinely (e.g. monthly) review the EpiPen® kit to ensure that it is complete and the EpiPen® is not expired.

### ***Parents/Guardians of a child at risk of anaphylaxis shall:***

- inform staff of their child's allergies
- provide staff with an *Anaphylaxis Action Plan* and written consent to use the EpiPen® in line with this action plan.
- provide staff with a complete EpiPen® kit.
- regularly check the EpiPen® expiry date.
- assist staff by offering information and answering any questions regarding their child's allergies.
- notify the staff of any changes to their child's allergy status and provide a new Anaphylaxis Action Plan in accordance with these changes.
- consistently communicate all relevant information and concerns to staff e.g. any matter relating to the health of the child.
- ensure that their child does not attend school without their EpiPen®.

### ***Evaluation:***

The school will:

- discuss this policy and its implementation with parents/guardians of children at risk of anaphylaxis to gauge their satisfaction with both the policy and its implementation in relation to their child.

- respond to complaints.
- review the adequacy of the response of the school if a child has an anaphylactic reaction and consider the need for additional training and other corrective action.

**Procedures that should be implemented to help protect the child at risk of anaphylaxis for accidental exposure to food allergies.**

***In relation to the child at risk:***

- This child should only eat food that has been specifically prepared for him/her.
- Bottles, other drinks and lunch boxes, including any treats, provided by the parents/guardians for this child should be clearly labelled with the child's name.
- There should be no trading or sharing of food, food utensils and containers with this child.
- In some circumstances it may be appropriate that a highly allergic child does not sit at the same table when others consume food or drink containing or potentially containing the allergen. However, children with allergies should not be separated from other children and should be included in all activities.
- Parents/guardians should provide a safe treat box for this child.
- Increase supervision of this child on special occasions such as excursions, incursions or family days.

***In relation to other practices at the school:***

- Ensure tables and bench tops in the classroom are cleaned after eating.
- Remind children to wash their hands after eating.
- Restrict use of food and food containers, boxes and packaging in crafts, cooking and science experiments, depending on the allergies of particular children. Staff should discuss the use of foods in such activities with parents/guardians of this child.
- All children need to be closely supervised at meal and snack times and consume food in specified areas. To minimise risk children should not 'wander around' with food.
- Staff should use non-food rewards, for example stickers for all children.
- Tuckshop personnel should be instructed about measures necessary to prevent cross contamination between foods during the handling, preparation and serving of food – such as careful cleaning of food preparation areas and utensils.
- All parents/guardians will be asked not to send food containing specified allergens or ingredients as determined in the risk minimisation plan.

## ***ENROLMENT CHECKLIST FOR CHILDREN AT RISK OF ANAPHYLAXIS***

- A risk minimisation plan is completed, which includes strategies to address the particular needs of each child at risk of anaphylaxis and this plan is implemented.
- Parents of a child at risk of anaphylaxis have been provided a copy of the school's Anaphylaxis Policy.
- Anaphylaxis Action Plan for the child is signed by the child's Doctor and is visible to all staff.
- EpiPen® (within the expiry date) is available for use at any time the child is in the care of the school.
- EpiPen® is stored in an insulated container, in a location easily accessible to adults (not locked away), inaccessible to children and away from direct sources of heat.
- All staff, including relief staff are aware of each EpiPen® kit location.
- Staff responsible for the child/ren at risk of anaphylaxis undertake anaphylaxis management training, which includes strategies for anaphylaxis management, recognition of allergic reactions, emergency treatment and practise with an EpiPen® trainer. This is enforced at yearly intervals.
- The school's Emergency Response Plan for the management of anaphylaxis is in place and all staff understand the plan.
- A treat box is available for special occasions (if relevant) and is clearly marked as belonging to the child at risk of anaphylaxis.
- Parent/guardian's current contact details are available.
- Information regarding any other medications or medical conditions (for example asthma) is available staff.
- If food is prepared at the school measures are in place to prevent contamination of the food given to the child at risk of anaphylaxis.

## ***RISK MINIMISATION PLAN***

- All families are to be notified of the specific allergens of the child with anaphylaxis,
- A warning notice will remain on the weekly newsletter for all families to see.
- The children will have a specific lesson instructing them about Anaphylaxis, the need to remove certain foods from the school, who the child is with the allergy and what practices they are required to follow for the safety of the child.(reinforced regularly)
- The Anaphylaxis Policy will be provided to all families.
- The Tuckshop food will be monitored to prevent any allergens in the products sold.
- The child's Action Plan will be displayed in all classrooms.
- The antihistamine will be sent to specialist classes.
- The anaphylactic child will wear an orange patch on their hat (terms 1 & 4) and on their jumper (terms 2 & 3) for easy identification.
- The Emergency Response Plan will be practiced regularly.
- If the teacher needs to administer the antihistamine she will send the Orange Tag warning immediately so that the EpiPen can be taken to the classroom in case it is required.
- If the Yard Duty teacher observes or is notified of any symptoms she will send the Orange Tag warning to the staffroom and the antihistamine and EpiPen will be taken to the child. All staff will respond to assist with the management of other students.
- Emergency teachers will be notified of the identity of the anaphylactic child and instructed on the requirements for their safety with regard to allergens.
- If a child brings a restricted food to school they will receive a letter to remind their parents not to send that food to school.
- The child's classroom tables will be wiped after the consumption of food.
- All children will be reminded to wash their hands after eating.
- Children will be reminded regularly not to share food.

### **EMERGENCY RESPONSE PLAN**

Within the Classroom

In the playground

On excursions