



## Purpose

At Monivae College the safety and wellbeing of all children is paramount in all aspects of school life. It is the intention of the School 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 School life. In achieving this, the School will comply with Ministerial Order 706 and all associated guidelines.

This policy is designed to ensure that Monivae College manages students at risk of anaphylaxis and meets legislative requirements.

## Scope

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.

## Legislative Context

- Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008
- Ministerial Order 90 (repealed on 22 April 2014)
- Ministerial Order 706 (updated on 3 December 2015)

## Definitions

Term	Definition
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 (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

## Policy Statement / Principles

The School will engage with parents/carers of students at risk of anaphylaxis, developing risk minimisation strategies and management strategies for the students. The School will also take reasonable steps to ensure each staff member has adequate knowledge about allergies, anaphylaxis and the school's expectations in responding to an anaphylactic reaction.

The School will require from parents, and display in staff working areas, Individual Action Plans (ASCIA Action Plan) for students at risk of anaphylactic reaction. Individual Management Plans for those students will also be developed in consultation with parents/guardians and the School.

The School considers that management of students at risk of anaphylaxis is a shared responsibility of parents/guardians and the School to take all reasonable steps to:

- share information regarding the student's medical condition;
- prevent an anaphylactic incident; and
- if such an incident occurs, to respond in a timely, informed, and appropriate

## **Actions**

### **Individual Anaphylaxis Management Plans**

The Principal is responsible for ensuring 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 having a medical condition that relates to allergy and the potential for anaphylactic reaction, here the school has been notified of the diagnosis.

The individual anaphylaxis management plan will be in place as soon as practicable after the student is enrolled at the school, and where possible before their first day of school. The plan will be communicated to all staff and displayed in the staffroom and sick bay for ease of access for all staff.

The individual anaphylaxis management plan will set out the following:

- information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner);
- strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, for in-school and out of school settings including camps and excursions;
- an emergency procedure plan i.e. ASCIA (Australasian Society of Clinical Immunology and Allergy) Action Plan, provided by the parent, which sets out the emergency procedures to be taken in the event of an allergic reaction. This is to be signed by a medical practitioner and include an up-to-date photograph of the student;
- emergency contact details for the student; and
- where the EpiPens are stored.

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

- annually, and as applicable;
- when off-site activities are planned, or a special event will be held on site that poses a risk to the child;
- if the student's condition changes; or
- immediately after a student has an anaphylactic reaction at school.

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 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; and
- provide the School with an EpiPen that is current and not expired for their child (if applicable).

### **Prevention Strategies**

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 student while at school.

The School will ensure that risk minimisation and prevention strategies are in place for all relevant in-school and out-of-school settings which include (but are not limited to) the

following:

- during classroom activities (including class rotations, specialist and elective classes);
- between classes and other breaks;
- in the canteen and kitchen;
- during recess and lunchtimes;
- before and after school; and
- special events including incursions, sports, cultural days or class parties, excursions and camps.

### Classrooms

1.	Copy of the student's Individual Anaphylaxis Management Plan kept in the back of reception area, science room, food technology area and staff room noticeboard.
2.	Liaison with parents about food-related activities ahead of time.
3.	Use non- food treats where possible, but if food treats are used it is recommended that the parents provide a treat box.
4.	Never give food from outside sources to a student who is at risk of anaphylaxis.
5.	Treats from other students in class should not contain the substances to which the student is allergic.
6.	Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts. Products labelled 'may contains milk or egg' should not be served to students with milk or egg allergy.
7.	Awareness of possible hidden allergens in food and other substances used in cooking, food technology, science and art classes.
8.	Ensure all cooking utensils, preparation dishes, plates and knives/forks etc. are washed and cleaned thoroughly after preparation of food and cooking.
9.	Regular discussions with students about the importance of washing hands, eating their own food and not sharing food.
10.	The relevant Manager should inform relief teachers, specialists teachers and volunteers of the names of any students at risk of anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and EpiPen, the School's Anaphylaxis Policy and each person's responsibility in managing an incident.

### Canteen and Kitchen

1.	Canteen and Kitchen staff to be trained in food allergen management and its implications on food handling practices.
2.	Canteen and Kitchen staff are briefed about students at risk of anaphylaxis and where the Principal determines, have up to date training in an Anaphylaxis Management.
3.	Display the student's name and photo in the cafeteria as a reminder to staff.
4.	Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts.
5.	Cafeteria provides a range of healthy meals/products that excludes peanuts or other nut products in the ingredient list.
6.	Surfaces are wiped down regularly.

7.	No-sharing of food approach is adopted.
8.	Awareness of contamination of other foods when preparing, handling or displaying food.

### School Grounds

1.	Sufficient supervision of a student who is at risk of anaphylaxis by a staff member who is trained in the administration of EpiPens.
2.	EpiPens and Individual Anaphylaxis Plans are easily accessible from the school grounds.
3.	A communication plan is in place for Staff on Duty so medical information can be retrieved quickly and all staff are aware how to inform the First Aid Officer if an anaphylactic reaction occurs during recess or lunch time.
4.	Staff on duty can identify those student's at risk of anaphylaxis.
5.	Students with anaphylactic responses to insects are encouraged to stay away from water or flowering plants.
6.	Lawns are regularly mowed and bins are covered.
7.	Students are to keep drinks and food covered while outdoors.

### Special Events

1.	Sufficient staff who have been trained in the administration of an Epi-Pen are supervising students.
2.	Avoid using food in activities or games.
3.	Consult parents in advance for special events to either develop an alternative food menu or request the parent to send a meal for the student at risk.
4.	Parents of other students should be informed in advance about foods that may cause allergic reactions in students at risk and request that they avoid providing students with treats whilst they are at a special school event.
5.	Party balloons are not to be used if a student is allergy to latex.

### Excursions / Camps / Tours

1.	Staff trained in administering an EpiPen are to attend.
2.	Appropriate methods of communications must be discussed.
3.	Identify the location of the EpiPen ie. Who will carry it, how will it be delivered to the student.
4.	Individual Anaphylaxis Management Plans and EpiPens are to be easily accessible and staff must be aware of their location.
5.	Risk assessment of the excursion/camp/tour must be completed prior to departure.
6.	Staff in charge should consult parents of anaphylactic students in advance to discuss issues that might arise, to develop an alternative food menu or request the parent provide a meal (if required).
7.	Review the Individual Anaphylaxis Management Plan prior to departure to ensure that it

	is up to date and relevant to the particular excursion/camp/tour.
8.	Monivae College attempts to only use providers/operator services who can provide food that is safe for anaphylactic students.
9.	Conduct a risk assessment and develop a risk management strategy for students (in consultation with parents and camp operators) at risk of anaphylaxis.
10.	Staff in charge should consult with parents of students at risk to ensure appropriate risk minimisation strategies are in place.
11.	The School will consider alternative means of providing food for at risk students if there are concerns about whether food provided on camp will be safe for students at risk of anaphylaxis.
12.	The use of substances containing allergens should be avoided where possible.
13.	The Student's EpiPen and action plan must be taken on camp and a mobile phone. If there is no mobile phone access, alternative methods e.g. Satellite phone will be considered.
14.	EpiPens should remain close to the students and staff must be aware of its location at all times.
15.	Students with anaphylactic responses to insects should wear closed shoes and long-sleeve garments when outdoors and are encouraged to stay away from water and flowering plants.
16.	General use EpiPens are included in excursion first aid kits.
17.	Consider exposure to allergens when consuming food during travel on bus/plane/etc. and whilst in cabins/tents/dormitories/etc.
18.	Cooking and art and craft games should not involve the use of known allergens.

### Overseas Travel

1.	Strategies used are similar to those for camps/remote settings.
2.	Investigate potential risks at all stages of the overseas travel; Travel to/from airport/port Travel to/from Australia Various accommodation venues; All towns and venues visited; Sourcing safe food; Risk of cross contamination including; Exposure to food of other students; Hidden allergens; Whether the table and surfaces are cleaned to prevent reaction; Whether the other students wash their hands when handling food.
3.	Assess where each of these risks can be managed using minimisation strategies such as the following; Translation of student's Individual Anaphylaxis Management Plan and ASCIA Action Plan; Sourcing safe food; Obtaining names, address and contact details of the nearest hospital and medical practitioners at each location that may be visited; Obtaining emergency contact details; Sourcing the ability to purchase additional EpiPens.
4.	Record details of travel insurance, including contact details for the insurer. Determine how any costs associated with medication, treatment and/or alteration to the travel plans as a results of an anaphylactic reaction can be paid.
5.	Plan for appropriate supervision of students at risk of anaphylaxis at all times including; Sufficient staff who have been trained in Anaphylaxis Management Supervision of at risk students during meal times and when taking medication; Adequate supervision of any affected student(s) requiring medical treatment and

	other students; Staff/students ratios are maintained, including in the event of an emergency where students may need to be separated.
6.	Adapt the School's Emergency Response Procedure if required given local circumstances.
7.	Keep records of relevant information; Dates of travel; Name of airline and contact details; Itinerary detailing proposed destinations, flight information and duration of stay; Hotel addresses and telephone numbers; Proposed means of travel within the overseas country; List of students and each of their medical conditions, medication and other treatment(s) if required; Emergency contact details of hospitals, ambulances and medical practitioners; Travel insurance details; Plans to respond to any foreseeable emergency including who will be responsible for the implementation of each part of the plan; Mobile phone numbers or other communication devices that will enable staff to contact emergency services.

Anaphylaxis Kits including Action Management Plans and EpiPens are located as detailed in the following table.

Location	EpiPen Location	Student's Action Plan Location
<b>Main Entrance</b>	Back of reception area <sup>9</sup>	Back of reception and staff room notice board
<b>Science Block</b>	Science preparation room	Science preparation room
<b>Chevalier Centre</b>	Chevalier Centre emergency management office	Chevalier Centre emergency management office
<b>Girls Boarding House</b>	First Aid Cupboard	
<b>Boys Boarding House</b>	First Aid Cupboard	

The following information is available in SIMON and at the Reception desk:

- 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; and
- The information contained in Individual Anaphylaxis Management Plans.

It is the responsibility of the Teacher-In-Charge (TIC) of the camp or excursion to ensure that all relevant medical information, medicines, and equipment are available and that all supervisors and staff members are familiar with those students at risk of anaphylaxis.

### School Management and Emergency Response

<b>If an EpiPen is administered, the School must:</b>
Immediately call an ambulance 000.
Lay the students flat and elevate their legs. Do not stand or walk. If breathing is difficult for them, allow to sit but not stand.
Reassure the student experiencing the reaction as they are likely to be feeling anxious and frightened as a result of the reaction and the side-effects of the adrenaline. Watch the student closely in case of a worsening condition. Ask another staff member to move other students away and reassure them elsewhere.
In the rare situation where there is no marked improvement and severe symptoms are present, a second injection may be administered after five minutes, if a second EpiPen is

available.
Then contact the student's emergency contacts.
Notify the Principal of the incident.

## EpiPens

The School will purchase spare EpiPens for general use and as a back-up to those supplied by Parents. Students are discouraged from providing the School with auto-injectors other than EpiPens, as staff training has focused on EpiPens.

The number of spare EpiPens will be determined by the Principal using a risk management approach taking into account the following:

- the number of students enrolled at the School who have been diagnosed as being at risk of anaphylaxis;
- the accessibility of EpiPens that have been provided by Parents of students who have been diagnosed as being at risk of anaphylaxis; and
- the availability and sufficient supply of EpiPens for general use in specified locations at the School, including (but not limited to):
  - in the school yard, and at excursions, camps and special events conducted or organised by the School.

EpiPens 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. EpiPens should be stored correctly and accessed quickly. EpiPens should be stored in an unlocked, easily accessible place away from direct heat. EpiPens should be signed in and out when taken from its usual place, for example for camps or excursions.

## Self-Administration of the EpiPen

The decision whether a student can carry their own EpiPen should be made when developing the student's Anaphylaxis Management Plan, in consultation with the student, the student's parents/carers and the student's medical practitioner.

It is important to note that students have the right to self-administer if they are able to at the time, but even an 18 year old may not physically be able to self-administer due to the effects of a reaction. Staff still have a duty of care to administer an EpiPen for students who carry their own EpiPens.

If a student self-administers an EpiPen, they must immediately report to a staff member and 000 must be called. Note: If a student carries their own EpiPen, a second EpiPen (provided by the parent) should be kept on site in an easily accessible, unlocked location that is known to all staff.

## Communication Plan

All staff, including volunteers, will be briefed on:

- their roles and responsibilities
- the prevention strategies
- storage and use of EpiPens
- the emergency management procedures

Briefings will be done at staff meetings, as part of the induction process for new staff, and be listed in the staff handbook. Casual Relief Teachers (CRT) will receive a copy of the CRT handbook alerting them to presence of an Individual Management Plan, when it is appropriate. The emergency management procedures will be displayed in the staffroom, and the sick bay for quick reference. The briefing will also include information on the location of, and access to, auto-injectors supplied by parents and those purchased by the school.

In the event of a child being enrolled during the course of the school year who is at risk of anaphylaxis, the briefing will occur with all available staff immediately, and a follow up briefing will taken place as soon as possible with staff who were not available on, or before, the child commences attendance.

Parents will be informed and updated about these policies and procedures through the school newsletter, website and on the school's parent app.

It is the responsibility of the Principal to ensure that relevant staff are:

- trained
- briefed at least twice per calendar year

### **Staff Training**

The following School Staff will be appropriately trained:

- School Staff who conduct classes that students with a medical condition that relates to allergy and the potential for anaphylactic reaction; and
- Any further School Staff that are determined by the Headmaster.

The identified School Staff will undertake the following training:

- an Anaphylaxis Management Training Course in the three years prior; and
- 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 EpiPen, including hands on practise with a trainer EpiPen device;
  - the School's general first aid and emergency response procedures; and
  - the location of, and access to, EpiPens that have been provided by Parents or purchased by the School for general use.

The briefing will be conducted by a member of School Staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months.

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.

The Principal 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 three years prior.

### **Annual Risk Management Checklist**

The Principal or delegate will complete an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.

Refer to

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>

### **Roles and Responsibilities**

The Principal

The Principal has overall responsibility for implementing strategies and processes for ensuring a safe and supporting environment for students at risk of anaphylaxis.

The Principal / or nominee should:

- actively seek information to identify students with severe life-threatening allergies at enrolment
- conduct a risk assessment of the potential for accidental exposure to allergens while the student is in the care of the school
- meet with parents/carers to develop an Anaphylaxis Management Plan for the student. This includes documenting practical strategies for in-school and out-of-school settings to minimise the risk of exposure to allergens, and nominating staff who are responsible for their implementation. The principal has overall responsibility to ensure that a safe and supportive environment is provided for children at risk of anaphylaxis.
- request that parents provide an ASCIA (Australasian Society of Clinical Immunology and Allergy) Action Plan that has been signed by the student's medical practitioner and has an up-to-date photograph of the student.
- ensure that parents provide the student's EpiPen and that it is not out of date
- ensure that the school purchases its own EpiPen for use if required, and give consideration to the number required based on the number of children enrolled who may have an anaphylactic reaction
- ensure that all staff obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen
- develop a communication plan each year to raise student, staff and parent awareness about severe allergies and the school's policies, and ensure that this is communicated to all staff, volunteers, etc.
- provide information to all staff (including specialist staff, new staff, sessional staff, canteen staff and office staff) so that they are aware of students who are at risk of anaphylaxis, the student's allergies, the school's management strategies and first aid procedures. This can include providing copies or displaying the student's ASCIA Action Plan in canteens, classrooms and staff rooms. At least twice annually a briefing will be given to all staff to ensure ongoing compliance
- ensure that there are procedures in place for informing casual relief teachers of students at risk of anaphylaxis and the steps required for prevention and emergency response
- allocate time, such as during staff meetings, to discuss, practise and review the school's management strategies for students at risk of anaphylaxis. Practise using the trainer EpiPen regularly
- encourage ongoing communication between parents/carers and staff about the current status of the student's allergies, the school's policies and their implementation
- review the student's Anaphylaxis Management Plan annually or if the student's circumstances change, in consultation with parents.

### School Staff

School staff who are responsible for the care of students at risk of anaphylaxis have a duty to take steps to protect students from risks of injury that are reasonably foreseeable. This may include administrators, canteen staff, casual relief staff, and volunteers. Staff should:

- know the identity of students who are at risk of anaphylaxis
- understand the causes, symptoms, and treatment of anaphylaxis
- obtain training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen
- know the school's first aid emergency procedures and what your role is in relation to

responding to an anaphylactic reaction. Keep a copy of the student's ASCIA Action Plan (or know where to find one quickly) and follow it in the event of an allergic reaction

- know where the student's EpiPen is kept. Remember that the EpiPen is designed so that anyone can administer it in an emergency
- know and follow the prevention strategies in the student's Anaphylaxis Management Plan
- plan ahead for special class activities or special occasions such as excursions, incursions, sport days, camps and parties. Work with parents/carers to provide appropriate food for the student.
- always take the EpiPen when leaving school property with the student
- avoid the use of food treats in class or as rewards, as these may contain hidden allergens
- work with parents/carers to provide appropriate treats for the student
- be aware of the possibility of hidden allergens in foods and of traces of allergens when using items such as egg or milk cartons in art or cooking classes
- be careful of the risk of cross-contamination when preparing, handling and displaying food
- make sure that tables and surfaces are wiped down regularly and that students wash their hands after handling food
- raise student awareness about severe allergies and the importance of their role in fostering a school environment that is safe and supportive for their peers.

## Forms and Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
Individual Anaphylaxis Management Plan	Reception	First Aid Officer	
Annual Anaphylaxis Risk Management Checklist	SIMON intranet	Principal	7 years
ASCIA Action Plan	Reception	First Aid Officer	

## Review and Circulation

<b>Version:</b>	3
<b>Approved by:</b>	<input checked="" type="checkbox"/> Principal <input type="checkbox"/> Leadership Team <input type="checkbox"/> Governing Authority
<b>Effective Date:</b>	08.02.2021
<b>Review Date:</b>	08.02.2022
<b>Audience:</b>	<input checked="" type="checkbox"/> School Community <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/> School Employees

## Promulgation

This policy will be communicated throughout the Monivae College school community in the form of:

- policies section of the Monivae College website;
- policy library section of the Monivae College intranet; and
- distribution of email to all staff.

## Implementation

This policy will be implemented throughout Monivae College via:

- policy library section of the Monivae College intranet;
- staff briefing session; and
- training sessions.