



Introduction

This plan should be read in conjunction with Montmorency Secondary College’s Anaphylaxis Management Policy.

Parent Responsibility

Parents with a child that is diagnosed by a medical practitioner as being at risk of anaphylaxis is expected to notify the College and provide the College an ASCIA Action Plan for Anaphylaxis, as soon as possible at the time of the student’s enrolment, after diagnosis, or on an annual basis.

Individual Management Plan - Anaphylaxis

The Individual Management Plan - Anaphylaxis is an anaphylaxis risk management document required by Montmorency Secondary College. When the College has been provided with a student’s ASCIA Action Plan for Anaphylaxis, a designated office staff member will liaise with the student’s parents/carers on an annual basis for the duration of their stay at the College and complete the Individual Management plan-Anaphylaxis. Should the student’s medical condition change, or immediately after an anaphylactic reaction at school, their Anaphylaxis plans must be reviewed.

ASCIA Action Plan for Anaphylaxis

A copy of the student’s ASCIA Action Plan will be displayed in the General Office of the College in the Junior Sub-school office, the Middle Sub-school office, the Senior Sub-school office, in the Food Prep area, Science Tech area and in the College canteen.

Staff Training

College staff must complete the following anaphylaxis training requirements of MO706 and record the dates that training has occurred:

Option	Completed by	Course	Provider	Cost	Valid for
Option 1	All school staff	<i>ASCIA Anaphylaxis e-training for Victorian Schools</i> followed by a competency check by the School Anaphylaxis Supervisor	Asthma Foundation	Free to all schools	2 years
	AND 3 staff per school or per campus (School Anaphylaxis Supervisor)	<i>Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC</i>		Free training for two staff from the Asthma Foundation (for government schools)	3 years



In addition, all staff are to participate in an Anaphylaxis Briefing. The briefing is to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) and cover the the following topics:

1. College Anaphylaxis Management Policy ,
2. Causes, symptoms and treatment of anaphylaxis,
3. Identities of the students with a medical condition that relates to an allergy with the potential for an anaphylactic reaction,
4. How to use an adrenaline auto-injector, including hands on practice with a trainer adrenaline auto-injector device,
5. College general first aid and emergency response procedures
6. Location of and access to adrenaline auto-injectors provided by parents or purchased by the College for general use.

Location of Auto-injectors

If a student has been prescribed an auto-injector, it must be provided by the student's parents/carers to the College. The student's own auto-injector should be stored in an insulated bag in the College General Office, together with the student's ASCIA Action Plan for Anaphylaxis and the Individual IAMP.

General use auto-injectors will be purchased and stored in the following locations:

- College Stadium
- Food Studies Area
- General Office- Nurse Desk
- General Use Epi-pen auto-injectors (3) stored in the General Office when not in use

Responding to an incident

Follow the Emergency Response Procedure

1. Lay the person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.
2. Another staff member must phone the ambulance 000.
3. Administer adrenaline auto-injector following the ASCIA anaphylaxis action plan
4. Watch the student carefully in case of worsening condition.
5. Another staff member is to phone the family/emergency contact.
6. A further adrenaline dose may be given if there is no response after 5 minutes - seek direction from ambulance service.
7. Remain with the student at all times and reassure them as they are likely to be feeling anxious and frightened as a result of the reaction and the side effects of the adrenaline.
8. When the ambulance arrives provide a hard copy of student details, the used auto-injector/s noting the times of administration and medical information to the ambulance officers.
9. Remain with the student for as long as is required.



Classrooms

Where possible, only College staff with training in the administration of an auto-injector should administer the student's Epi-pen. However, it is imperative that an auto-injector is administered as soon as possible after an anaphylactic reaction. Therefore, if necessary, the auto-injector can be administered by anyone using the ASCIA Anaphylaxis Action Plan. A member of staff should remain with the student displaying symptoms whilst another staff member or student locates the Epi-pen and the student's ASCIA Action Plan.

Yard Duty

Staff on yard duty will be trained in the administration of an auto-injector and recognise the student at risk of anaphylaxis. Staff should not leave a student who is experiencing an anaphylactic reaction. Staff must quickly establish where the location of the closest auto-injector. An urgent message should be sent to the General Office to advise office staff and to collect the student's auto-injector and ASCIA Action Plan for Anaphylaxis.

Casual Relief Staff

Casual Relief Staff will be briefed by the Daily Organiser, or their delegate, if they have an at risk student in their care. Relief staff are to familiarise themselves with the student at risk and his/her individual management plan. Relief staff induction information should include risk students' photo and plans.

Sporting Events

Permission from parents/caregivers is sought for school incursions and excursions. The students' auto-injector and ASCIA anaphylaxis action plan will be collected by the staff member directly involved with the student on an excursion. The auto-injector will be stored in an easily accessible appropriate place, remain with the Student for the day and returned to the General Office at the end of the day. Exceptions will be the Year 9 City Experience and Year 10 Work experience placement, where the student will carry their auto-injectors for the duration of the programme.

A general use auto-injector will be included in the First Aid kit whenever a student at risk of anaphylaxis is on an excursion. In the event of a reaction away from the College, the supervising teacher or coach is to immediately implement the ASCIA Action Plan, call an ambulance and notify both the student's parent/s and the Principal Team.

Camps, Excursions and Overseas Travel

The student's auto-injector, ASCIA anaphylaxis action plan and a mobile phone must be taken on all camps, excursions and overseas travel. The teacher-in-charge is responsible for assigning a designated staff member who will ensure the student's auto-injector, ASCIA Plan and general use auto-injector are correctly stored and accessible. All staff will ensure remote settings are also be assessed in terms of access to medical facilities, local emergency services and mobile phone coverage. A satellite phone will be made available if required.



In the event of overseas travel, the College will involve parents in discussions regarding risk management well in advance. Staff-in-charge will investigate the potential risks at all stages of the overseas travel and assess how these risks can be managed well in advance of the trip. Staff in charge will re-assess its Emergency Response Procedures and, if necessary, adapt them to the particular circumstances of the overseas trip.

Post Incident

Following response to an anaphylactic reaction, staff members are expected to:

- Immediately communicate with the Principal Team who will notify the parents or carers if they are not aware.
- Collect the student's belongings if being transported by ambulance.
- Complete a Student Accident/Incident Report Form.
- Contact Security Services Unit of the Department of Education and Training, on (03) 9589 6266 to report the incident.
- Debrief with students and staff involved.
- A member of the Principal Team, Year Level Co-ordinator or Office Staff will discuss the incident with the parent/carer of the student and review the Individual Management Plan and ASCIA Action Plan.
- Risk prevention strategies to be implemented where appropriate.
- Offer post incident counselling to those involved in the incident.
- Review the College's response to the incident and consider additional training and other corrective actions.

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