



MONTMORENCY SECONDARY COLLEGE

ANAPHYLAXIS POLICY

PURPOSE

To explain to Montmorency Secondary 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 Montmorency Secondary College is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

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.

POLICY

School Statement

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

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 medications.

Symptoms

Sights and symptoms of a mild to moderate allergic reactions 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.



MONTMORENCY SECONDARY COLLEGE

ANAPHYLAXIS POLICY

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.

Student Health Support Plan – Anaphylaxis

All students at Montmorency Secondary College, who are diagnosed as being at risk of suffering from an anaphylactic reaction by a medical practitioner, must have a Student Health Support Plan - Anaphylaxis. When notified of an anaphylaxis diagnosis, the Principal of Montmorency Secondary College is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, a Student Health Support Plan – Anaphylaxis will be in place as soon as practicable after a student enrolls at Montmorency Secondary 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 is not expired
- participate in annual reviews of the student's Plan.

Each student's Student Health Support Plan – Anaphylaxis must include:

- information about the student's medical condition that relates to allergy 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.



MONTMORENCY SECONDARY COLLEGE

ANAPHYLAXIS POLICY

Review and updates to Individual Anaphylaxis Plans

A student's individual Anaphylaxis 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 Student Health Support Plan – Anaphylaxis 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

Where some students keep their adrenaline auto-injectors on their person and others store them elsewhere:

A copy of each student's Student Health Support Plan – Anaphylaxis will be stored with their ASCIA Action Plan for Anaphylaxis at the General Office. Whilst some students keep their adrenaline auto-injector on their person, medication for those that do not will be stored and labelled with their name at the General Office, together with adrenaline auto-injectors for general use.

Risk Minimisation Strategies

Risk minimisation strategies that Montmorency Secondary College will put in place in order to reduce the possibility of a student suffering an anaphylactic reaction at school, including:

- during classroom activities (including class rotations, specialist and elective classes)
- between classes and other breaks
- in canteens
- during recess and lunchtimes
- before and after school
- camps and excursions, or at special events conducted, organised or attended by the school (e.g. class parties, elective subjects and work experience, cultural days, fetes, concerts, events at other schools, competitions or incursions).

To reduce the risk of a student suffering from an anaphylactic reaction at Montmorency Secondary 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*
- *garbage 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*



MONTMORENCY SECONDARY COLLEGE

ANAPHYLAXIS POLICY

- *school canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination*
- *year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays*
- *a general use Epi-Pen will be stored in the Food Technology kitchen, General College Office and the stadium for ease of access*

Adrenaline Auto-injectors for General Use

Montmorency Secondary College will maintain a supply of adrenaline auto-injector(s) 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 General Office, the Food Technology staff area and the Stadium and labelled "General Use".

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

- the number of students enrolled at Montmorency Secondary College at risk of anaphylaxis
- the accessibility of adrenaline auto-injectors supplied by parents
- the availability of a sufficient supply of auto-adrenaline 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 the General Office. 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.



MONTMORENCY SECONDARY COLLEGE

ANAPHYLAXIS POLICY

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 auto-injector, and the student's Individual Anaphylaxis Management Plan, stored at the General College Office. 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. | Administer an Epi-Pen or Epi-Pen Jr (if the student is under 20kg) <ul style="list-style-type: none"> • Remove from plastic container • Form a fist around the Epi-Pen and remove 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 Epi-Pen • Note the time the Epi-Pen is administered • Retain the used Epi-Pen 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.]

Communication Plan

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



MONTMORENCY SECONDARY COLLEGE

ANAPHYLAXIS POLICY

The Principal, or School Anaphylaxis Supervisor, is responsible for ensuring that all relevant staff, including casual relief staff and volunteers, are aware of this policy and Montmorency Secondary College's procedures for anaphylaxis management. Casual relief staff and volunteers, 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.

Staff training

Staff at Montmorency Secondary College will receive appropriate training in anaphylaxis management, consistent with the Guidelines for managing anaphylaxis from the Department of Education and Training.

Staff who are responsible for conducting classes that students who are at risk of anaphylaxis attend, and any further staff that the principal identifies, 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.

Montmorency Secondary College uses the ASCIA e-Training VIC-6 course.

Staff are also required to attend a briefing on anaphylaxis management, and this policy, at least twice per year, facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years, including the Principal or School Anaphylaxis Supervisor. Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergy 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, who is at risk of anaphylaxis, enrolls at Montmorency Secondary College, 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.



MONTMORENCY SECONDARY COLLEGE

ANAPHYLAXIS POLICY

FURTHER INFORMATION AND RESOURCES

- [Ministerial Order 706](#)
- Health Care Needs Policy
- Administration of Medication Policy
- Anaphylaxis Student Health Support Plan – Risk Management
- [Schooling and childcare](#)
- [Allergy and immunology](#)
- [Guidelines for managing anaphylaxis](#)
- [Anaphylaxis VIC -6 Staff Training](#)

REVIEW CYCLE AND EVALUATION

This policy was last updated on 14 November, 2019 and is scheduled for review in November, 2020.

The Principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.