



Background:

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 autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

Purpose:

To explain to Killara Primary School parents, carers, staff and students the processes and procedures in place to support students and staff diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Killara Primary School is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

Guidelines:

This policy applies to:

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

Implementation:

Ratified: 2018

Review Date: 2021



- Killara Primary School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

Individual Anaphylaxis Management Plans

- All students at Killara Primary School 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 Killara Primary School 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 Killara Primary School 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 autoinjector 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 autoinjectors

- A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in a designated cooler bag. Students are encouraged to keep their adrenaline autoinjectors on their person during class times so these cooler bags are stored in their classroom and are taken to each specialist teaching session or special activity conducted throughout the school day.
- Adrenaline autoinjectors for general use are available in the First Aid room for Building A, the kitchen area for Building B, Room 17 for the Portables and the Gym Office for the Gym/Performing Arts space and are labelled "general use". Additional "general use" Adrenaline autoinjectors are also stored in the yard duty bags for each yard duty area.

Risk Minimisation Strategies

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

School

- Killara Primary School will keep an up to date register of students at risk of anaphylaxis including the expiry date of medication provided
- The monitoring of the expiry date of anaphylaxis medication will be coordinated through the school's account on the epiclub website. This can be found at www.epicclub.com.au. The school username is: and password:
- The school will also provide 4 generic adrenaline auto-injector(s) as part of the school first aid kit(s), for general use with one stored in each of the 4 buildings of the school or taken on excursion
- All staff will participate in twice yearly briefings with regard to anaphylaxis management with at least one of these being conducted by a registered first aid trainer
- All staff are to be informed of students with allergies and their management plan at the beginning of each school year and then updated as needed
- Regular training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen®
- The Principal is to provide information to all staff, including office staff (and volunteers where appropriate) 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
- The staff will 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

Classroom

- Teachers will actively encourage students to only consume food provided by the student's family
- Students will be given age appropriate education regarding anaphylaxis, its treatment and prevention
- When school camps and excursions are to be held the host staff are to be made aware that some students may have an anaphylactic reaction with certain allergens
- Student awareness about severe allergies will be raised as part of the classroom program and the importance of the role of each individual student in fostering a school environment that is safe and supportive



to their peers. This can be done by having regular discussions with students about the importance of washing hands, eating their own food and not sharing food.

Adrenaline autoinjectors for general use

- Adrenaline autoinjectors for general use are available in the First Aid room for Building A, the kitchen area for Building B and the gym foyer for the gym/Performing Arts space and are labelled “general use”. Additional “general use” Adrenaline autoinjectors are also stored in the yard duty bags for each yard duty area.
- The school will also provide 4 generic adrenaline auto-injector(s) as part of the school first aid kit(s), for general use with one stored in each of the 4 buildings of the school or taken on excursion
- The principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:
 - the number of students enrolled at Killara Primary School at risk of anaphylaxis
 - the accessibility of adrenaline autoinjectors supplied by parents
 - the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events
 - the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors 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 office staff and stored at the front office, Sick Bay and inside each classroom information book as appropriate. 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 autoinjectors, 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 autoinjector or the school’s general use autoinjector, and the student’s Individual Anaphylaxis Management Plan, stored at the classroom or inside the yard duty bag ● 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 EpiPen or EpiPen Jr (if the student is under 20kg) <ul style="list-style-type: none"> ● Remove from plastic container ● Form a fist around the EpiPen 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 EpiPen ● Note the time the EpiPen is administered ● Retain the used EpiPen 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 autoinjectors 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 autoinjector 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 Killara Primary School’s website so that parents and other members of the school community can easily access information about Killara Primary School’s anaphylaxis management procedures. The parents and carers of students who are enrolled at Killara Primary School and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.
- All staff are to be informed of students with allergies and their management plan at the beginning of each school year and then updated as needed
- The Principal is to provide information to all staff, including office staff (and volunteers where appropriate) 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
- The staff will 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

Staff training

- All staff will participate in twice yearly briefings with regard to anaphylaxis management with at least one of these being conducted by a registered first aid trainer



- Regular training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen®
- All staff are required to undertake training and 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.
- 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. 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 autoinjector, including hands on practice with a trainer adrenaline autoinjector
 - the school's general first aid and emergency response procedures
 - the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.
- When a new student enrolls at Killara Primary School 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.

Evaluation:

This policy will be reviewed with staff, student, parent and community input as part of the school's three year review cycle.