



## CLYDE PRIMARY SCHOOL ANAPHYLAXIS POLICY

### **PURPOSE**

To explain to Clyde Primary School 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 Clyde Primary School 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**

Clyde Primary School 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 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.

## **Individual Anaphylaxis Management Plans**

All students at Clyde 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 Clyde 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 Clyde 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 our school's first aid room, together with the student's adrenaline autoinjector. Adrenaline autoinjectors must be labelled with the student's name.

### Risk Minimisation Strategies

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

<b>GENERAL POLICY ISSUES</b>	
School policy communication	<ul style="list-style-type: none"> <li>• Clyde Primary School will send out an information to the parent community on severe allergy and the risk of anaphylaxis at the beginning of each year.</li> <li>• Clyde Primary School will alert parents to strategies that the school has in place and the need for their child to not share food and to wash hands after eating.</li> </ul>
Part-time educators, casual relief teachers	<ul style="list-style-type: none"> <li>• Part-time educators and casual relief teachers will be alerted to students that they are teaching who are at risk of anaphylaxis and will be aware of the anaphylaxis management plan at the school.</li> <li>• The school will consider which teacher is chosen for a class with a child at risk of anaphylaxis.</li> <li>• Clyde Primary School will consider the amount of staff on yard duty who have completed the anaphylaxis course.</li> <li>• Casual staff, who work at school regularly, will be included in anaphylaxis training sessions.</li> <li>• A free online training course for school is available from the ASCIA website (<a href="http://www.allergy.org.au">www.allergy.org.au</a>) and completed by all staff. This course is also be undertaken as refresher training.</li> </ul>
Fundraising events/special events/cultural days	<ul style="list-style-type: none"> <li>• Clyde Primary School will consider children with food allergy when planning any fundraisers, cultural days or stalls for fair/fete days, breakfast mornings etc.</li> <li>• Notices will be sent to parent community if required discouraging specific food products (e.g. nuts) where appropriate.</li> <li>• Where food is for sale, a list of ingredients is be available for each food.</li> </ul>
<b>INSECT ALLERGY</b>	
Bees, wasps, stinging ants	<ul style="list-style-type: none"> <li>• Clyde Primary School will have honey bee and wasp nests removed by a professional</li> <li>• The school will cover garbage receptacles that may attract stinging insects.</li> <li>• When purchasing plants for an existing or new garden, the school will consider those less likely to attract bees and wasps.</li> <li>• Clyde Primary School will specify play areas that are lower risk and encourage the student and their peers to play in these areas (e.g. away from garden beds or garbage storage areas).</li> <li>• Clyde Primary School will ensure students wear appropriate clothing and covered shoes when outdoors.</li> <li>• The school will be aware of bees in pools, around water and in grassed or garden areas.</li> <li>• Clyde Primary School will educate children to avoid drinking from open drink containers, particularly those containing sweet drinks that may attract stinging insects.</li> <li>• Children with food and insect allergy should not be asked to pick</li> </ul>

	up litter by hand.
<b>LATEX ALLERGY</b>	
	<ul style="list-style-type: none"> <li>• Non latex gloves will be made available for children with a latex allergy</li> <li>• Non-latex swimming caps will be made available for any student with a latex allergy during swimming lessons or swimming inter school sports</li> <li>• Non-latex balloons will also be considered when there is a child enrolled with latex allergy.</li> </ul>
<b>MEDICATION ALLERGY</b>	
	<ul style="list-style-type: none"> <li>• Any medication administered in the school setting will be undertaken in accordance with school and department guidelines and with the written permission of parents or guardians.</li> </ul>
<b>FOOD ALLERGY</b>	
In the classroom	<p>Food rewards</p> <ul style="list-style-type: none"> <li>• At Clyde Primary School, food rewards are discouraged and non-food rewards encouraged.</li> <li>• If food rewards are being used, parents or guardians are given the opportunity to provide a clearly labelled 'treat box' for their child.</li> </ul> <p>Class parties or birthday celebrations</p> <ul style="list-style-type: none"> <li>• Clyde Primary School staff will discuss class parties with the parents or guardians of the child with allergy in advance.</li> <li>• A notice is sent home to all parents prior to a class party, discouraging specific food products (e.g. nuts) where appropriate.</li> <li>• Staff may ask the parent to attend the party as a 'parent helper'.</li> <li>• Child at risk of anaphylaxis will be encouraged to bring their own food.</li> <li>• Staff will liaise with parents regarding spontaneous birthday celebrations with the suggestion of the parent supplying 'treat box'. Birthday celebrations will be at the end of the day so staff can liaise with parents.</li> </ul> <p>Cooking/food technology</p> <ul style="list-style-type: none"> <li>• Staff will engage parents or guardians and older children in discussions prior to cooking sessions and activities using food.</li> <li>• Staff will remind all children to not share food they have cooked with others at school including during morning tea and lunch breaks.</li> </ul> <p>Science experiments</p> <ul style="list-style-type: none"> <li>• Staff will engage parents in discussion prior to experiments containing foods.</li> </ul> <p>Music</p> <ul style="list-style-type: none"> <li>• Students will not share wind instruments (e.g. recorders).</li> <li>• Staff will discuss with the parent or guardian about providing the child's own instrument where appropriate.</li> </ul> <p>Art and craft classes</p>

	<ul style="list-style-type: none"> <li>• Staff will ensure containers used by students at risk of anaphylaxis do not contain allergens (e.g. egg white or yolk on an egg carton).</li> <li>• Staff will ensure activities such as face painting or mask making (when moulded on the face of the child), should be discussed with parents prior to the event, as products used may contain food allergens such as peanut, tree nut, milk or egg.</li> <li>• Care should to be taken with play dough etc. Check that nut oils have not been used in their manufacture. Discuss options with parents or guardians of wheat allergic children. If unable to use the play dough, provide an alternative material for the child to use.</li> </ul> <p>Use of food as counters</p> <ul style="list-style-type: none"> <li>• Staff are aware of children with food allergies when deciding on 'counters' to be used in mathematics or other class lessons.</li> <li>• Staff will use non-food 'counters' such as buttons/discs may be a safer option than chocolate beans.</li> </ul> <p>Class rotations</p> <ul style="list-style-type: none"> <li>• All teachers will consider children at risk of anaphylaxis when planning rotational activities for year level, even if they do not currently have a child enrolled who is at risk, in their class.</li> </ul>
<p>Canteen and childcare food service</p>	<p>Strategies to reduce the risk of an allergic reaction will include:</p> <ul style="list-style-type: none"> <li>• Clyde Primary School will consider whether the canteen offers foods containing nuts (as a listed ingredient).</li> <li>• Staff (including volunteer helpers) are educated on food handling procedures and risk of cross contamination of foods.</li> <li>• Children with food allergy have distinguishable lunch order bags.</li> <li>• With parent permission, photos of the children with food allergy will be placed in the canteen.</li> <li>• parents or guardians of children with allergy are encouraged to visit the canteen to view products available.</li> </ul>
<p>In the playground</p>	<p>Litter duty</p> <ul style="list-style-type: none"> <li>• Staff will ensure students will allergies have non rubbish collecting duties.</li> <li>• Students at risk of insect sting anaphylaxis will be excused from this duty due to increased risk of allergen contact.</li> <li>• Students at risk of food allergy anaphylaxis will either be provided with gloves or an instrument to pick up the rubbish to avoid skin contact with potential allergens.</li> </ul> <p>Sunscreen</p> <ul style="list-style-type: none"> <li>• Parents of children at risk of anaphylaxis will be informed that sunscreen is offered to children. They may want to provide their own as some sunscreens may contain nut oils.</li> </ul>
<p>Class pets, pet visitors, school farmyard</p>	<ul style="list-style-type: none"> <li>• Staff are aware that some animal feed contains food allergens (e.g. nuts in birdseed and cow feed, milk and egg in dog food, fish in fish food).</li> </ul>
<p>Incursions (onsite)</p>	<ul style="list-style-type: none"> <li>• Prior discussion with parents if incursions/on-site activities include</li> </ul>

activities)	any food activities.
Excursions	<ul style="list-style-type: none"> <li>• Teachers organising/attending excursions or sporting events will plan an emergency response procedure prior to the event. This should outline the roles and responsibilities of teachers attending, if an anaphylaxis occurs.</li> </ul> <p>Staff should also:</p> <ul style="list-style-type: none"> <li>• Carry mobile phones. Prior to event, check that mobile phone reception is available and if not, consider other forms of emergency communication (e.g. walkie talkie, satellite phone).</li> <li>• Consider increased supervision depending on the size of the excursion/sporting event (e.g. if students are split into groups at large venue such as a zoo or at large sports venue for a sports carnival).</li> <li>• Discourage eating on buses.</li> <li>• Check if excursion includes a food related activity, if so discuss with the parent or guardian.</li> <li>• Ensure that all staff are aware of the location of the emergency medical kit containing the adrenaline autoinjector and ASCIA Action Plan for Anaphylaxis and ensure the child at risk of anaphylaxis is in the care of the person carrying the adrenaline autoinjector.</li> </ul>
School camps	<p>Clyde Primary School will have a meeting with parents/carers prior to the camp to discuss the following:</p> <ul style="list-style-type: none"> <li>• School's emergency response procedures. This will clearly outline roles and responsibilities of the teachers in policing prevention strategies and their roles and responsibilities in the event of an anaphylactic reaction.</li> <li>• All teachers attending the camp will carry laminated emergency cards, detailing the location of the camp and correct procedure for calling ambulance, advising the call centre that a life threatening allergic reaction has occurred and adrenaline is required.</li> <li>• Staff will demonstrate correct administration of adrenaline autoinjectors using training devices prior to camp.</li> <li>• Confirm mobile phone network coverage for standard mobile phones prior to camp. If no access to mobile phone network, alternative needs to be discussed and arranged.</li> <li>• Parents or guardians will be encouraged to provide two adrenaline autoinjectors along with the ASCIA Action Plan for Anaphylaxis and any other required medications whilst the child is on the camp. The second adrenaline autoinjector will be returned to the parents/guardian on returning from camp.</li> <li>• Clear advice will be communicated to all parents or guardians prior to camp regarding what foods are not allowed.</li> <li>• Parents or guardians of children at risk of anaphylaxis and school staff will communicate about food for the duration of the camp.</li> <li>• Parents or guardians can also communicate directly with the catering staff and discuss food options/menu, food brands, cross contamination risks to determine the safest food choices for their</li> </ul>

	<p>child.</p> <ul style="list-style-type: none"> <li>• Parents or guardians may prefer to provide all child's food for the duration of the camp. This is the safest option. If this is the case, storage and heating of food needs to be organised.</li> </ul> <p>Discussions by school staff and parents or guardians with the operators of the camp facility will be undertaken and may include the following topics:</p> <ul style="list-style-type: none"> <li>• Possibility of removal of nuts from menu for the duration of the camp (if nut allergic child attending camp).</li> <li>• Creation of strategies to help reduce the risk of an allergic reaction where the allergen cannot be removed (e.g. egg, milk, wheat). A decision may be made to remove pavlova as an option for dessert if an egg allergic child is attending for example.</li> <li>• Awareness of cross contamination of allergens in general (e.g. during storage, preparation and serving of food).</li> <li>• Discussion of the menu for the duration of the camp including morning and afternoon teas and suppers.</li> <li>• Games and activities will not involve the use of peanut or tree nut products or any other known allergens.</li> <li>• Clyde Primary School staff will consider domestic activities that they assign to children on camp. It is safer to have the child with food allergy set tables, for example, rather than clear plates and clean up.</li> </ul>
<p>Out of ours school care (OSHC)</p>	<ul style="list-style-type: none"> <li>• OSHC services should consider having an adrenaline autoinjector for general use in the first aid kit.</li> <li>• Children at risk of anaphylaxis with a prescribed adrenaline autoinjector should have their adrenaline autoinjector with them when they attend OSHC. The practicalities of this should be discussed with the parent/guardian, particularly for younger children.</li> <li>• The service will also need to consider how to ensure easy access to a child's adrenaline autoinjector whilst they are in OSHC, as well as ensuring that the child's adrenaline autoinjector goes home with them.</li> <li>• Menu options should be discussed with the parent/guardian of the child with food allergy.</li> <li>• Parents/guardians should be encouraged to provide a clearly labelled supply of safe snacks and treats for their child in the OSHC pantry.</li> </ul>
<p><b>ANIMAL ALLERGY</b></p>	
	<ul style="list-style-type: none"> <li>• Exposure to animals such as domestic dogs, cats, rabbits, rats, mice, guinea pigs and horses may trigger contact rashes, allergic rhinitis (hay fever) and sometimes asthma and will be considered before a pet is brought into school.</li> <li>• Clyde Primary School will consider severe allergic reactions when visiting farms or zoos as animal feed may sometimes contain food</li> </ul>

	<p>allergens (e.g. nuts in birdseed and cow feed, milk and egg in dog food, fish in fish food).</p> <ul style="list-style-type: none"> <li>• Staff will liaise with parents/guardians if they have a child in their class who has an egg allergy, they may still wish to participate in activities such as hatching chickens in class, with close supervision and washing of their hands following handling of chickens.</li> </ul>
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### Adrenaline autoinjectors for general use

Clyde Primary School will maintain a supply of adrenaline autoinjectors 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 autoinjectors for general use will be stored in the first aid room and labelled “general use”.

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

- the number of students enrolled at Clyde 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 Wellbeing Leader and First Aid Officer and stored in the first aid room. 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"> <li>• Lay the person flat</li> <li>• Do not allow them to stand or walk</li> <li>• If breathing is difficult, allow them to sit</li> <li>• Be calm and reassuring</li> <li>• Do not leave them alone</li> <li>• 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 in the first aid room</li> <li>• If the student’s plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5</li> </ul>
2.	<p>Administer an EpiPen or EpiPen Jr (if the student is under 20kg)</p> <ul style="list-style-type: none"> <li>• Remove from plastic container</li> </ul>

	<ul style="list-style-type: none"> <li>• Form a fist around the EpiPen and pull off the blue safety release (cap)</li> <li>• Place orange end against the student's outer mid-thigh (with or without clothing)</li> <li>• Push down hard until a click is heard or felt and hold in place for 3 seconds</li> <li>• Remove EpiPen</li> <li>• Note the time the EpiPen is administered</li> <li>• Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration</li> </ul>
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.

### Communication Plan

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

The principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Clyde Primary School'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, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

The principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

### Staff training

The principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

All Clyde Primary School staff will complete the following training.

- an approved online anaphylaxis management training course in the last two years. Clyde Primary School uses the ASCIA anaphylaxis e-Training course VIC

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 including 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 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 Clyde 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.

### **FURTHER INFORMATION AND RESOURCES**

- Policy and Advisory Library:
  - [Anaphylaxis](#)
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)
- Clyde Primary School's First Aid Policy
- Clyde Primary School's Medication Policy
- Clyde Primary School Health Care Needs Policy

### **REVIEW CYCLE AND EVALUATION**

This policy was last updated on 12/11/20 and is scheduled for review in November 2021.

The principal or nominated staff member 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.