



Star of the Sea College

Anaphylaxis Management Policy

Star of the Sea College is a Catholic Independent Girls' school, founded by the Presentation Sisters in 1883. Since 2014, Star of the Sea College has operated under the auspices of Kildare Ministries.

At Star of the Sea College we hold the care, safety and wellbeing of our students as a central and fundamental responsibility of our College. Our commitment is drawn from, and inherent in, the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel: CECV Commitment Statement to Child Safety:

The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: that is why the promotion of the human person is the goal of the Catholic School (Congregation for Catholic Education 1997, n.9).

Rationale

Star of the Sea College is committed to compliance with Ministerial Order 706 and the associated guidelines on anaphylaxis management published and amended by the Department of Education and Training (DET) from time to time. As far as practicable, the College will provide a safe and supportive environment in which students at risk of anaphylaxis feel safe and know that they will be attended to with due care when experiencing an anaphylactic reaction.

This policy outlines how the College will respond to a student's anaphylactic condition in an emergency situation and how it will minimise risks to students diagnosed by a medical practitioner as being at risk of anaphylaxis. The policy applies to all members of the College community – students, staff and parents – and is to be read and observed in conjunction with College policies on *Medical Procedures and First Aid* and *Occupational Health and Safety*. This policy will be reviewed on an annual basis.

Principles

- The College will engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
- Support for students with an anaphylactic condition will be provided in a way that does not compromise their privacy.
- The College will assist students with the administration of prescribed medication or health care procedures where this support cannot reasonably be undertaken by the students themselves.
- The College will ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to a student's anaphylactic reaction, through anaphylaxis professional learning training on an annual basis.



Star of the Sea College

Anaphylaxis Management Policy

Definition

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, latex, certain insect stings and medication.

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 of these triggers.

Partnerships between the College and parents are important in ensuring that certain foods or items are kept away from the student while at school.

Adrenaline given through an EpiPen auto-injector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

Procedures

Individual Anaphylaxis Management Plans

The Principal will ensure 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 being at risk of anaphylaxis.

The individual anaphylaxis management plan will be in place as soon as practicable after the student enrolls and where possible before their first day of school. It 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 College staff, for in-school and out-of-school settings, including camps and excursions;
- the name of the person/s responsible for implementing the strategies;
- Information on where the student's medication will be stored;
- The student's emergency procedures plan [Australian Society of Clinical Immunology and Allergy (ASCI) Action Plan], provided by the parent, that:
 - sets out the emergency procedures to be taken in the event of an allergic reaction
 - is signed by a medical practitioner who was treating the student on the date the practitioner signs the emergency procedures plan
 - includes an up-to-date photograph of the student.

College staff will then implement and monitor a student's individual Anaphylaxis Management Plan. The plan will be reviewed, in consultation with the student's parents/carers:

- annually, and as applicable
- if the student's condition changes
- as soon as practicable after the student has an anaphylactic reaction at the College
- when the student attends an off-site activity, such as camps and excursions or at special events conducted, organised or catered by the College (e.g. class parties, elective subjects and incursions).



Star of the Sea College

Anaphylaxis Management Policy

- It is the responsibility of the parent to:
- provide an ASCIA Action Plan
- inform the College in writing if their daughter's medical condition changes and, if relevant, provide an updated ASCIA Action Plan
- provide an up-to-date photo for the ASCIA Action Plan
- provide the College with an Adrenaline Auto-injector that is current and not expired for their daughter.

Appendix 1 presents an example of an individual management plan.

A copy of each Individual Management Plan and the ASCIA Action Plan is located at the Student Office.

Communication Plan

The Principal is responsible for ensuring that a communication plan is available to provide information to all staff, students and parents about anaphylaxis and the College's anaphylaxis management procedures (Appendix 2). Casual relief staff of students at risk of anaphylaxis will be informed about students at risk of anaphylaxis and of their role in responding to an anaphylactic reaction by a student in their care by the Daily Organiser when they sign in each morning.

The Communication Plan has procedures to inform volunteers, school canteen staff and casual relief staff of students with a medical condition that relates to allergy and the potential for an anaphylactic reaction of a student in their care (refer to Appendix 3 in relation to school canteen staff).

Staff Training

Where practicable, the Principal will ensure that all staff will be trained annually in anaphylaxis management training in accordance with Ministerial Order No. 706 and briefed at least twice per calendar year. If the Principal identifies other staff based on a risk assessment, those staff (for example, the College canteen staff) must engage in anaphylaxis management training.

All staff are trained on an annual basis and will or have completed:

- anaphylaxis management training (22099VIC 22300VIC, 10313NAT) or
- online anaphylaxis management training (ASCIA e-training for Victorian schools and verified by staff that have completed Course in Verifying the Correct Use of Adrenaline Auto-Injector Devices 22303Vic, valid for three years).

Additionally, the Principal will ensure that a briefing to staff will be conducted twice per calendar year and will address:

- the College's anaphylaxis management policy and students
- the causes, symptoms and treatment of anaphylaxis
- the identities of students diagnosed at risk of anaphylaxis and where their medication is located
- how to use an adrenaline auto-injector, including practising with a trainer adrenaline auto-injector
- the College's 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 College for general use.



Star of the Sea College

Anaphylaxis Management Policy

This briefing will first to occur at the beginning of the year delivered by a staff member who has successfully completed an anaphylaxis management training course in the last two years.

The Principal will develop an interim plan and consult with parents if training or a briefing has not occurred as required. The training and a briefing will occur as soon as possible after the interim plan is developed.

At all times while the student is under the care or supervision of the College, including excursions, yard duty and special event days, the Principal will ensure that there is a sufficient number of staff present who have up-to-date training in anaphylaxis management.

Purchase of adrenaline auto-injectors for general use

The Principal is responsible for arranging the purchase of additional adrenaline auto-injectors for general use and as a back-up to those supplied by parents

In purchasing the adrenaline auto-injectors for general use, the Principal will consider the following factors:

- the number of students enrolled at risk of anaphylaxis
- The accessibility of adrenaline auto-injectors supplied by parents
- The availability of a sufficient supply of adrenaline auto-injectors for general use in specified locations, including the College yard, at excursions, camps and special events conducted, organised or attended by the College
- That adrenaline auto-injectors have a limited life, usually expire within 12-18 months, and will need to be replaced at the College's expense, either at the time of use or expiry, whichever come first.

Storage and Accountability for Adrenaline Auto-injectors (Epipens)

Students are responsible for carrying their own Epipen or other adrenaline auto-injector device. Students' spare devices are kept in the Student Services Office. These are for emergencies when the student's own device cannot be located or when a student is participating in an offsite excursion and staff are required to ensure the provision of first aid treatment.

Emergency Management Procedures

The College's first aid and emergency management procedures plan will be followed in responding to a student's anaphylactic reaction. The procedures are derived from ASCIA Action Plans.

Copies of the procedures will be prominently displayed in staff areas in/around other College facilities, including the café.

Appendix 2 presents the College's emergency management procedures as these apply for different campus areas and for offsite activities.



Star of the Sea College

Anaphylaxis Management Policy

The Principal is responsible for ensuring 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):

- classroom activities
- the canteen
- recess and lunchtimes breaks
- before and after school activities
- special events, including incursions, sports, excursions and camps.

The Principal will complete an annual Risk Management Checklist as published by DET in these same Guidelines (cf Section 11).

Appendix 3 presents the College's risk minimisation and prevention strategies as these apply for different campus areas and for offsite activities.

Appendices

1. Individual Anaphylaxis Management Plan – Template
2. Star of the Sea College Anaphylaxis Emergency Management Procedures
3. Star of the Sea College Anaphylaxis Risk Minimisation and Prevention Strategies



Star of the Sea College

Anaphylaxis Management Policy

Appendix 1 Individual Anaphylaxis Management Plan

This plan is to be completed by the Parent or Guardian on the basis of information from your daughter's medical practitioner (ASCIA Action Plan for Anaphylaxis).
 It is the Parents' responsibility to provide the School with a copy of the student's ASCIA Action Plan for Anaphylaxis containing the emergency procedures plan (signed by the student's Medical Practitioner) and an up-to-date photo of the student - to be appended to this plan; and to inform the school if their child's medical condition changes.

School		Phone	
Student			
DOB		Year level	
Severely allergic to:			
Other health conditions			
Medication at school			
EMERGENCY CONTACT DETAILS (PARENT)			
Name		Name	
Relationship		Relationship	
Home phone		Home phone	
Work phone		Work phone	
Mobile		Mobile	
Address		Address	
EMERGENCY CONTACT DETAILS (ALTERNATE)			
Name		Name	
Relationship		Relationship	
Home phone		Home phone	
Work phone		Work phone	
Mobile		Mobile	
Address		Address	
Medical practitioner contact	Name		
	Phone		
Emergency care to be provided at school			



Star of the Sea College

Anaphylaxis Management Policy

Storage for Adrenaline Autoinjector (EpiPen)			
ENVIRONMENT			
Please consider each environment/area (on and off school site) the student will be in for the year, e.g. classroom, canteen, food tech room, sports oval, excursions and camps etc.			
Name of environment/area:			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Name of environment/area:			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Name of environment/area:			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Name of environment/area:			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Name of environment/area:			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?



Star of the Sea College

Anaphylaxis Management Policy

This Individual Anaphylaxis Management Plan will be reviewed on any of the following occurrences (whichever happen earlier):

- annually;
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- as soon as practicable after the student has an anaphylactic reaction at School; and
- when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the School (eg. class parties, elective subjects, cultural days, fetes, incursions).

I have been consulted in the development of this Individual Anaphylaxis Management Plan. I consent to the risk minimisation strategies proposed.

Signature of parent:

Date:

I have consulted the Parents of the students and the relevant School Staff who will be involved in the implementation of this Individual Anaphylaxis Management Plan.

Signature of Principal (or nominee):

Date:



Appendix 2 : Anaphylaxis Emergency Management Procedures

Student Services Officer (Lisa Murie) Phone number: 9513

- *Photographs of students identified as anaphylactic are displayed in the Student Services Office, the Staffroom Annex, ANZAC campus and Nagle Café.*
- **The Student's EpiPens and spare EpiPens are located in the Student Services Office and at the ANZAC campus.**

1. In the Classroom/School Buildings/Gymnasium

- Call Student Services Office for urgent assistance. Also send a student to the Student Services Office, letting staff know that it is an anaphylactic emergency. The student's name must be given. Staff member must stay with student.
- The Student Services Officer will attend with the student's EpiPen and also the College spare EpiPen.
- The Student's EpiPens and spare EpiPens are located in the Student Services Office and at the ANZAC campus.
- An Ambulance will be called immediately by staff member with the student.
- The parents will be called after the ambulance.
- Staff will follow the student's Anaphylactic Management Plan.

2. In the College Grounds

- Send someone to the closest phone to call the Student Services Office. Also send a student to the Student Services Office, letting staff know that it is an anaphylactic emergency. The student's name must be given. Staff member must stay with student.
- The Student Services Officer will attend with the student's EpiPen and also the College spare EpiPen.
- An Ambulance will be called immediately by the staff member with the student.
- The parents will be called after the ambulance.
- Staff will follow the student's Anaphylactic Management Plan.

3. On School Excursions

- All excursions where a student at risk of anaphylaxis is attending must have 2 EpiPens – the student's own and a College spare.
- The excursion organiser/designated first aid staff member must check the Caremonkey information for medical details about students attending the excursion. If students have serious medical conditions, the staff member should check the Medical Records Register which is in the Student Office and speak to the Student Services officer. If a student attending the excursion is at risk of anaphylaxis, they must then put the following procedures in place, taking into account the possible risks on the particular excursion.



Star of the Sea College

Anaphylaxis Management Policy

1. Talk to the student before the excursion to alert her to bring their EpiPen from home on the day of the excursion.
 2. If they forget this on the day, they can then sign their EpiPen out from the Student Office.
 3. On the day of the excursion, the staff member must pick up the 'Spare' College Excursion EpiPen and make sure that the student has her EpiPen either from home or from the Student Office.
 4. These EpiPens must be in a place that is easy to **access** by all the staff members attending the excursion.
- A staff member must follow the Anaphylaxis Management Plan of the student when dealing with an exposure to the allergy. All Plans should be on the Caremonkey information supplied by parents and available electronically off site during the excursion.

4. On School Camps

- All camps where a student at risk of anaphylaxis is attending must have 2 EpiPens – the student's own and a College spare.
 - The Camp Organiser/designated camp first aid staff member must check the Caremonkey information for medical details about students attending the camp. If students have serious medical conditions, the staff member should check the Medical Records Register which is in the Student Office and speak to the Student Services officer. If a student attending the camp is at risk of anaphylaxis, they must then put the following procedures in place.
1. Camps Coordinator must do a risk assessment of the camp and put measures in place to minimise the risk of a reaction.
 2. Talk to the parents of the student/s and ascertain if their plan has changed in anyway.
 3. Talk to the student before the camp to alert her to bring her EpiPen from home on the day of the camp
 4. If the student forgets this on the day, they can then sign their EpiPen out from the Student Office.
 5. On the day of the camp, the staff member must pick up the 'Spare' College Camp EpiPen and make sure that the student has her EpiPen either from home or from the Student Office.
 6. These EpiPens must be in a place that is easy to access by all the staff members attending the camp.
- A staff member must follow the Anaphylaxis Management Plan of the student when dealing with an exposure to the allergens.
 - Hard copies of all Management Plans are located in the First Aid cupboard in the Student Services Office. Individual plans are attached to the Caremonkey information updated by parents on an annual basis and are available electronically off site during the camp.
 - The plans are also in the overview of Students with Serious Medical Conditions Information, which is displayed in the Student Services Office, and the Staff Room Annex.



Star of the Sea College

Anaphylaxis Management Policy

5. Special events – Sports Days, etc.

1. If the event is within College grounds during school times, the normal procedure should be followed. First Aid stations will have an EpiPen.
2. If the event is outside of the normal school times, then the excursion procedure should be followed.
3. If the event is a whole-school sports day on the school grounds, then the spare EpiPen would be in the first aid kit in a prominent place at the first aid station.
4. If the event is a whole-school offsite sports day, then the excursion procedure should be adhered to.



Star of the Sea College

Anaphylaxis Management Policy

Appendix 3:

Anaphylaxis Risk Minimisation and Prevention Strategies

Environment/area – Classrooms	
Risk identified	Actions required to minimise the risk
Risk of exposure to an allergen during class time	<ul style="list-style-type: none"> Teachers are aware of students who are anaphylactic and are trained in emergency management of anaphylaxis. Teachers are asked to call Student Services Office if any emergency occurs, or send students to the Student Services Office if they are unwell.
Environment/area – Cafeteria	
Risk identified	Actions required to minimise the risk
Risk of exposure to an allergen in the Cafeteria	<ul style="list-style-type: none"> Cafeteria has a spare EpiPen. Cafeteria has an emergency management poster (instructions) and a list of students who have food allergins. All items with nuts are clearly labelled. Staff members in the cafeteria are trained in emergency management of anaphylaxis.
Environment/area – Food Technology	
Risk identified	Actions required to minimise the risk
Risk of exposure to an allergen in the Food Technology area	<ul style="list-style-type: none"> Food Technology staff are all trained in emergency management of anaphylaxis. At the commencement of the year, the Food Technology Leader is given the details of all students who are allergic to a food item. The Leader will then talk with the student and/or parents to establish risk management strategies and what products will be cooked in Food Technology. Teachers are asked to call the Student Services Office in the event of an emergency occurring. Teachers will ensure that all cooking utensils in are washed and cleaned thoroughly after use. Teachers will have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.
Environment/area – College Grounds	
Risk identified	Actions required to minimise the risk
Risk of exposure to an allergen at lunchtime or recess	<ul style="list-style-type: none"> All staff are trained in Anaphylaxis Emergency Management. All staff have been briefed on the students who are at risk of Anaphylaxis.
Environment/area – Excursions	
Risk identified	Actions required to minimise the risk
Risk of exposure to an allergen on an Excursion	<ul style="list-style-type: none"> When an excursion is being organised, staff are advised to check the Student Medical Records to see if they are taking a student who is at risk of anaphylaxis and note the confirmed allergens. Risk at that particular excursion is then assessed.



Star of the Sea College

Anaphylaxis Management Policy

	<ul style="list-style-type: none"> • Caremonkey information will have access to the student’s Management Plan. • Staff will take a spare EpiPen on excursions. Staff will check that the student has her EpiPen in her bag before going on the excursion. If not, she will be instructed to sign out their EpiPen from the Student Services Office. • All staff are trained in Anaphylaxis Emergency Management. • All staff have been briefed on the students who are at risk of Anaphylaxis.
Environment/area – Camps	
Risk identified	Actions required to minimise the risk
Risk of exposure to an allergen on a camp	<ul style="list-style-type: none"> • When a camp is being organised, Camp Coordinator and staff organising camp are advised to check the Student Medical Records to see if they are taking a student who is at risk of anaphylaxis and note the confirmed allergens. Once this is established, a risk assessment of the camp will then be established by the Camps Coordinator. • Camp Coordinator will then make contact with the parents to work through the risk management steps for the camp. • Caremonkey information will have access to the student’s Management Plan. • For all overnight camps, a separate medical form must be filled in by the parents. • Staff will take a spare EpiPen on camp. Staff will check that the student has her EpiPen in their bag before going on the camp. Staff will also take the student’s own EpiPen from the Student Office, which is clearly labelled with the student’s name. • Spare EpiPen will be stored in a central location for all staff to access. • All staff are trained in Anaphylaxis Emergency Management. • All staff have been briefed on the students who are at risk of Anaphylaxis.



Star of the Sea College

Anaphylaxis Management Policy

Page

Responsible Officer:	Principal
Approved By:	Principal
Approved & Commenced:	2016
Revised	June 2019
Review By:	November 2020
Relevant Legislation:	Ministerial Order No. 706: Anaphylaxis Management in Victorian schools, an order made pursuant to the Education and Training Reform Act 2006. (updated on 1 January 2016).
Related Policies & Procedures:	<p>Department of Education and Training (DET) Schools Policy and Advisory guide 2019: Anaphylaxis Guidelines, Medication Guidelines</p> <p>https://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx</p> <p>CECV Circular to principals of Catholic schools in Victoria dated 20 April 2018</p> <p>Star of the Sea College Policy, <i>Medical Procedures and First Aid</i></p> <p>Star of the Sea College Policy, <i>Occupational Health and Safety</i></p>
Version:	5
Amendments to Version:	Updated June 2019 Edit as suggested at VRQA