



Introduction

This plan should be read in conjunction with Kilbreda's Anaphylaxis Management Policy. This document relates to the prevention and management of anaphylactic events within Kilbreda College, or outside the College on School related activities. It is expected that parents/carers will inform the school either at the time of enrolment, or when a student is diagnosed by a medical practitioner as being at risk of anaphylaxis and provide the School with an ASCIA Action Plan for Anaphylaxis as soon as possible. This plan is to be reviewed annually. All staff will familiarise themselves with the medical needs of a student with anaphylaxis. An Anaphylaxis Communication Plan will be developed and placed in agreed locations around the School. Kilbreda College's Anaphylaxis Policy and Communication Plan will be published on the School's website and intranet site.

Individual Anaphylaxis Management Plan/Ascia Action Plans for Anaphylaxis:

The individual's anaphylaxis management plan will be in place as soon as practicable. Information within this plan includes:

- Information about the diagnosis from a medical practitioner (allergy/allergies type).
- ASCIA Action Plan for Anaphylaxis for all students will be sent to all staff and will be present at various locations throughout the school (front office, photocopy room, PE office & canteen). Photos on action plans will be updated annually.
- Strategies to minimise the risk of exposure to allergens while on the school grounds, or outside the school grounds (during any school related activity regardless of the location – this includes, excursions, sporting pursuits and camps).
- Name/s of the people responsible for implementing the strategies.
- Student's emergency contact details.
- Storage location of student's medication.
- Annual review of plan in consultation with the student's parents/carers and as required (if there is a change in the students condition/immediately after a student has had an anaphylactic reaction at School).

Relieving/Volunteer/Sport or Other Activities Staff:

The Principal will ensure all members who are employed by Kilbreda College on a short term basis, for example casual relief teachers (CRTs), Volunteer, Sport or other Activities staff will be provided with an information booklet identifying students diagnosed with a risk of anaphylaxis – this includes the Action Plan which will contain the student's photo, name, date of birth, allergens to be avoided, contact details and the action(s) required if the student has a mild or serious reaction. These members are directed to complete the ASICA online training in anaphylaxis management.

Raising Staff Awareness:

Accredited anaphylaxis training (22099VIC or 10313NAT) will be provided to all staff (both teaching and non-teaching) and will be updated every three years. All staff will be briefed once per semester (twice a year) by a designated Anaphylaxis Supervisors. The briefing will include information on:

- The School's anaphylaxis management policy
- Students diagnosed with a medical condition that is related to allergy and potential anaphylactic reaction.
- Where lists and photos of students with severe medical conditions are collated.
- Causes, symptoms and treatment of anaphylaxis
- Location(s) of medication.
- Correct procedure for using an adrenaline auto-injector – EpiPen.
- School's first aid emergency response.

Student Awareness:

Education via year level assemblies from the Year Level Coordinator will reinforce the importance of:

- Washing hands.
- Not sharing food
- Discouraging (not banning) peanut and tree nut products in all forms from entering school grounds/school events.
- Raising awareness of serious allergic reactions.



Working with Parent/Carers:

On an annual basis, Parents/Carers are required to:

- Provide the School with an emergency procedures plan (ASCIA Action Plan).
- Supply the School with their child's adrenaline autoinjector and monitor its expiry date.
- Work with the School to develop an individual management plan.

Parent/Carers are strongly encouraged to::

- Supply an additional adrenaline auto-injector for the student to carry at all times while at School and while travelling to and from School.

EMERGENCY RESPONSE:

School Yard

- Lay the student down – don't allow her to stand or walk. Allow student to sit if breathing is difficult in the lying position.
- For an insect allergy, if the sting is visible, flick it out.
- Administer the child's personal adrenaline auto-injector, if the child is carrying it.
- The teacher on duty must stay with the student and use his/her mobile phone to dial 000 (or 112)
- A student or available adult is to be sent with a verbal message to the office to obtain assistance.
- Office staff will locate the student's assigned adrenaline auto-injector and Anaphylaxis Emergency Response Kit, which contains an assigned adrenaline auto-injector, and will take it to the student.
- The adrenaline auto-injector should be delivered without delay and the ASCIA Action Plan followed (noting time delivered).
- The child's parents/carers should be contacted.
- If another adrenaline auto-injector is available, a further adrenaline dose may be given if there is no response after five minutes.

In the Classroom

- Lay the student down – don't allow her to stand or walk. Allow student to sit if breathing is difficult in the lying position.
- For an insect allergy, if the sting is visible, flick it out.
- Administer the child's personal adrenaline auto-injector, if the child is carrying it.
- The teacher on duty must stay with the student and use his/her mobile phone to dial 000 (or 112)
- A student or available adult is to be sent with a verbal message to the office to obtain assistance.
- Office staff will locate the student's assigned adrenaline auto-injector and Anaphylaxis Emergency Response Kit, which contains an assigned adrenaline auto-injector, and will take it to the student.
- The adrenaline auto-injector should be delivered without delay and the ASCIA Action Plan followed (noting time delivered).
- The child's parents/guardians should be contacted.
- If another adrenaline auto-injector is available, a further adrenaline dose may be given if there is no response after five minutes.

Outside of School Grounds: School Trips/Excursions

- Person in charge of organising the event outside of the school grounds is responsible for knowing the location of the adrenaline auto-injector, and ensuring that in the event of an anaphylactic reaction, the ASCIA Action Plan is followed and the adrenaline auto-injector is administered without delay.
- If a student has potentially lifesaving medication as reported on her yellow form which is required during the event, and does not have this medication in her possession, under no circumstances will she be able to attend the school trip/excursion.
- Even if the student is carrying his own adrenaline autoinjector, staff must be mindful that they still have a duty of care to the student.



Outside of School Grounds: Sporting Events

- A permission form is obtained via the Learning Management System for SCSA & SESG Sporting events.
- Coaches are able to access student medical profiles through the Learning Management System and identify any student at risk of anaphylaxis prior to the departure to the event.
- Staff in charge of students at risk of anaphylaxis should carry a fully charged mobile phone.
- Students at risk of anaphylaxis must carry their adrenaline autoinjector(s), antihistamine and ASCIA Action Plans to any event they attend.
- A general use autoinjector will be included in the First Aid kit whenever a student at risk of anaphylaxis is representing Kilbreda in SCSA or SESG sport.
- Adrenaline auto-injector(s) must remain close to the student in a centrally located position.
- Staff must be aware that they still have a duty of care to the student, even if the student is carrying his own adrenaline auto-injector.
- It is important to be aware that during an anaphylactic emergency, a student's thought processes may be adversely affected, and they may be uncooperative or unable to administer their own devices.
- In the event of an anaphylactic reaction, staff members must follow the ASCIA Action Plan for anaphylaxis, call an ambulance and notify the college Principal immediately.

Post-Incident Action

Following responding to an anaphylactic reaction, staff/sporting coaches are expected to:

- Communicate immediately with the College Principal who will notify the parents/carers.
- Complete an Incident/Accident Report via Policy Plus Assurance site including the full details of what occurred (the sooner this can be completed the better).
- Collection of student's personal belongings (if she has been transported by an Ambulance).
- Debrief with the students directly involved/those who witnessed the event.
- Debrief with staff involved.
- Communication with the College Principal to review the Individual Management Plan and ASCIA Action Plan.
- College Principal/front office/Operation, Risk and Compliance Coordinator to implement risk prevention strategies where appropriate.
- Offer post incident counselling to those involved in the incident.
- Review the adequacy of the response of the school and consider additional training and other corrective actions.