



## Anaphylaxis Management Policy

Version 1 Date 2023

### Help for non-English speakers

If you need help to understand the information in this policy please contact the admin office on \_\_\_\_\_

### 1. PURPOSE

To explain to Australian Islamic Centre College (the 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 the College is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

### 2. 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

### 3. College Statement

Australian Islamic Centre College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education.

### 4. 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.

### 5. 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.

## 6. 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.

## 7. Individual Anaphylaxis Management Plans

All students at Australian Islamic Centre College 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 the College is responsible for ensuring that an Individual Anaphylaxis Management Plan in consultation with the student's parents/carers.

Where necessary, that the Principal will ensure an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Australian Islamic Centre College and where possible, before the student's first day.

## 8. Parents and carers must:

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the College as soon as practicable
- immediately inform the College 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 College and each time it is reviewed
- provide the College 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 College staff, including in the College yard, at camps and excursions, or at special events conducted, organised or attended by the College
- 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.

## 9. 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 the College
- 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 College 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 the College.

## 10. Location of plans and adrenaline autoinjectors

Example for where some students keep their adrenaline autoinjectors on their person and others store them elsewhere:

*A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at the general office. Whilst some students keep their adrenaline autoinjector on their person, medication for those that do not will be stored and labelled with their name at the general office], together with adrenaline autoinjectors for general use.*

## 11. Risk Minimisation Strategies

*To reduce the risk of a student suffering from an anaphylactic reaction at Australian Islamic Centre 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 the College are to remain covered with lids to reduce the risk of attracting insects*
- *tongs must be used when picking up papers or rubbish in the playground;*
- *College canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination*
- *classes or year groups will be informed by the classroom teacher of allergens that must be avoided in advance of class celebrations and events*
- *a general use adrenaline autoinjector will be stored at the general, office*
- *Planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending.*

## 12. Adrenaline autoinjectors for general use

Australian Islamic Centre College will maintain a supply of adrenaline autoinjectors for general use, as a backup to those provided by parents and carers for specific students, and also for students who may suffer from a first time reaction at the College.

Adrenaline autoinjectors for general use will be stored at the general office and labelled “general use”.

The first Principal of the College is responsible for determining the number and type of adrenaline autoinjector(s) and is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at the school that have been diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction.
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of autoinjectors for general use in different locations at the College, 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
- the weight of the students at risk of anaphylaxis to determine the correct dosage of adrenaline autoinjector/s to purchase.
- the Principal of the school is responsible for determining the number and type of adrenaline autoinjector(s) for general use to purchase and in doing so consider that adrenaline autoinjectors have a limited life, usually expire within 12-18 months, and will need to be replaced at the school’s expense, either at the time of use or expiry, whichever is first.

## 13. Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the College’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 Principal 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 autoinjectors, where appropriate.

If a student experiences an anaphylactic reaction at the College or during a College activity, College 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 College's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored at the general office</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</p> <ul style="list-style-type: none"> <li>• Remove from plastic container</li> <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> <p><b>OR</b></p> <p>Administer an Anapen<sup>®</sup> 500, Anapen<sup>®</sup> 300, or Anapen<sup>®</sup> Jr.</p> <ul style="list-style-type: none"> <li>• Pull off the black needle shield</li> <li>• Pull off grey safety cap (from the red button)</li> <li>• Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing)</li> <li>• Press red button so it clicks and hold for 10 seconds</li> <li>• Remove Anapen<sup>®</sup></li> <li>• Note the time the Anapen is administered</li> </ul>
	<ul style="list-style-type: none"> <li>• Retain the used Anapen 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, College staff should follow steps 2 – 5 as above.

Staff can use either the EpiPen<sup>®</sup> **and** Anapen<sup>®</sup> **on any student** suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.

Where possible, staff should consider using the correct dose of adrenaline autoinjector depending on the weight of the student. However, in an emergency if there is no other option available, any device should be administered to the student.

## 14. Communication Plan

This policy will be available on Australian Islamic Centre College's website so that parents and other members of the College community can easily access information about Australian Islamic Centre College's anaphylaxis management procedures. The parents and carers of students who are enrolled at Australian Islamic Centre College 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 Australian Islamic Centre 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, their role in responding to an anaphylactic reaction and where required, the identity of students at risk as identified on Compass.

The Principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's [Anaphylaxis Guidelines](#).

## 15. Staff training

The Principal will ensure that the following College staff are appropriately trained in anaphylaxis management:

- All College staff

Staff who are required to undertake training 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 College year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years including the Principal, Assistant Principal or first aid officer. 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 College'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 College for general use.

When a new student enrolls at Australian Islamic Centre College who is at risk of anaphylaxis, the Principal of the College is responsible for ensuring that when a new student enrolls at Australian Islamic Centre College who is at risk of anaphylaxis, an interim plan will be developed in

consultation with the student’s parents and ensure that appropriate staff are trained and briefed as soon as possible.

A record of staff training courses and briefings will be maintained and held at the general office by the Principal and the first aid officer.

The Principal will ensure that while students at risk of anaphylaxis are under the care or supervision of the College outside of normal class activities, including in the College yard, at camps and excursions, or at special event days, there is a sufficient number of College staff present who have been trained in anaphylaxis management.

## 16.FURTHER INFORMATION AND RESOURCES

- The Department’s Policy and Advisory Library (PAL):
  - [Anaphylaxis](#)
- [Allergy & Anaphylaxis Australia](#)
- ASCIA Guidelines: [Colleging and childcare](#)
- Royal Children’s Hospital: [Allergy and immunology](#)

### Policy Approval and Review

Created date	June 2023
Consultation	Principal
Endorsed by	Board of Directors
Endorsed on	15 June 2023
Next review date	June 2024

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.