

Anaphylaxis Management Policy

1. Purpose

Cornish College takes its responsibility to provide a safe, secure and supportive environment for all members of its community very seriously.

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening and, as a College, we endeavour to provide an environment where all students can safely participate in all aspects of a Cornish College education.

The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, 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 to these triggers. Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at school.

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

2. Scope

This policy applies to all members of the Cornish College community.

3. Aims

- The Principal will ensure Cornish College complies with Ministerial Order 706 and the associated guidelines published and amended by the Department of Education.
- To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the student's schooling.
- To raise awareness about anaphylaxis and the school's anaphylaxis management policy in the school community
- To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation and management strategies for the student.
- To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the College's policy and procedures in responding to an anaphylactic reaction.

4. Key Responsibilities

Position/Roles	Responsibilities
Council	<ul style="list-style-type: none"> • Ensure that policies and strategies are in place to manage student welfare.
Principal	<ul style="list-style-type: none"> • Approve and maintain a College Anaphylaxis Management Policy and procedure that complies with Ministerial Order 706 and the associated guidelines published and amended by the Department of Education (Vic).
Anaphylaxis Supervisors	<ul style="list-style-type: none"> • Help the Principal ensure compliance with all requirements of Ministerial Order 706 and associated guidelines.

POLICY NUMBER: SWPOL - 030
VERSION: 1.9
APPROVED BY EXECUTIVE: JUNE 2017
ENDORSED BY COUNCIL: JUNE 2017



All staff	<ul style="list-style-type: none"> • Help ensure students and parents are aware of the College's Anaphylaxis Management Policy. • Undertake training in anaphylaxis management. • Create and maintain a safe environment for all students and colleagues with anaphylaxis. • Support the health and wellbeing of their students and colleagues.
Parents and Carers	<ul style="list-style-type: none"> • Provide information about their children with anaphylaxis and allergies when requested.

5. Key Elements of the Policy

5.1 General guidelines for College community

- Families are requested not to provide food for their children to consume during school hours, whilst at any school function or on camps/excursions, that contains nuts or products that have nuts listed on the official ingredients list on the label.
- The canteen will not sell products that have nuts listed on the manufacturer's ingredients list on the product label.
- Food provided at school catered functions will be nut free.
- Parents/carers of children with anaphylaxis are encouraged to assist their child to be easily and discreetly identifiable by registering with and wearing a MedicAlert® bracelet. They are required to provide the College with an action management plan for their child in the event their child suffers from anaphylaxis as provided by their medical practitioner.
- Students should not trade or share food, food utensils and food containers.
- Students with severe food allergies should only eat lunches and snacks that have been prepared at home.
- Parents/carers will clearly label their child's drink bottle and lunch box with their child's name.
- Photos are displayed in key places (Canteen, Food Technology, Health Centre, Staffroom) of students who have allergies and/or are at risk of anaphylaxis.
- Students with food allergies are identified and recorded at the commencement of Food Technology classes. Students will be given the option of completing another task without the allergen in these classes and, where possible, complete their tasks at a separate work bench.
- When parents provide food for birthday celebrations, they are asked to consult with the classroom teacher to ascertain students' dietary restrictions.

5.2 Individual Anaphylaxis Management Plans (See Appendix 1)

- 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 required plan is the ASCIA Action Plan for Anaphylaxis as provided by a medical practitioner.
- 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.
- Master copies of all management plans will be held in the Health Centre and electronically in the College's Synergetic database.

POLICY NUMBER: SWPOL - 030
VERSION: 1.9
APPROVED BY EXECUTIVE: JUNE 2017
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- Details of allergens and management strategies will be recorded in the Synergetic database with all other individual Medical information.
- The *Individual Anaphylaxis Management Plan* 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 school staff, for in-school and out of school settings including camps and excursions.
- The student's *Individual Anaphylaxis Management Plan* will be reviewed, in consultation with the student's parents in all of the following circumstances;
 - 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
 - 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).
- It is the responsibility of Parents to to;
 - provide the ASCIA Action Plan annually
 - inform the School in writing if their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan
 - provide an up to date photo for the ASCIA Action Plan when that Plan is provided to the School and when it is reviewed
 - provide the School with an Adrenaline Auto-injector (EpiPen) that is current and not expired for their child.

5.3 Communication Plan

The Principal will ensure that all staff, students and parents will be provided with information about this Anaphylaxis Management Policy and strategies about how to respond to an anaphylactic reaction. This will include:

- Inform parents, via email each year, to provide an update of their child's medical information including allergies and anaphylaxis management plan as diagnosed.
- Informing staff of the identities of students diagnosed at risk of anaphylaxis and where their medication is located at the start of each year and after receiving update of anaphylaxis management plan. Staff will be informed through information sessions and notices in staff rooms and the Health Centre.
- Providing information and training on how to use an adrenaline auto-injection device through regular staff information and training each year.
- Reviewing the College's first aid and emergency response procedures and communicating to staff at regular staff meetings .

An anaphylaxis student folder will be given to the Form teacher of a student at risk of anaphylaxis containing:

- This Anaphylaxis Management Policy .
- The Individual's anaphylaxis management plan and ASCIA Action plan
- How to use an auto adrenaline injection device.

POLICY NUMBER: SWPOL - 030
VERSION: 1.9
APPROVED BY EXECUTIVE: JUNE 2017
ENDORSED BY COUNCIL: JUNE 2017



- The College's first aid and emergency response procedures.
- An Adrenaline Auto-injector (EpiPen) register kept at the Health Centre to sign in and out any Adrenaline Auto-injector (EpiPen)s.

The Form teacher or Daily Organiser will inform volunteers, casual relief staff of students with a medical condition that relates to an allergy and the potential for an anaphylactic reaction and their role in responding to an anaphylactic reaction of a student in their care.

5.4 Training

The College will provide training for all staff with a priority given to those who will be teaching students at risk of anaphylaxis and those in support roles including:

- Health Centre staff
- Form teachers
- Outdoor Education staff
- Food Technology staff
- Class/Sport staff
- Food Services staff
- Administration staff

In accordance with the Ministerial Order 706, staff must complete an online training course (ASICA Anaphylaxis e-training) followed by a competency check by the School Anaphylaxis Supervisor every 2 years OR complete a face-to-face training course every 3 years. Currently, in accordance with Ministerial Order 706, being either:

- Course in First Aid Management of Anaphylaxis 22300VIC
- Course in Anaphylaxis Awareness 10313NAT.

In addition to the training above the College will provide an in-house anaphylaxis school briefing to all school staff twice a year. The first briefing to be held at the beginning of the school year. Each briefing will cover the following areas:

- College's Anaphylaxis Management Policy
- Causes, symptoms and treatment of anaphylaxis
- Identify students at risk of anaphylaxis and the details of their medical condition and where their medication is located
- How to use an adrenaline auto-injector including practising with a "trainer" adrenaline auto injector
- The College's general first aid and emergency response procedures
- The location of and access to adrenaline auto-injectors provided by parents or purchased by College for general use.

If any of these training briefings do not occur when scheduled, the Principal will ensure a briefing shall occur as soon as possible thereafter.

5.5 School Anaphylaxis Supervisor Role

The College will appoint a minimum of two School Anaphylaxis Supervisors who will be appropriately trained to be able to verify the correct use of adrenaline auto injector (trainer) devices and lead the twice-yearly briefings on the school's Anaphylaxis Management Policy.

POLICY NUMBER: SWPOL - 030
VERSION: 1.9
APPROVED BY EXECUTIVE: JUNE 2017
ENDORSED BY COUNCIL: JUNE 2017



5.6 Emergency Adrenaline Auto-injectors

The Principal will arrange for the College to purchase Adrenaline Auto-Injectors for general use as a back-up to those supplied by parents. The Principal should consider the following factors in purchasing adrenaline injectors for general use:

- The number of students enrolled at risk of anaphylaxis
- The accessibility of parent supplied Adrenaline auto-injectors
- Availability of supply of adrenaline auto-injectors for general use in specified locations at College including the school yard, at excursions, camps, and special events.
- Adrenaline auto-injectors have a limited life, usually 12-18 months.

5.7 Anaphylaxis Emergency Response Procedure

- Stay with anaphylactic student
- Immediately administer student's own Adrenaline Auto-injector (EpiPen) if the child is carrying it
- If student does not have own Adrenaline Auto-injector (EpiPen) available, send staff member to retrieve Adrenaline Auto-injector (EpiPen) from Health Centre or from the nearest stock of emergency Adrenaline Auto-injectors (EpiPen).

5.8 Locations of stock emergency Adrenaline Auto-injector (EpiPen)

- Adrenaline Auto-injector (EpiPen) situated in all St John first aid kits.
- Health Centre in the Front Office (Epi Ready on wall)
- Staff room (Epi Ready on wall)
- Food Technology office (Epi Ready on wall)
- Canteen (Epi Ready on wall)

5.9 How to administer the Adrenaline Auto-injector (EpiPen)

- Remove from plastic container
- Form a fist around Adrenaline Auto-injector (EpiPen) and pull off cap
- Place tapered end against outer mid-thigh
- Push down hard until click is heard or felt and hold in place for 3 seconds. Observe the 3 seconds on a watch where possible
- Remove Adrenaline Auto-injector (EpiPen) and be careful not to touch the needle
- Note time you gave the Adrenaline Auto-injector (EpiPen)
- Return Adrenaline Auto-injector (EpiPen) to its plastic container
- Observe student. Be prepared to administer another injection if necessary.

Whilst administering Adrenaline Auto-injector (EpiPen) send staff member/student to inform Administration staff:

- State name of student
- location of student

Administration staff to:

- Inform Health Centre Co-ordinator

POLICY NUMBER: SWPOL - 030
VERSION: 1.9
APPROVED BY EXECUTIVE: JUNE 2017
ENDORSED BY COUNCIL: JUNE 2017



- Ring ambulance stating a student has suffered an anaphylactic reaction
- Contact the student's emergency contacts
- Send a staff member to school roundabout to meet ambulance and direct to student location.

Please note:

An up to date list of all students at risk of anaphylaxis is located at the Health Centre, Staff room, Food technology office and Canteen.

Individual Anaphylaxis management plans and ASCIA plans are also located at the Health Centre and within each of the student's Adrenaline Auto-injector packs (packs can be used when on or off site).

5.10 Strategies and procedures to avoid allergens and treat anaphylaxis

5.10.1 Classroom

- Adrenaline Auto-injector (EpiPen) is located in the Health Centre in an easily accessible place (not locked away) but out of reach to other students.
- Teaching staff to liaise with parents/guardian about food related activities ahead of time.
- Use non-food treats where possible, but if food treats are used in class parents/guardian to provide a treat box with alternative treats.
- Treat boxes to be clearly labelled and only handled by student.
- Treats for the other students in the class should not contain the substance to which the student is allergic.
- Be aware of the possibility of hidden allergens in cooking, food technology, science and art classes (eg. egg or milk cartons).
- Never give food from outside sources to a student who is at risk of anaphylaxis.
- The Daily Organiser or a designated staff member will inform casual relief teachers of students at risk of anaphylaxis, preventive strategies in place and the school's emergency procedures.
- Information on medical notice board in staff room for all staff awareness
- Have regular discussion with students about the importance to wash hands, eating their own food and not sharing food.

5.10.2 School playground / Yard duty

Locations of stock emergency Adrenaline Auto-injectors (EpiPens)

- Health Centre Front office (Epi Ready on wall)
- Staff room (Epi Ready on wall)
- Food technology office (Epi Ready on wall)
- Canteen (Epi Ready on wall)

Yard duty staff emergency procedures

1. Stay with anaphylactic student

POLICY NUMBER: SWPOL - 030
VERSION: 1.9
APPROVED BY EXECUTIVE: JUNE 2017
ENDORSED BY COUNCIL: JUNE 2017



2. Send another staff member or student to notify administration staff of the name and location of student.
3. If student does not have own Adrenaline Auto-injector (EpiPen) available, send staff member to retrieve Adrenaline Auto-injector (EpiPen) from Health Centre or for the nearest stock emergency Adrenaline Auto-injector (EpiPen).

Administration staff will:

- Inform first aid staff
- Ring for an ambulance stating a student has suffered an anaphylactic reaction
- Contact the student's emergency contacts
- Send a staff member to school roundabout to meet ambulance and direct to student location.

5.10.3 Excursions

- Stock Adrenaline Auto-injector (EpiPen), student's Individual ASCIA plan and mobile phone must be taken on all excursions
- Staff to take student's personal Adrenaline Auto-injector (EpiPen) on excursions
- All staff present during excursions need to be aware if there is a student at risk of anaphylactic reaction
- Staff must develop an emergency procedure with clear roles:
 - Who carries stock epi-pen and administers pen?
 - Who rings ambulance
 - Who rings parents/guardian
 - Teachers to consider the potential exposure to allergens when consuming food on buses.
- Teacher should consult parent in advance to discuss:
 - Issues that may arise, to develop an alternative food
 - Menu or request the parent/guardian to send a meal/snack if required

5.10.4 Canteen

- Photos of students at risk of anaphylaxis displayed in the canteen
- Make sure that tables and surfaces are wiped down
- Be aware of contamination of other foods when preparing, handling or displaying food
- Canteen will not stock peanut or tree nut products including nut spreads
- Epi Ready unit installed on wall in canteen.

5.10.5 Food Technology

- Nuts and/or nut products will not be included as a part of the practical curriculum
- Be aware of contamination of other foods when preparing, handling or displaying food:
 - Make sure that tables and surfaces are wiped down regularly
 - Students are regularly reminder of the importance of no food sharing with the at-risk child
 - An at-risk child prepares their food at a bench considered to pose a low risk of contamination from allergens.

POLICY NUMBER: SWPOL - 030
VERSION: 1.9
APPROVED BY EXECUTIVE: JUNE 2017
ENDORSED BY COUNCIL: JUNE 2017



- Staff must develop an emergency procedure with clear roles.
 - Who rings ambulance?
 - Who rings parents/guardian?
 - Location of personal and stock Adrenaline Auto-injector and who will administer pen
 - Epi Ready unit installed on wall in Food technology classroom.

5.10.6 Camps and Remote Setting

- Camp must be advised in advance of any student with food allergies
- Teaching staff should liaise with parents/guardians to develop alternative menus or allow students to bring their own meals
- Camps have a minimisation policy avoiding stocking peanut or tree nut products including nut spreads
- The student must take his or her own Adrenaline Auto-injector (EpiPen)
- The stock Adrenaline Auto-injector (EpiPen), ASCIA Action plan and mobile phone must be taken on camp
- All staff present need to be aware if there is a student at risk of anaphylaxis
- Staff must develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction:
 - Who carries stock Adrenaline Auto-injector (EpiPen) and administers?
 - Who rings emergency service?
 - Who rings parents?
 - Source local emergency services in the area and how to access them. Liaise with them before camp.
- Cooking and art and craft games should not involve the use of known allergens
- Consider the potential exposure to allergens when consuming food on buses and in cabins/tents
- Students with anaphylactic responses to insects should always wear closed shoes and long sleeved garments when outdoors and should be encouraged to stay away from water and flowering plants.

5.9.7 Sporting events

- Sport teachers and coaches need to be aware if there is a student at risk of anaphylaxis and student's Action Plan taken
- Sport teachers and coaches need to know where the student's personal Adrenaline Auto-injector (EpiPen) and ASCIA Action Plan is located
- Sport staff must know where stock Adrenaline Auto-injector (EpiPen) and ASCIA Action Plan is located and how to access it if required
- Staff should avoid using food in activities or games
- Sport staff must develop an emergency procedure that sets out clear roles and responsibilities in the event of an Anaphylactic reaction:
 - Who must go and get stock Adrenaline Auto-injector (EpiPen)?
 - Who administers?
 - Who rings the ambulance service?
 - Who rings parents?

POLICY NUMBER: SWPOL - 030
VERSION: 1.9
APPROVED BY EXECUTIVE: JUNE 2017
ENDORSED BY COUNCIL: JUNE 2017



6 Policy Availability

This policy will be readily accessible to all staff, families and visitors, and ongoing feedback on this policy will be invited.

7 Review

Management and staff will monitor and review the effectiveness of the Student Management Policy regularly. Updated information will be incorporated as needed.

The Principal will undertake an annual Anaphylaxis risk management review each year using the Annual Anaphylaxis Risk Management Checklist (See Appendix 2).

8 References

- Ministerial Order 706
- Education and Training Reform Act 2006
- Schedule 2, 12 Care, Safety and Welfare of Students
- Anaphylaxis Guidelines Issued August 2016. Published by Department of Education and Training, Victorian State Government

College Policies and Forms

- Individual Anaphylaxis Management Plans (See Appendix 1)
- Annual Anaphylaxis Risk Management Checklist (See Appendix 2)
- First Aid Policy SWPOL – 060

Student Anaphylaxis Management Plan

This plan is to be completed by the Principal or nominee on the basis of information from the student's medical practitioner (ASCIA Action Plan for Anaphylaxis) provided by the Parent.

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			
Storage for Adrenaline Auto injector (device specific) (EpiPen®/ Anapen®)			

ENVIRONMENT

To be completed by Principal or nominee. 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:

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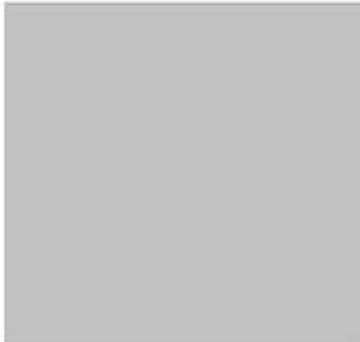
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?

(Continues on next page)

Name: _____

For EpiPen® adrenaline (epinephrine) autoinjectors

Date of birth: _____



Confirmed allergens:

Family/emergency contact name(s):

Work Ph: _____

Home Ph: _____

Mobile Ph: _____

Plan prepared by medical or nurse practitioner:

I hereby authorise medications specified on this plan to be administered according to the plan

Signed: _____

Date: _____

Action Plan due for review: _____

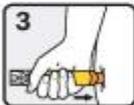
How to give EpiPen®



1 Form fist around EpiPen® and PULL OFF BLUE SAFETY RELEASE



2 Hold leg still and PLACE ORANGE END against outer mid-thigh (with or without clothing)



3 PUSH DOWN HARD until a click is heard or felt and hold in place for 3 seconds REMOVE EpiPen®

All EpiPen®s should be held in place for 3 seconds regardless of instructions on device label

SIGNS OF MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

ACTION FOR MILD TO MODERATE ALLERGIC REACTION

- For insect allergy - flick out sting if visible
- For tick allergy - freeze dry tick and allow to drop off
- Stay with person and call for help
- Locate EpiPen® or EpiPen® Jr adrenaline autoinjector
- Give other medications (if prescribed).....
- Phone family/emergency contact

Mild to moderate allergic reactions (such as hives or swelling) may not always occur before anaphylaxis

WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Wheeze or persistent cough
- Difficulty talking and/or hoarse voice
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTION FOR ANAPHYLAXIS

1 Lay person flat - do NOT allow them to stand or walk

- If unconscious, place in recovery position
- If breathing is difficult allow them to sit



2 Give EpiPen® or EpiPen® Jr adrenaline autoinjector

3 Phone ambulance - 000 (AU) or 111 (NZ)

4 Phone family/emergency contact

5 Further adrenaline doses may be given if no response after 5 minutes

6 Transfer person to hospital for at least 4 hours of observation

If in doubt give adrenaline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally

ALWAYS give adrenaline autoinjector FIRST, and then asthma reliever puffer

if someone with known asthma and allergy to food, insects or medication has SUDDEN BREATHING DIFFICULTY (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms

Asthma reliever medication prescribed: Y N

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.

Risk minimisation strategies are available at Chapter 8 - Prevention Strategies of the Anaphylaxis Guidelines

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:	

