

Anaphylaxis (Ministerial Order 706 – Anaphylaxis Management in Schools)

1.0 Purpose of Policy

Timboon P-12 School will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.

2.0 Principles

Individual Anaphylaxis Management Plans

(<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx>)

2.1 Individual Anaphylaxis Management Plans will be 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.

2.2 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.

3.0 How this Policy will be put into practice

3.1 The Individual Anaphylaxis Management Plan will set out the following:

- information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has (based on a written diagnosis from a Medical Practitioner);
- strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of School Staff, for in-school and out-of-school settings 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 strategies;
- information on where the student's medication will be stored;
- the student's emergency contact details; and
- an ASCIA Action Plan. (Red and blue plan)

3.2 School Staff will implement and monitor the student's Individual Anaphylaxis Management Plan.

3.3 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; 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).

3.4 It is the responsibility of the Parents to:

- provide the ASCIA Action Plan;
- inform the School in writing of 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; and
- provide the School with an Adrenaline Autoinjector that is current and not expired for their child.

3.5 Prevention Strategies

- Timboon P-12 School is a nut free (peanut/tree nut) free zone in P-6 classrooms and the canteen.
- Parents are made aware of this through the school newsletter and school handbooks.
- Signage to indicate nut free zones will be placed on entrance doorways.
- Students in years 7-12 will be made aware of possible allergies a general assembly
- Students with an allergy in year 7-12 will be interviewed to ensure they have an action management plan in place.

Anaphylaxis (Ministerial Order 706 – Anaphylaxis Management in Schools)

3.6 School Management and Emergency Response

- a complete and up to date list of students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction;
- details of Individual Anaphylaxis Management Plans and ASCIA Action Plans are located
 - in the P-6 sick bay
 - in classroom medical alert books (located in classroom information packs)
 - in the administration building – on the medical alert board
 - during school excursion on medical consent forms.
 - on school camps (medical consent forms)
 - at special events conducted, organised or attended by the school (medical consent forms)

3.7 Adrenaline Auto injectors for General Use

The Principal will purchase Adrenaline Autoinjector(s) for General Use (purchased by the School) and as a back up to those supplied by Parents. The Adrenaline Auto injectors for General Use have a limited life, usually expiring within 12-18 months, and will be replaced at the School’s expense, either at the time of use or expiry, whichever is first.

3 general use injectors will be purchased.

Injectors will be located:

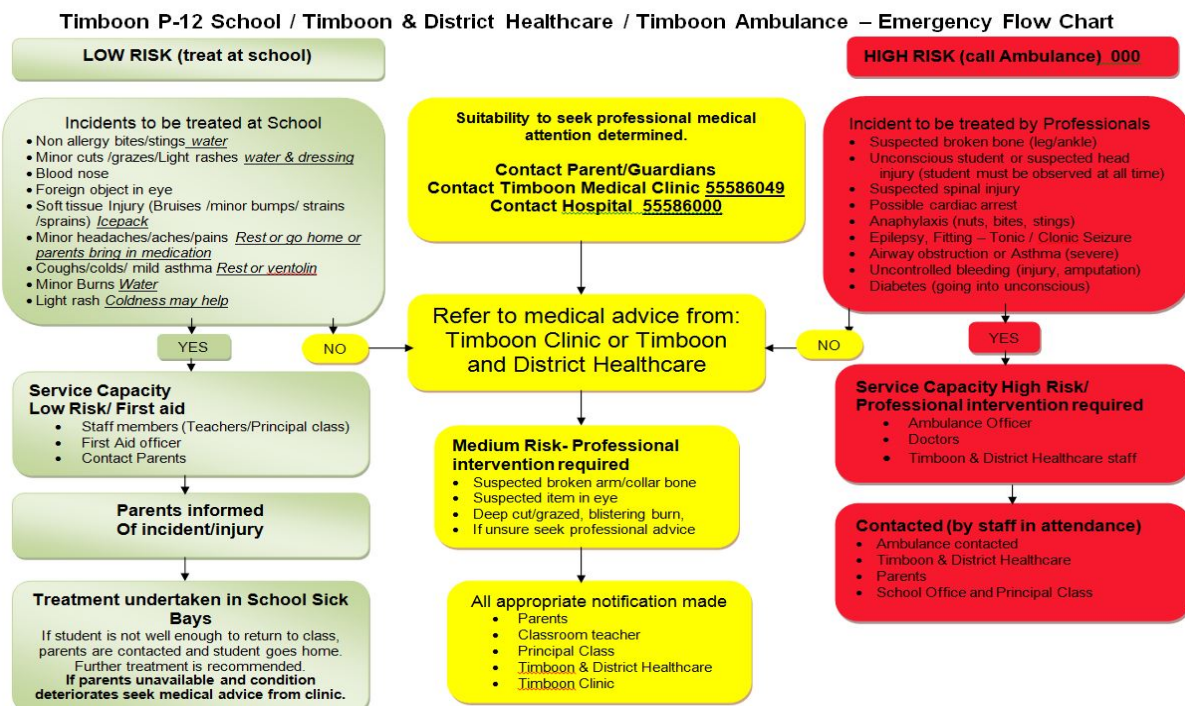
- P-6 sick bay
- 7-12 Medical stations
- Admin office medical supply cupboard

3.8 Communication Plan

The Communication Plan will provide information to all School Staff, students and Parents about anaphylaxis and the School's Anaphylaxis Management Policy.

The Communication Plan is applicable during

- normal school activities including in the classroom, in the school yard, in all school buildings and includes the complex and swimming pool
- off-site or out of school activities, including on excursions, school camps and at special events conducted or organised by the School.



Anaphylaxis (Ministerial Order 706 – Anaphylaxis Management in Schools)

3.9 Staff Training

It is the responsibility of the Principal of the School to ensure that relevant School Staff are trained and briefed at least twice per calendar year.

The following School Staff will be appropriately trained:

- School Staff who conduct classes that students with a medical condition that relates to allergy and the potential for anaphylactic reaction; and
- Any further School Staff that are determined by the Principal.

The identified School Staff will undertake the following training:

- Anaphylaxis Management Training Course once every three years
- Participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year by a fully trained staff member) on:
 - the School's Anaphylaxis Management Policy;
 - the causes, symptoms and treatment of anaphylaxis;
 - the identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, and where their medication is located;
 - how to use an Adrenaline Autoinjector, including hands on practise with a trainer Adrenaline Autoinjector device;
 - the School's general first aid and emergency response procedures; and
 - The location of, and access to, Adrenaline Autoinjector that have been provided by Parents or purchased by the School for general use.

In the event that the relevant training and briefing has not occurred, the Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the Parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction. Training will be provided to relevant School Staff as soon as practicable after the student enrolls, and preferably before the student's first day at School.

4.0 Evaluation

The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.

Appendix

Ideas on Risk Management