

ANAPHYLAXIS EMERGENCY RESPONSE PROCESS



Help for non-English speakers

If you need help to understand the information in this process, please contact the Assistant Principal.

PURPOSE

To explain to Belgrave South Primary School parents, carers, staff and students the processes and procedures in place to support students who experience an anaphylactic emergency. This process also ensures that Belgrave South Primary School is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

SCOPE

This process 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.

PROCESS

School Statement

All staff will be trained in Anaphylaxis management as stipulated in the Anaphylaxis Management Policy.

Parents of students with a diagnosis of Anaphylaxis must provide the school with an individual Action Plan completed by a Medical Practitioner and an EpiPen (if prescribed).

An individual anaphylaxis management plan will be developed in consultation with the student's parents and will provide information as stipulated in the Anaphylaxis Policy document.

The Anaphylaxis management plan and a photo of the student will be pinned up on the First Aid noticeboard in the First Aid room.

An EpiPen sign will be placed clearly visible outside each classroom where there is a child who is anaphylactic in that class.

All staff will be alerted as to which students have an anaphylaxis diagnosis by posting photos of each student on the staffroom notice board. Staff will be directed to read all Anaphylaxis Management Plans stored in the First Aid room.

Relief Teachers will be alerted of students at risk of anaphylaxis in their grade via CRT Information Sheet (given at commencement of day). This sheet will advise the Relief Teacher to check the classroom roll for a photo identifying the individual child with this condition and further information. Photos of individual students will also be placed in the Specialist Teachers' rolls.

Process by location

Classroom (including Specialists):

- In the event of an anaphylaxis reaction, the classroom teacher / specialist will remain with the child and class.
- Classroom teacher / specialist to either dial extension 101 (first aid) or send a child (messenger) immediately to the office with (anaphylaxis alert / urgent) communication card and child's name, which will alert first aid officer to come immediately to the classroom with the individual child's EpiPen, action plan and school general use auto injector.
- First aid officer to administer medication as per training.
- Ambulance called by First aid officer.
- Parents immediately notified by office staff.

Playground:

- First aid bum bags will each contain an "anaphylaxis alert" card.
- In the event of an anaphylaxis reaction, the yard duty teacher will remain with the child.
- Yard duty teachers will be encouraged to carry a mobile phone while on yard duty.
- Yard duty teacher to phone the office (8787 5390)/send a child (messenger) immediately to the office with "anaphylaxis alert" card and child's name which will alert first aid officer to

Excursions / Sports Days / Special Events:

- All staff (including relief staff) & volunteers will be informed of students at risk of anaphylaxis as listed in the risk assessment and their role in responding to an anaphylactic reaction by the Teacher in Charge.
- Wherever possible, the individual child's parent will be asked by the class teacher to accompany the class on excursions/sports days/special events and will be requested to provide a second backup EpiPen (home use). If the child's parent is in attendance, they will carry the student's back up EpiPen (home use).
- If the parent is not in attendance the first aid teacher will ensure that the individual student's EpiPen, action plan, back up EpiPen (home use) and school general use auto injector are placed in the first aid bag that will accompany the designated first aid teacher on the excursion/ Sports Day / Special Event.
- The individual student's prescribed school use EpiPen and school general use auto injector must be signed out from the first aid room by the designated first aid teacher & signed in upon return.
- Wherever practicable (if the parent is not accompanying the student), the designated first aid teacher will ensure he/she is assigned to supervise the group that includes the individual child. Where this is not practicable, each supervising teacher will carry a first aid bum bag. First aid bum bags will each contain an "anaphylaxis alert" card.
- If the student is to be absent from the first aid teacher for a sustained period of time and communication cannot be made with the first aid teacher eg: bush walk, then the supervising teacher will take the EpiPen and back up EpiPen (home use) with him / her and administer medicating treatment as required.
- In the event there is more than one student attending who has been prescribed an EpiPen, the school general use auto injector will stay with the designated first aid officer.
- The supervising teacher must ensure they are equipped with a mobile phone/walkie talkie to call for help.
- In the event of an anaphylaxis reaction, the supervising teacher will remain with the child.

- Supervising teacher to phone school office/send a child (messenger) immediately to the first aid teacher with “anaphylaxis alert” card and child’s name which will alert the first aid teacher to come immediately to the area with the school general use auto injector.
- First aid teacher to administer medication as per training.
- Ambulance called by First aid teacher.
- Parents immediately notified by supervising teacher (offsite activity)/office staff (onsite activity).

Camp:

- All staff (including relief staff) and volunteers will be informed of students at risk of anaphylaxis as listed in the risk assessment and their role in responding to an anaphylactic reaction by the designated Camp Co-ordinator (determined by the Principal prior to Camp).
- The camp will be advised in advance of any students with food allergies to organise a suitable menu.
- Camp coordinator must ensure that a mobile phone is taken on camp.
- The designated First Aid teacher will ensure that the individual student’s EpiPen, back up EpiPen (Home Use), action plan & school general use auto injector is placed in the first aid bag that will accompany the designated first aid teacher on camp. Wherever practicable, the designated First Aid teacher will ensure he/she is designated to supervise the group that includes the individual child/ren.
- The individual student’s EpiPen and school general use auto injector must be signed out from the first aid room by the designated first aid teacher & signed in upon return.
- If the student is to be absent from the first aid teacher for a sustained period of time and communication cannot be made with the first aid teacher eg: bush walk, then the supervising teacher will take the EpiPen and back up EpiPen (home use) with him / her and administer medicating treatment as required.
- Supervising teachers will ensure anaphylactic students transferring between rotational camp activities will be accompanied by their relevant medication.
- In the event there is more than one student attending Camp who has been prescribed an EpiPen, the school general use auto injector will stay with the designated first aid officer.
- The supervising teacher must ensure they are equipped with a mobile phone/walkie talkie to call for help.
- In the event of an anaphylaxis reaction, the supervising teacher will remain with the child.
- Supervising teacher to phone first aid teacher/send a child (messenger) immediately to the first aid teacher with “anaphylaxis alert” card and child’s name which will alert the first aid teacher to come immediately to the area with the school general use EpiPen.
- First aid teacher/supervising teacher to administer medication as per training.
- Ambulance called by First aid teacher.
- Parents immediately notified by supervising teacher.

Risk Minimisation Strategies

Staff Awareness:	Student Awareness:	Parent Awareness:
Anaphylaxis briefing twice per year covering symptoms, causes and treatment	Don't share/swap food	Newsletter articles
Opportunities to practise with the trainer adrenaline auto-injector	Know what your friends are allergic to.	Posters/fact sheets displayed in key locations
All classrooms with a child who uses an EpiPen has a sign at the door	All classrooms with a child who uses an EpiPen has a sign at the door	All classrooms with a child who uses an EpiPen has a sign at the door
Practise good hygiene to minimise the risk of transference of allergens	Practise good hygiene to minimise the risk of transference of allergens	Parents advised what not to pack in lunchboxes
Teachers of a student who has potential for an anaphylactic reaction will participate in a meeting with parents and First Aid Officers at commencement of year	Don't pressure friends to eat food	
Student photos and action plans in first aid room		

FURTHER INFORMATION AND RESOURCES

Information will be provided to staff and parents about anaphylaxis and the school's anaphylaxis management policy through the school newsletter, during transition and our website.

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2023
Approved by	Principal
Next scheduled review date	February 2024