BACKGROUND
Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (eg. cashews), cow’s milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

The key to prevention of anaphylaxis 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 EpiPen auto injector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

PURPOSE
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 their 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 strategies and management strategies for the student.

To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school’s policy and procedures in responding to an anaphylactic reaction.

GUIDELINES – Individual Management Plan
The principal in conjunction with the first aid officer 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. An individual anaphylaxis management plan will be in place as soon as practicable after the student enrolls and where possible before the first day of school.

The student’s Individual Management Plan will be reviewed, in consultation with the student’s parents/carers:
- Annually (each November/December) in readiness for the following year.
- If the student’s condition changes, or
- Immediately after a student has an anaphylactic reaction at school.

An individual anaphylaxis management plan has two components.
Which sets 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 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.
2. **Anaphylaxis Action Plan** – sets out emergency procedures to be taken in the event of an allergic reaction. The action plan used by the school is that provided by the Australasian Society of Clinical Immunology and Allergy (ASCIA).

The Anaphylaxis Action Plan sets out the following:
- Emergency procedures to be taken in the event of an allergic reaction
- Is signed by the medical practitioner who was treating the child on the date the practitioner signs the emergency procedures plan
- Includes an up to date photograph of the student

It is the responsibility of the parent/carer to:
- Support the school in the development of the Individual Management Plan, in particular the Anaphylaxis Action Plan.
- Inform the school if their child’s medical condition changes, and if relevant provide an updated Anaphylaxis Action Plan.

**GUIDELINES – Communication Plan**

The principal in conjunction with the first aid officer will be responsible for ensuring that a communication plan is developed to provide information to all staff, students and parents about anaphylaxis and the school’s anaphylaxis management policy.

The ‘**Anaphylaxis Emergency Procedure Plan**’ details the procedure for responding to an anaphylactic reaction by a student in a classroom, in the school yard, on school excursions, on school camps and special event days.

Volunteers and casual relief staff of students at risk of anaphylaxis will be informed of the needs of these students and their role in responding to an anaphylactic reaction by a student in their care. General information will be provided through the CRT Handbook provided to CRT teachers annually. Specific student related information will be provided to CRTs on arrival at the school each period of employment. This includes a copy of the Anaphylaxis Action Plan for each child in the grade that the CRT is working with.

**GUIDELINES – Staff Training**

Teachers and other school staff who conduct classes which students at risk of anaphylaxis attend, or give instruction to students at risk of anaphylaxis must have up to date training in an anaphylaxis management training course.

At Apollo Parkways PS this training will involve all teachers, support staff, and administration staff. Casual relief teachers will be offered the opportunity to participate in this training if places are available. The Out of School Hours Care staff will be trained in addition to this.

At other times while the student is under the care and supervision of the school, including excursions, yard duty, camps and special event days, the principal must ensure that there is a sufficient number of staff present who have up to date training in an anaphylaxis management training course.

Training will be provided as soon as practicable after the student enrols. Where this is not possible staff will be briefed on anaphylaxis management. A DVD has been provided by DEECD to support this briefing.
All staff will be briefed each semester by a staff member who has up to date anaphylaxis management training on:

- The school’s anaphylaxis management policy
- The causes, symptoms and treatment for anaphylaxis
- The identities of students diagnosed at risk of anaphylaxis and where their medication is located
- How to use an EpiPen auto adrenaline injecting device
- The school’s first aid and emergency procedure plan

A DVD has been provided by DEECD to support this briefing.

**GUIDELINES – School Documentation**

Apollo Parkways Primary School will develop the following documentation to support its anaphylaxis management plan:

- Anaphylaxis management student information proforma
  - This document is completed by parents/carers in conjunction with the first aid officer and is kept by the first aid officer
- Anaphylaxis action plan – ASCIA approved
  - This action plan is completed by parents/carers and the original is kept by the first aid officer
  - Copies of these action plans are provided to all teachers and staff and are kept in the ‘red folder’ provided to all staff
  - A copy of the action is provided to the CRT at the commencement of their teaching allocation
- Anaphylaxis emergency procedure plan
  - This document is provided to all teachers and staff and is kept in the ‘red folder’ provided to all staff
  - A copy of this document is displayed in the first aid room, general office, canteen and OSHC
- How to administer an EpiPen
  - This document is provided to all teachers and staff and is kept in the ‘red folder’ provided to all staff
  - A copy of this document is displayed in the first aid room, general office, canteen and OSHC