This plan should be read in conjunction with the School’s Anaphylaxis Policy. It relates to the prevention and management of anaphylactic events at School or outside School on School related activities.

At the time of enrolment or (if later) diagnosis, the Head of House, Head of Year, Form Teacher and First Aid Coordinator will familiarize themselves with the medical needs of a student with anaphylaxis. It is expected that parents will advise the school without delay when a student is diagnosed by a medical practitioner as being at risk of anaphylaxis.

An Anaphylaxis Communication Plan will be developed and placed in agreed locations around the School.

Brighton Grammar School’s Anaphylaxis Policy and Communication Plan will be published on the School’s website and intranet site.

**Individual Anaphylaxis Management Plans**

The individual anaphylaxis management plan will be in place as soon as practicable after the student enrols and where possible before their first day of school. This should include:

- 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.
- The student’s emergency contact details.
- Information on where the student’s medication will be stored.

**Location of EpiPens® and Student Photo’s**

A current up to date photo and EpiPen® will be provided by the parent. The EpiPen® will be located in the following locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>EpiPen® Location</th>
<th>Student’s Action Plan Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Learning Centre (ELC)</td>
<td>In the teacher’s office</td>
<td>ELC Staff Room</td>
</tr>
<tr>
<td>Junior School</td>
<td>With the classroom teacher</td>
<td>Junior School First Aid Room</td>
</tr>
<tr>
<td></td>
<td>First Aid room</td>
<td>Junior School Staff Room</td>
</tr>
<tr>
<td></td>
<td>Junior School Reception</td>
<td></td>
</tr>
<tr>
<td>Middle School</td>
<td>With student</td>
<td>Middle School First Aid Room</td>
</tr>
<tr>
<td></td>
<td>With the teacher</td>
<td>Middle School Staff Room</td>
</tr>
<tr>
<td></td>
<td>First Aid room</td>
<td></td>
</tr>
<tr>
<td>Senior School</td>
<td>With the student</td>
<td>Senior School Staff Room</td>
</tr>
<tr>
<td></td>
<td>Senior School First Aid room</td>
<td>Senior School First Aid Room</td>
</tr>
<tr>
<td></td>
<td>Senior School Reception</td>
<td>Senior School Canteen</td>
</tr>
</tbody>
</table>
Anaphylaxis Communication Plan

Relieving/ Volunteer / Sport or other Activities Staff

Anaphylaxis information will be provided to all Relieving/Volunteer staff regarding students and this will be provided by the First Aid Coordinator or Director of Activities at the beginning of the applicable season. This information will be an Action Plan for Anaphylaxis which will contain the student's photo; name and date of birth, allergens to be avoided, contact details and the action required if the student has a mild or serious reaction.

Responding to an Anaphylactic Reaction

Classrooms

In the event of an anaphylactic reaction in the classroom, the teacher is to immediately implement the student’s emergency procedures plan. A reliable student should be sent to Reception to bring the EpiPen® and to alert the First Aid Coordinator. The teacher is to stay with the student who is experiencing the reaction.

All subject teachers and staff having contact with a Student with Anaphylaxis will have completed an accredited Anaphylaxis Course and regular refresher training.

Yard

Teachers should not leave a student who is experiencing an anaphylactic reaction unattended. The teacher must direct a reliable student to bring the EpiPen® or contact the Reception desk so that they may alert the School's First Aid Coordinator.

Special Event Days, Excursions and Camps

Prior to leaving the School for any event, excursion or camp the teacher in charge will consult with the First Aid Coordinator to identify any student with Anaphylaxis. The First Aid Coordinator will provide a medical summary identifying the student's anaphylaxis symptoms and the known allergens which may affect him and information regarding any other medical issues.

In the event of an anaphylactic reaction away from school the teacher is to immediately implement the student’s emergency procedure plan, call an ambulance, and then notify the school. The Head of Campus and the Headmaster should be notified without delay. They will arrange for parents or guardians to be notified.

Post-incident Action

It is expected that after an incident has occurred and has been resolved, that staff members involved will engage in the following activities:

- Completion of an Incident / Accident Report form including full details of the event and what occurred;
Collection of the student’s personal effects (if he is transported by ambulance and does not have them) for return to School;

Debrief with students directly involved as witnesses to the event;

Debrief of staff involved;

Communication with the Head of Campus or Headmaster as appropriate regarding the particulars of the incident, actions taken and outcomes;

Head of Campus to discuss with parents (later) what occurred and ask them to seek medical advice on how it may be prevented in future;

Head of Campus and First Aid Coordinator to review the student’s individual management plan;

Implement updated risk prevention strategies (where applicable).

Administration of an Epipen®:

Lay person flat, do not stand or walk. If breathing is difficult allow to sit.

Give Epipen® (or Epipen® Jnr if under 20kgs).

Phone ambulance (call 000).

Contact family or emergency contact.

A further adrenalin does may be given if there is no response after 5 minutes (use a non-prescription adrenalin auto injector if required).

Note the time of administration and advise paramedics when they arrive. Hand the paramedics the used adrenalin auto injector(s).

If in doubt of how to use an Epipen®, use an adrenalin auto injector.
Anaphylaxis Communication Plan

Action Plan for Anaphylaxis – New release Epipen® or Epipen® Jr (Blue safety release / orange needle)

Name:
Date of birth:

Confirmed allergens:

Family/emergency contact name(s):
Work Ph:
Home Ph:
Mobile Ph:

Plan prepared by:
Dr:
Signed:
Date:

How to give EpiPen® or EpiPen® Jr

1. Form flat around EpiPen® and PULL OFF BLUE SAFETY RELEASE.
2. PLACE ORANGE END against outer mid-thigh (with or without clothing).
3. PUSH DOWN HARD until a click is heard and then hold in place for 10 seconds.
4. REMOVE EpiPen®, massage injection site for 30 seconds.

MILD TO MODERATE ALLERGIC REACTION

- swelling of lips, face, eyes
- hives or welts
- tingling mouth
- abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

ACTION

- For insect allergy, flick out sting if visible. Do not remove ticks
- Stay with person and call for help
- Give medications (if prescribed) ....................................................
- Dose: .................................................................
- Locate EpiPen® or EpiPen® Jr
- Contact family/emergency contact

Watch for any one of the following signs of Anaphylaxis

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- difficult/noisy breathing
- swelling of tongue
- swelling/tightness in throat
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- pale and floppy (young children)

ACTION

1. Lay person flat, do not stand or walk. If breathing is difficult allow to sit
2. Give EpiPen® or EpiPen® Jr
3. Phone ambulance*: 000 (AU), 111 (NZ), 112 (mobile)
4. Contact family/emergency contact
5. Further adrenaline doses may be given if no response after 5 minutes (if another adrenaline autoinjector is available)

If in doubt, give EpiPen® or EpiPen® Jr

EpiPen® Jr is generally prescribed for children aged 3–5 years.
* Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

Additional information
Anaphylaxis Communication Plan

Action Plan for Anaphylaxis - Anapen® or Anapen® Jr

MILD TO MODERATE ALLERGIC REACTION

- swelling of lips, face, eyes
- hives or welts
- tingling mouth
- abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

ACTION

- For insect allergy, flick out sting if visible. Do not remove ticks
- Stay with person and call for help
- Give medications (if prescribed) ........................................
dose: ...........................................................................
- Locate Anapen® or Anapen® Jr
- Contact family/emergency contact

Watch for any one of the following signs of Anaphylaxis

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- difficult/noisy breathing
- swelling of tongue
- swelling/tightness in throat
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- pale and floppy (young children)

ACTION

1. Lay person flat, do not stand or walk. If breathing is difficult allow to sit
2. Give Anapen® or Anapen® Jr
3. Phone ambulance - 000 (AU), 111 (NZ), 112 (mobile)
4. Contact family/emergency contact
5. Further adrenaline doses may be given if no response after 5 minutes (If another adrenaline autoinjector is available)

If in doubt, give Anapen® or Anapen® Jr

Anapen® Jr is generally prescribed for children aged 1-5 years.
*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

Additional information:

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we teach boys
Last Updated April 2014
**Action Plan for Allergic Reactions**

**MILD TO MODERATE ALLERGIC REACTION**
- swelling of lips, face, eyes
- hives or welts
- tingling mouth
- abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

**ACTION**
- For insect allergy, flick out sting if visible. Do not remove ticks
- Stay with person and call for help
- Give medications (if prescribed) ..........................................................
dose: ..........................................................
- Contact family/emergency contact

**ANAPHYLAXIS (SEVERE ALLERGIC REACTION)**
- difficult/noisy breathing
- swelling of tongue
- swelling/tightness in throat
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- pale and floppy (young children)

**ACTION**
1. Lay person flat, do not stand or walk. If breathing is difficult, allow to sit
2. Phone ambulance - 000 (AU), 111 (NZ), 112 (mobile)
3. Contact family/emergency contact

Additional information

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BRIGHTON GRAMMAR SCHOOL

ANAPHYLAXIS MANAGEMENT PLAN

This plan is to be reviewed by the Headmaster or his delegate on the basis of information from the student’s medical practitioner provided by the parent/guardian. The form is to be issued to parents/guardians of the student and returned to the School without delay where it is known that the student is at risk of anaphylaxis.

<table>
<thead>
<tr>
<th>School:</th>
<th>Brighton Grammar School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>8591 2200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Year Level:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Severely Allergic to:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other Health Conditions:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Medication at School:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Parent / Carer (1)</th>
<th>Parent / Carer (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Relationship:</td>
<td>Relationship:</td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Home Phone:</td>
</tr>
<tr>
<td>Work Phone:</td>
<td>Work Phone:</td>
</tr>
<tr>
<td>Mobile:</td>
<td>Mobile:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other emergency contacts (if parent guardian/carer not available):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical practitioner contact:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency care to be provided at school: (As per school policy).</th>
</tr>
</thead>
<tbody>
<tr>
<td>EpiPen® or Anapen® Storage:</td>
</tr>
</tbody>
</table>

The following Anaphylaxis Management Plan has been developed with my knowledge and input and will be reviewed on:

<table>
<thead>
<tr>
<th>Signature of Parent:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Head of School:</td>
<td>Date:</td>
</tr>
<tr>
<td>Signature of Headmaster (or his delegate):</td>
<td>Date:</td>
</tr>
<tr>
<td>First Aid Coordinator:</td>
<td>Date:</td>
</tr>
</tbody>
</table>