Anaphylaxis Policy

It is the intention of the School 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 School life. In achieving this, the School will comply with Ministerial Order 706 and all associated guidelines.

The School will engage with parents/carers of students at risk of anaphylaxis, developing risk minimisation strategies and management strategies for the students. The School will also take reasonable steps to ensure each staff member has adequate knowledge about allergies, anaphylaxis and the school’s expectations in responding to an anaphylactic reaction.

The School will require from parents, and display in staff working areas, Individual Action Plans (ASCIA Action Plan) for students at risk of anaphylactic reaction. Individual Management Plans for those students will also be developed in consultation with parents/guardians and the School.

The School considers that management of students at risk of anaphylaxis is a shared responsibility of parents/guardians and the School to take all reasonable steps to:

(a) Share information regarding the student’s medical condition;
(b) Prevent an anaphylactic incident; and
(c) If such an incident occurs, to respond in a timely, informed and appropriate manner.

Individual Anaphylaxis Management Plans

The Heads of School will ensure that an Individual Anaphylaxis Plan is developed, in consultation with the student's parents/guardians, for any student who has been diagnosed by a Medical Practitioner as being at risk of anaphylaxis.

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.

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.

The Heads of School will then implement and monitor the student’s Individual Anaphylaxis Management Plan.
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).

It is the responsibility of the Parents to:

- provide the ASCIA Action Plan;
- 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; and
- provide the School with an EpiPen that is current and not expired for their child.

Prevention Strategies

The School will ensure that risk minimisation and prevention strategies are in place for all relevant in-school and out-of-school settings which include (but are not limited to) the following:

- during classroom activities (including class rotations, specialist and elective classes);
- between classes and other breaks;
- in canteens;
- during recess and lunchtimes;
- before and after school; and
- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

<table>
<thead>
<tr>
<th>Classrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Copy of the student's Individual Anaphylaxis Management Plan kept in the staffroom in Junior School</td>
</tr>
<tr>
<td>2. Liaison with parents about food-related activities ahead of time</td>
</tr>
<tr>
<td>3. Use non-food treats where possible, but if food treats are used it is recommended that the parents provide a treat box</td>
</tr>
<tr>
<td>4. Never give food from outside sources to a students who is at risk of anaphylaxis</td>
</tr>
<tr>
<td>5. Treats from other students in class should not contain the substances to which the student is allergic</td>
</tr>
<tr>
<td>6. Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts. Products labelled 'may contains milk or egg' should not be served to students with milk or egg allergy</td>
</tr>
<tr>
<td>7. Awareness of possible hidden allergens in food and other substances used in cooking, food technology, science and art classes</td>
</tr>
<tr>
<td>8. Ensure all cooking utensils, preparation dishes, plates and knives/forks etc. are washed and cleaned thoroughly after preparation of food and cooking</td>
</tr>
</tbody>
</table>
9. Regular discussions with students about the importance of washing hands, eating their own food and not sharing food

10. The Head of Campus/First Aid Co-ordinator should inform relief teachers, specialists teachers and volunteers of the names of any students at risk of anaphylaxis, the location of each student’s Individual Anaphylaxis Management Plan and EpiPen, the School’s Anaphylaxis Policy and each person’s responsibility in managing an incident

### Cafeteria

1. Cafeteria staff to be trained in food allergen management and its implications on food handling practices
2. Cafeteria staff are briefed about students at risk of anaphylaxis and where the Headmaster determines, have up to date training in an Anaphylaxis Management Training Course
3. Display the student’s name and photo in the cafeteria as a reminder to staff
4. Products labelled ‘may contain traces of nuts’ should not be served to students allergic to nuts
5. Cafeteria provides a range of healthy meals/products that excludes peanuts or other nut products in the ingredient list
6. Tables and surfaces are wiped down regularly
7. No-sharing of food approach is adopted
8. Awareness of contamination of other foods when preparing, handling or displaying food

### School Grounds

1. Sufficient supervision of a student who is at risk of anaphylaxis by a staff member who is trained in the administration of EpiPens
2. EpiPens and Individual Anaphylaxis Plans are easily accessible from the school grounds
3. A communication plan is in place for Staff on Staff Duty so medical information can be retrieved quickly and all staff are aware how to inform the First Aid Co-ordinator if an anaphylactic reaction occurs during recess or lunch time.
4. Staff on duty can identify those student’s at risk of anaphylaxis
5. Students with anaphylactic responses to insects are encouraged to stay away from water or flowering plants
6. Lawns are regularly mowed and bins are covered
7. Students are to keep drinks and food covered while outdoors

### Special Events

1. Sufficient staff who have been trained in the administration of an Epi-Pen are supervising students
2. Avoid using food in activities or games
3. Consult parents in advance for special events to either develop an alternative food menu or request the parent to send a meal for the student at risk
4. Parents of other students should be informed in advance about foods that may cause allergic reactions in students at risk and request that they avoid providing students with treats whilst they are at a special school event
5. Party balloons are not to be used if a student is allergy to latex

### Out-of-school settings

#### Excursions/Camps/Tours

1. Risk Assessment for each individual student attending
2. Staff trained in administering an EpiPen are to attend
3. Appropriate methods of communications must be discussed
4. Identify the location of the EpiPen ie. Who will carry it, how will it be delivered to the student
5. Individual Anaphylaxis Management Plans and EpiPens are to be easily accessible and staff must be aware of their location
6. Risk assessment of the excursion/camp/tour must be completed prior to departure
7. Staff in charge should consult parents of anaphylactic students in advance to discuss issues that might arise, to develop an alternative food menu or request the parent provide a meal (if required)
8. Review the Individual Anaphylaxis Management Plan prior to departure to ensure that it is up to date and relevant to the particular excursion/camp/tour

### Camps or Remote Settings
1. Brighton Grammar attempts to only use providers/operator services who can provide food that is safe for anaphylactic students
2. Conduct a risk assessment and develop a risk management strategy for students (in consultation with parents and camp operators) at risk of anaphylaxis
3. Staff in charge should consult with parents of students at risk to ensure appropriate risk minimisation strategies are in place
4. The School will consider alternative means of providing food for at risk students if there are concerns about whether food provided on camp will be safe for students at risk of anaphylaxis
5. The use of substances containing allergens should be avoided where possible
6. The Student’s EpiPen and action plan must be taken on camp and a mobile phone. If there is no mobile phone access, alternative methods eg. Satellite phone will be considered.
7. EpiPens should remain close to the students and staff must be aware of its location at all times
8. Students with anaphylactic responses to insects should wear closed shoes and long-sleeve garments when outdoors and are encouraged to stay away from water and flowering plants
9. General use EpiPens are included in camp first aid kits
10. Consider exposure to allergens when consuming food during travel on bus/plane/etc. and whilst in cabins/tents/dormitories/etc.
11. Cooking and art and craft games should not involve the use of known allergens

### Overseas Travel
1. Strategies used are similar to those for camps/remote settings
2. Investigate potential risks at all stages of the overseas travel;
   - Travel to/from airport/port
   - Travel to/from Australia
   - Various accommodation venues
   - All towns and venues visited
   - Sourcing safe food
   - Risk of cross contamination including;
   - Exposure to food of other students
   - Hidden allergens
   - Whether the table and surfaces are cleaned to prevent reaction
   - Whether the other students wash their hands when handling food
3. Assess where each of these risks can be managed using minimisation strategies such as the
following:
Translation of student’s Individual Anaphylaxis Management Plan and ASCIA Action Plan
Sourcing safe food
Obtaining names, address and contact details of the nearest hospital and medical practitioners at each location that may be visited
Obtaining emergency contact details
Sourcing the ability to purchase additional EpiPens

4. Record details of travel insurance, including contact details for the insurer. Determine how any costs associated with medication, treatment and/or alteration to the travel plans as a result of an anaphylactic reaction can be paid.

5. Plan for appropriate supervision of students at risk of anaphylaxis at all times including:
Sufficient staff who have been trained in Anaphylaxis Management
Supervision of at risk students during meal times and when taking medication
Adequate supervision of any affected student(s) requiring medical treatment and other students
Staff/students ratios are maintained, including in the event of an emergency where students may need to be separated

6. Adapt the School’s Emergency Response Procedure if required given local circumstances

7. Keep records of relevant information;
Dates of travel
Name of airline and contact details
Itinerary detailing proposed destinations, flight information and duration of stay
Hotel addresses and telephone numbers
Proposed means of travel within the overseas country
List of students and each of their medical conditions, medication and other treatment(s) if required
Emergency contact details of hospitals, ambulances and medical practitioners
Travel insurance details
Plans to respond to any foreseeable emergency including who will be responsible for the implementation of each part of the plan
Mobile phone numbers or other communication devices that will enable staff to contact emergency services

Action Management Plans and EpiPens are located as detailed in the following table.

<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>
The following information is available in Synergetic:

- 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; and
- The information contained in Individual Anaphylaxis Management Plans; (Original plans located in the Student Health offices).

It is the responsibility of the Teacher-In-Charge (TIC) of the camp or excursion to ensure that all relevant medical information, medicines and equipment are available and that all supervisors and staff members are familiar with those students at risk of anaphylaxis.

School Management and Emergency Response

If an EpiPen is administered, the School must:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediately call an ambulance 000</td>
<td></td>
</tr>
<tr>
<td>Lay the students flat and elevate their legs. Do not stand or walk.</td>
<td></td>
</tr>
<tr>
<td>Reassure the student experiencing the reaction as they are likely</td>
<td></td>
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<tr>
<td>to be feeling anxious and frightened as a result of the reaction</td>
<td></td>
</tr>
<tr>
<td>and the side-effects of the adrenaline. Watch the student closely</td>
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<tr>
<td>in case of a worsening condition. Ask another staff member to</td>
<td></td>
</tr>
<tr>
<td>move other students away and reassure them elsewhere.</td>
<td></td>
</tr>
<tr>
<td>In the rare situation where there is no marked improvement and</td>
<td></td>
</tr>
<tr>
<td>severe symptoms are present, a second injection may be</td>
<td></td>
</tr>
<tr>
<td>administered after five minutes, if a second EpiPen is available.</td>
<td></td>
</tr>
<tr>
<td>Then contact the student’s emergency contacts.</td>
<td></td>
</tr>
<tr>
<td>Notify the Head of Campus of the incident</td>
<td></td>
</tr>
</tbody>
</table>

Epi-Pens

The School will purchase spare Epipens for general use and as a back-up to those supplied by Parents. Students are discouraged from providing the School with auto-injectors other than EpiPens, as staff training has focussed on EpiPens.

The number of spare Epipens will be determined by the Headmaster using a risk management approach taking into account the following:

- the number of students enrolled at the School who have been diagnosed as being at risk of anaphylaxis;
- the accessibility of Epipens that have been provided by Parents of students who have been diagnosed as being at risk of anaphylaxis;
- the availability and sufficient supply of Epipens for general use in specified locations at the School, including (but not limited to):
  - in the school yard, and at excursions, camps and special events conducted or organised by the School; and
- Epipens have a limited life, usually expiring within 12-18 months, and will need to be replaced at the School’s expense, either at the time of use or expiry, whichever is first.
Communication Plan

The Anaphylaxis Communication Plan can be found at the following location:

http://portal/hr/Policies%20Guidelines%20%20Procedures/Forms/AllItems.aspx

The Headmaster will ensure that relevant School Staff are:

- trained; and
- briefed at least twice per calendar year.

Staff Training

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 Headmaster.

The identified School Staff will undertake the following training:

- an Anaphylaxis Management Training Course in the three years prior; and
- participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) 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 Epipen, including hands on practise with a trainer Epipen device;
  - the School’s general first aid and emergency response procedures; and
  - the location of, and access to, Epipens that have been provided by Parents or purchased by the School for general use.

The briefing will be conducted by a member of School Staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months.

In the event that the relevant training and briefing has not occurred, the Headmaster 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 enrols, and preferably before the student’s first day at School.

The Headmaster will ensure that while the student is under the care or supervision of the School, including excursions, yard duty, camps and special event days, there is a sufficient number of School Staff present who have successfully completed an Anaphylaxis Management Training Course in the three years prior.
Annual Risk Management Checklist

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