

Anaphylaxis Policy

North Melbourne Primary School

Errol Street and Molesworth St Campus

Issue Date: June 2024

Review Date: June 2025

ANAPHYLAXIS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact North Melbourne Primary School front office on 9329 6902.

PURPOSE

To explain to North Melbourne Primary School – Errol St Campus and Molesworth St Campus – parents/carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of anaphylaxis. This policy also ensures that North Melbourne Primary School is compliant with Ministerial Order 706 and the Department’s guidelines for anaphylaxis management.

SCOPE

This policy applies to all North Melbourne Primary School Campuses and includes:

- 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.

POLICY

School Statement

North Melbourne Primary School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow’s milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Symptoms

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face, and eyes
- hives or welts
- tingling in the mouth

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of tongue
- swelling/tightness in throat
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting.

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.



Treatment

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector (commonly known as an EpiPen or AnaPen) for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

Anaphylaxis Medical Action Plan & Individual Anaphylaxis Management Plans

All students at North Melbourne Primary School – both Errol St Campus and Molesworth St Campus – who are diagnosed by a medical practitioner as being at risk of an anaphylactic reaction must have an Anaphylaxis Action Plan (eg. ASCIA plan). Once this is obtained by North Melbourne Primary School, the principal (or nominee) is responsible for developing an Individual Anaphylaxis Management Plan for each student diagnosed as anaphylactic; in consultation with the student's parents/carers. The Individual Anaphylaxis Management Plan will detail the processes that North Melbourne Primary School has in place to reduce a student's exposure to their confirmed allergen while at school or during school-based activities. Parents/carers are encouraged to tailor this plan to their child's individual needs in collaboration with the school nurse.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at North Melbourne Primary, and where possible, before the student's first day.

Parents and carers must:

- obtain an Anaphylaxis Action Plan (eg. ASCIA plan) for anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- **the Anaphylaxis Action Plan must have the prescribing doctor's signature and practice stamp (with the doctor's provider number) to be valid. As this is a medical document, parents/carers are not permitted to complete this form**
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated Anaphylaxis Action Plan from their prescribing doctor/ medical practitioner
- ensure that the Anaphylaxis Action Plan is reviewed annually, or as indicated by the prescribing doctor's orders
- provide an up-to-date photo of the student for the Anaphylaxis Action Plan upon request from the school. New plans provided will otherwise use the most recent school photo of the student
- provide the school with a current adrenaline autoinjector for the student that has not expired
- participate in reviews of the student's Individual Anaphylaxis Management Plan when required

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, 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 risk minimisation



- strategies, which have been identified in the plan
- information about where the student's medication will be stored
 - the student's emergency contact details
 - an up-to-date Anaphylaxis Action Plan completed by the student's medical practitioner.

Please refer to North Melbourne Primary School's [Individual Anaphylaxis Management Plan](#) template.

Review and updates to Anaphylaxis Action Plans & Individual Anaphylaxis Management Plans

A student's Anaphylaxis Action Plan will be reviewed and updated on a regular basis (or as prescribed by the consulting doctor) in consultation with the student's parents/carers and the prescribing doctor. The Individual Anaphylaxis Management Plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

North Melbourne Primary School may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

Location of plans and adrenaline autoinjectors

Errol Street Campus adrenaline autoinjector and management plan locations:

- there must be an adrenaline autoinjector supplied for each student by their parents/carers, which will be stored in the school First Aid Room.
- each student's personal adrenaline autoinjector will be housed in a named red EpiBag which also contains their management plan; to ensure quick access when required.
- if supplied by parents/carers, antihistamine medication will also be stored within the EpiBag to treat mild to moderate allergy symptoms
- each building has access to a generic school supplied adrenaline autoinjector, which is stored in a central location for quick access in the event of an anaphylactic reaction
- depending on the age of the student and as disclosed by their parents/carers, a student at risk of anaphylaxis may carry a secondary adrenaline autoinjector on their person or within their school bag. This is done with the approval by North Melbourne Primary School and will be documented on their Individual Anaphylaxis Management Plan
- teachers of students diagnosed with anaphylaxis will be given a hard copy of their Anaphylaxis Action Plan and Individual Anaphylaxis Management Plan to store in their classroom in the event of an anaphylactic reaction
- all of the student Anaphylaxis Action Plans and Individual Anaphylaxis Management Plans are also filed in the Errol St Campus First Aid Room and are uploaded to Compass and attached to the student's medical file.

Molesworth Street Campus adrenaline autoinjector and management plan locations:

- there must be an adrenaline autoinjector supplied for each student by their parents/carers, which will be stored in the school First Aid Room.
- each student's personal adrenaline autoinjector will be housed in a named red EpiBag which also contains their management plan; to ensure quick access when required.
- if supplied by parents/carers, antihistamine medication will also be stored within the EpiBag to treat mild to moderate allergy symptoms
- there is access to a generic school supplied adrenaline autoinjector within the First Aid

Room, as well as on Level 2 at the Molesworth St Campus and is stored in a central location for quick access in the event of an anaphylactic reaction

- depending on the age of the student and as disclosed by their parents/carers, a student at risk of anaphylaxis may carry a secondary adrenaline autoinjector on their person or within their school bag. This is done with the approval by North Melbourne Primary School and will be documented on their Individual Anaphylaxis Management Plan
- teachers of students diagnosed with anaphylaxis will be given a hard copy of their Anaphylaxis Action Plan and Individual Anaphylaxis Management Plan to store in their classroom in the event of an anaphylactic reaction
- all of the student Anaphylaxis Action Plans and Individual Anaphylaxis Management Plans are also filed in the Molesworth St Campus First Aid Room and are also uploaded to Compass and attached to the student's medical file.

Risk Minimisation Strategies

North Melbourne Primary School ensures the safety of all children while in our care and take responsibility in implementing risk minimisation strategies that reduce the possibility of a student suffering from an anaphylactic reaction while at school. This includes:

- during classroom activities (including class rotations, specialist, and elective classes)
- between classes and other breaks
- during recess and lunch times
- before and after school - once students enter the school grounds and prior to collection from parents/carers
- camps and excursions, or at special events conducted, organised or attended by the school (e.g. class parties, elective subjects and work experience, cultural days, fetes, concerts, events at other schools, competitions, or incursions).

North Melbourne Primary School also takes steps to ensure the safety of all students and to minimise their exposure to allergens. This includes a detailed risk mitigation strategy which has been devised based upon the recommendations outlined in Chapter 8 of the Department's [Anaphylaxis Guidelines](#). These are also described in each student's Individual Anaphylaxis Management Plan, and include:

- staff and students are regularly reminded to wash their hands after eating;
- students are discouraged from sharing food
- garbage bins at school are to remain covered with lids to reduce the risk of attracting insects
- gloves must be worn when picking up papers or rubbish in the playground.
- school kitchen (SAKGP) staff are trained in appropriate food handling to reduce the risk of cross-contamination and do not stock any high-allergen foods. They are also advised of all food allergies and intolerances prior to student commencing in the Kitchen Garden Program.
- parents/carers are advised to avoid using high-allergen foods in advance of class parties, events or birthdays where they are wanting to provide foods to a classroom/school event. Foods must have a clear ingredient list or remain in original packaging so allergens can be detected prior to consumption
- a general use EpiPens are located in multiple locations within the school for ease of access in the event of an anaphylactic reaction
- planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending.



Adrenaline autoinjectors for general use

North Melbourne Primary School will maintain a supply of adrenaline autoinjectors for general use, as a back-up to those provided by parents and carers for specific students, and also for students who may suffer from a first-time reaction at school.

Adrenaline autoinjectors for general use will be stored:

- *Errol Street Campus* – in the First Aid Room, school kitchen (Northside) and Flex Building (Southside) and have been labelled “NMPS Generic” to clearly distinguish general use
- *Molesworth Street Campus* – in the First Aid room and on Level 2 (with L2 First Aid & Asthma Kit in the Staff Room) and have been labelled “NMPS Generic” to clearly distinguish general use

The Principal (or nominee) is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at North Melbourne Primary School – both Errol St Campus and Molesworth Street Campus – who are at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of autoinjectors for general use in different locations at both school campuses, as well as at camps, excursions and events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry
- the weight of the students at risk of anaphylaxis to determine the correct dosage of adrenaline autoinjector/s to purchase.

Emergency Response

In the event of an anaphylactic reaction (on or off-site), the emergency response procedures in this policy must be followed, together with the school’s general first aid procedures, emergency response procedures and the student’s Anaphylaxis Action Plan and Individual Anaphylaxis Management Plan.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by the North Melbourne Primary School Nurse & OHS Officer for both campuses, and is stored in the First Aid Room at both campuses. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis who are attending the special event. This will be kept with the student’s Anaphylaxis Action Plan, Individual Anaphylaxis Management Plan and adrenaline autoinjectors, where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

Step	Action
1.	<ul style="list-style-type: none">• Lay the person flat• Do not allow them to stand or walk• If breathing is difficult, allow them to sit• Be calm and reassuring• Do not leave them alone• Seek assistance from another staff member or reliable student to locate the student’s adrenaline autoinjector or the school’s general use autoinjector, and the student’s Anaphylaxis Action Plan and Individual Anaphylaxis Management Plan, stored in the First Aid Room within their named red EpiBag. If off-site, the teacher-in-charge of the off-site activity will have immediate access to the items listed above• If the student’s plan is not immediately available, or they appear to be experiencing

	a first-time reaction, follow steps 2 to 5
2.	<p>Administer an EpiPen or EpiPen Jr</p> <ul style="list-style-type: none"> • Remove from plastic container • Form a fist around the EpiPen and pull off the blue safety release (cap) • Place orange end against the student's outer mid-thigh (with or without clothing) • Push down hard until a click is heard or felt and hold in place for 3 seconds • Remove EpiPen • Note the time the EpiPen is administered • Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration <p>OR</p> <p>Administer an Anapen® 500, Anapen® 300, or Anapen® Jr.</p> <ul style="list-style-type: none"> • Pull off the black needle shield • Pull off grey safety cap (from the red button) • Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing) • Press red button so it clicks and hold for 10 seconds • Remove Anapen • Note the time the Anapen is administered • Retain the used Anapen to be handed to ambulance paramedics along with the time of administration
3.	Call an ambulance (000)
4.	If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.
5.	Contact the student's emergency contacts.

If a student appears to be having a severe allergic reaction but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

Schools can use either the EpiPen® and Anapen® on any student suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.

Where possible, schools should consider using the correct dose of adrenaline autoinjector depending on the weight of the student. However, in an emergency if there is no other option available, any device should be administered to the student.

North Melbourne Primary School recognises, as guided by the [Anaphylaxis Guidelines](#), that it is better to use an adrenaline autoinjector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction. Refer to 'Frequently asked questions' on the [Resources tab](#) of the Department's Anaphylaxis Policy.

Communication Plan

This policy will be available on North Melbourne Primary School's website so that parents and other members of the school community can easily access information about our school's anaphylaxis management procedures. The parents/carers of students who are enrolled at North Melbourne Primary School – Errol St Campus and Molesworth St Campus – and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.



The Principal (and/or the chosen representative) is responsible for ensuring that all relevant staff, including casual relief staff, kitchen staff and volunteers are aware of this policy and North Melbourne Primary School's procedures for anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

The Principal (or nominee) is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's [Anaphylaxis Guidelines](#).

Staff training

The Principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

- School staff who conduct classes attended by students who are at risk of anaphylaxis
- School staff who conduct specialist classes, educational support staff, all kitchen staff, admin staff, firstaiders and any other member of school staff as required by the Principal based on a risk assessment.

Staff who are required to undertake training must have completed:

- an approved face-to-face anaphylaxis management training course in the last three years, or
- an approved online anaphylaxis management training course in the last two years.

North Melbourne Primary School will undergo the following Anaphylaxis training:

- ASCIA Anaphylaxis e-training Victoria (all staff) followed by a competency check by the School Anaphylaxis Supervisor. To perform the competency check, the anaphylaxis supervisor must have completed the Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC.
- 22579VIC Course in Verifying the Correct Use of Adrenaline Autoinjector Devices (staff who are leaders in first aid management at North Melbourne Primary School – at both the Errol St Campus and Molesworth St Campus)
- 10710NAT Course in Allergy and Anaphylaxis Awareness run by Asthma Australia (for staff who are leaders in first aid management at North Melbourne Primary School)

Staff are also required to attend a briefing on anaphylaxis management and our school's anaphylaxis policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by the School Anaphylaxis Supervisor, who has successfully completed an anaphylaxis management course within the last 2 years. Each briefing will address:

- The school's anaphylaxis policy
- the causes, symptoms, and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergies and the potential for an anaphylactic reaction, and where their medication is located
- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

When a new student enrolls at North Melbourne Primary School – Errol St Campus and Molesworth St Campus – who is at risk of anaphylaxis, the principal/chosen representative will develop an interim plan in consultation with the student's parents and ensure that appropriate



staff are trained and briefed as soon as possible.

A record of staff training sessions will be maintained through the school's OH&S folder on Google Drive.

The principal/chosen representative will ensure that while students at risk of anaphylaxis are under the care or supervision of the school outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

FURTHER INFORMATION AND RESOURCES

All anaphylaxis questions or information should be directed to our school nurse.

- [Allergy & Anaphylaxis Australia](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)
- Department's Policy and Advisory Library (PAL):
 - [Anaphylaxis](#)
- Related School Policies:
 - Administration of Medication Policy
 - First Aid Policy
 - Health Care Needs Policy

REVIEW CYCLE AND EVALUATION

Policy last reviewed	June 2024
Approved by	Principal, Sarah Nightingale
Next scheduled review date	June 2025 to ensure ongoing relevance and continuous improvement, this policy will be reviewed annually.

The principal and/or chosen representative will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.