

College Statement

Hazel Glen College will fully comply with and the associated Guidelines published and amended by the Department. Hazel Glen College acknowledges the College's responsibility to develop and maintain an Anaphylaxis Management Policy.

(NEW) College Anaphylaxis Management Policy: Ministerial Order 706

Under Ministerial Order 706 any College that has enrolled a student/s at risk of anaphylaxis must by law have a College Anaphylaxis Management Policy in place.

The Guidelines for Managing Anaphylaxis in all Victorian Colleges are designed to support Colleges in developing and implementing a best practice College Anaphylaxis Management Policy.

Definitions

Allergy occurs when a person's immune system reacts to substances in the environment that are harmless for most people. These substances are known as allergens and are found in house dust mites, pets, pollen, insects, moulds, foods and some medicines. There are many different causes of allergy and symptoms vary from mild to potentially life threatening.

Anaphylaxis is a potentially life threatening, severe allergic reaction and should always be treated as a medical emergency. Anaphylaxis occurs after exposure to an allergen (usually to foods, insects or medicines), to which a person is allergic. Not all people with allergies are at risk of anaphylaxis.

Management of Anaphylaxis should be read in conjunction with the following two documents "ASCIA guidelines for prevention of anaphylaxis in Colleges, pre-Colleges and childcare: 2012 update."

http://www.allergy.org.au/images/stories/pospapers/ASCIA_guidelines_anaphylaxis_2012.pdf

"Guidelines for Managing Anaphylaxis in all Victorian Colleges"

<http://www.education.vic.gov.au/Documents/College/teachers/health/AnaphylaxisGuidelines.docx>

The Australian Society for Clinical Immunology and Allergy (ASCIA) is the peak reference body for the management of Allergies and Anaphylaxis.

Aims

- Obtaining medical information about children at risk of anaphylaxis by the College.
- Staff training about how to recognise and respond to a mild, moderate or severe allergic reaction, including training in the use of adrenaline autoinjector devices eg EpiPen® .
- Implementation of practical strategies to avoid exposure to medically confirmed allergens.
- Age-appropriate education of children with severe allergies and their peers.

Implementation

1. Communication Plan

The College has a communication plan which provides information to all College staff, students and parents/guardians about allergy, anaphylaxis and associated disorders and the College's Allergy and Anaphylaxis Policy.

The communication plan must include strategies for advising College staff, students and parents/guardians about how to respond to an anaphylactic reaction by a student in various environments including:

- during normal College activities including in the classroom, in the College yard, in all College buildings and sites including gymnasiums and halls
- during off-site or out of College activities, including on excursions, College camps and at special events conducted or organised by the College.

The communication plan must include procedures to inform volunteers and casual relief staff of students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to an anaphylactic reaction by a student in their care.

It is the responsibility of the principal of the College to ensure that relevant College staff are:

- trained
- briefed at least twice per calendar year.

2. Individual Anaphylaxis and Allergy Management Plans

2.1. The Principal will ensure that an Individual Anaphylaxis or Allergy Management 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.

2.2. Note: The red and blue 'ASCIA Action Plan for Allergy or Anaphylaxis' are the recognised form for emergency procedure plans that is provided by medical practitioners to parents/guardians when a child is diagnosed as being at risk of anaphylaxis. An example can be found in Appendix E of the Anaphylaxis Guidelines or downloaded from www.education.vic.gov.au/College/teachers/health/Pages/anaphylaxisschl.aspx

2.3. The Individual Management Plan will be in place as soon as practicable after the student enrolls, and where possible before their first day of College.

2.4. The Individual Anaphylaxis Management Plan will set out the following:

- a) 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)
- b) strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of College staff, for in-College and out-of-College settings including in the College yard, at camps and excursions, or at special events conducted, organised or attended by the College
- c) the name of the person(s) responsible for implementing the strategies
- d) information on where the student's medication will be stored
- e) the student's emergency contact details
- f) an ASCIA Action Plan for Anaphylaxis.

College staff will then implement and monitor the student's Individual Anaphylaxis Management Plan.

- 2.5. The student's Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student's parents/guardians 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 College
 - 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 College (eg. class parties, elective subjects, cultural days, fetes, incursions).
- 2.6. It is the responsibility of the parents/guardians to :
- provide the ASCIA Action Plan
 - inform the College 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 College and when it is reviewed
 - provide the College with an adrenaline autoinjector that is current (the date has not expired) for their child.

Prevention strategies

3. In College

3.1. Food brought to College:

- An information sheet will be issued by the College Nurse to the parent community on severe allergy and the risk of anaphylaxis.
- Parents/guardians will be alerted of the need for their child not to share food and to wash hands after eating.

3.2. College fundraising/special events/cultural days:

- Consideration will be given to children with a food allergy when planning any fundraisers, cultural days or stalls for fair/fete days, breakfast mornings etc. Notices may be sent to parent community discouraging specific food products. E.g. nuts

3.3. Cooking/Food Technology:

- The teacher will engage parents/guardians in discussion prior to cooking sessions and activities using food.
- The teacher will remind students to not share food they have cooked with others at College.

3.4. Science Experiments:

- The teacher will advise parents/guardians prior to any experiments containing foods.

3.5. Students picking up papers:

- a) Students at risk of food or insect allergy will be excused from this activity.

3.6. Music Class:

- a) The teacher is to ensure students are not to share instruments. Instruments will be cleaned down between classes as necessary.

3.7. Art Class:

- a) The teacher will ensure containers used by students at risk of anaphylaxis do not contain allergens .e.g. egg white or yolk on an egg carton.
- b) The teacher will communicate with parents/guardians any activities such as face painting or mask making (when moulded on the face of the child), as products used may contain allergens such as peanut, tree nut, milk or egg, latex.
- c) Teacher is to be mindful if using play dough etc. Check that nut oils have not been used in manufacture. Teacher is to discuss alternative options with parent of wheat allergic child.

3.8. Canteen:

- a) If parents/guardians choose to order canteen items for students in Prep to year 4, they must order online through the 'Munch Monitor' program. They must also inform the canteen manager of all 'banned food items' by following the relevant steps on the online 'Munch Monitor' program (www.munchmonitors.com).
- b) Any child in years prep to 4 with an Individual Anaphylaxis/Allergy Management Plan in relation to food allergies are not permitted to purchase any canteen items through window sales.
- c) Any child in years 5 to 8 purchasing from the cafeteria must see the cafeteria manager.

3.9. Sunscreen:

- a) Parents/guardians are encouraged to provide their own sunscreen for their child

3.10. Hand washing:

- a) Students are encouraged to wash their hands after eating

3.11. Part-time educators, casual relief teachers & religious instruction teachers:

- a) The College will alert staff as to the identities of children at risk of anaphylaxis and also the College management plans, which includes minimisation strategies initiated by the College community.
- b) Hazel Glen College is aware some casual staff have not received training in anaphylaxis management and emergency treatment. This will be considered by the Daily Organiser when a teacher is chosen for a class with a child at risk of anaphylaxis and if this teacher is on playground/yard duty

3.12. Use of food as counters:

- a) Teachers will be aware of children with food allergies when deciding on 'counters' to be used mathematics or other class lessons. Non-food 'counters' such as buttons /discs may be a safer option than chocolate beans.

3.13. Insect Sting Allergy:

Children who have a severe insect sting allergy and are at risk of anaphylaxis need to have their adrenaline auto injector and Action Plan for Anaphylaxis easily accessible at all times. parents/guardians will be consulted on the most appropriate strategies to be employed for their child. Prevention strategies the College will engage for children at risk both of anaphylaxis at College and on excursions may include where appropriate:

- a) Avoidance of being outdoors at certain times of the day
- b) Using insect repellents that contain DEET (Diethyltoluamide, N, N - diethyl - 3-methylbenzamide)
- c) Wearing light coloured clothing that covers most exposed skin
- d) Avoidance of bright clothing with 'flower' type prints
- e) Wearing shoes at all times
- f) Avoidance of perfumes or scented body creams/deodorants
- g) Wearing gloves when gardening
- h) Exclusion from picking up rubbish which may attract insect/s
- i) Being extra careful where there are bodies of water i.e. lake/pond/swimming pool.
- j) Keeping windows up in the car/bus
- k) Keeping garbage bins covered – lids on
- l) Keeping grass areas mowed (reduce weed such as clover which attracts insects)
- m) Wearing boots and thick clothing such as denim jeans if ant sting allergic and in area where specific ants reside. Avoid ant mounds
- n) Not provoking bees, wasps or ants. Have mounds/nests removed by professionals
- o) Removal of nests when students/teachers are not present
- p) When putting in new plants consider location and select plants less likely to attract stinging insects

3.14. Class Rotations:

- a) All teachers will consider children at risk of anaphylaxis when planning rotational activities for year level, even if they do not currently have a child enrolled who is at risk, in their class.

3.15. Incursions:

- a) Prior discussion with parents/guardians if incursions include any food activities

4. External College Activities

4.1. Excursions, Sports carnivals, Swimming program:

- a) Teachers organising/attending excursion or sporting event will plan an emergency response procedure prior to the event. This will outline the roles and responsibilities of teachers attending, if an anaphylactic reaction occurs.
- b) This includes distribution of laminated cards to all attending teachers, detailing the following:
 - c) *Location of event, including Melway reference or nearest cross street.*
 - d) *Procedure for calling ambulance, advising life threatening allergic reaction has occurred and adrenaline is required.*
 - e) *occurred and adrenaline is required.*

- f) Staff will also:
- g) Carry mobile phones. Prior to event, check that mobile phone reception is available and if not, consider other form of emergency communication i.e. walkie talkie.
- h) Consider increased supervision depending on size of excursion/sporting event i.e. if students are split into groups at large venue e.g. zoo, or at large sports venue for sports carnival.
- i) Remind all parents/guardians regarding children with allergies on the excursion/sports authorisation form and encourage parents/guardians not to send in specific foods in lunches (e.g. food containing nuts).
- j) Discourage eating on buses.
- k) Check if excursion includes a food related activity, if so discuss with parent.
- l) Ensure that all teachers are aware of the location of the emergency medical kit containing the general use adrenaline auto injector.

4.2. Medical Kits:

- a) The Teacher will ensure the medical kit (students own) containing ASCIA Action Plan for Anaphylaxis and adrenaline auto injector should be easily accessible to child at risk and the adult/s responsible for their care at all times. On excursions ensure that the teacher accompanying the child's group carries the medical kit. For sporting events this may be more difficult, however, all staff and parent volunteers must always be aware of who has the kit and where it is.
- b) The teacher will ensure that adrenaline autoinjectors are not be left sitting in the sun, in parked cars or buses.
- c) Parents/guardians are often available to assist teachers on excursions in Children's Services and primary Colleges. If child at risk is attending without a parent, the child should remain in the group of the teacher who has been trained in anaphylaxis management, rather than be given to a parent volunteer to manage. This teacher will carry the medical kit

4.3. College Camps:

- a) The camp coordinator will be aware of the publication titled Preparing for Camps and Overnight College Trips with Food Allergies (Allergy & Anaphylaxis Australia).
- b) parents/guardians of child at risk of allergy and anaphylaxis will be offered a face to face meeting with College staff/camp coordinator prior to camp to discuss safety including the following: Emergency response procedures, outlining the roles and responsibilities of the teachers in policing prevention strategies and their roles and responsibilities in the event of an anaphylactic reaction.
- c) All teachers attending the camp will carry laminated emergency cards, detailing the location of the camp and correct procedure for calling ambulance, advising the call centre that a life threatening allergic reaction has occurred and adrenaline is required.
- d) Staff will practise with adrenaline auto injector training devices (EpiPen® and AnaPen® Trainers) and view DVDs prior to camp.
- e) The camp coordinator will contacting local emergency services and hospital prior to camp and advise that xx children in attendance at xx location on xx date including child/ren at risk of anaphylaxis. The camp coordinator will ascertain location of closest hospital, ability of ambulance to get to camp site area i.e. consider locked gates etc in remote areas.

- f) The coordinator will confirm mobile phone network coverage for standard mobile phones prior to camp. If no access to mobile phone network, alternative needs to be discussed and arranged.
- g) Parents/guardians will be encouraged to provide two adrenaline auto injectors along with the Action Plan for Anaphylaxis and any other required medications whilst the child is on the camp.
- h) The camp coordinator will provide clear advice to all parents/guardians prior to camp on what foods are not allowed.
- i) Parents/guardians of child at risk of allergy or anaphylaxis are responsible for communicating directly with the provider of the food/chef/caterer to discuss food options/menu, cross contamination risks, safest food choices, bringing own food.
- j) Parents/guardians may prefer to provide all child's food for the duration of the camp. This is the safest option. If this is the case, storage and heating of food needs to be organised as well.

Adrenaline auto injectors for general use

5. Outline

- 5.1. The College Nurse will purchase adrenaline autoinjector(s) for general use and as a back up to those supplied by parents/guardians.
- 5.2. The College Nurse will determine the number of additional adrenaline autoinjector(s) required. In doing so, the College Nurse will take into account the following relevant considerations:
 - a) the number of students enrolled at the College who have been diagnosed as being at risk of anaphylaxis
 - b) the accessibility of adrenaline autoinjectors that have been provided by parents/guardians of students who have been diagnosed as being at risk of anaphylaxis
 - c) the availability and sufficient supply of adrenaline autoinjectors for general use in specified locations at the College, including:
 - d) in the College yard, and at excursions, camps and special events conducted or organised by the College

Staff Training

The following College staff will be appropriately trained:

- College staff who conduct classes that students with a medical condition that relates to allergy and the potential for anaphylactic reaction
- Any other College staff as determined by the principal to attend.
- College staff must complete one of the following options to meet the anaphylaxis training requirements of Ministerial Order 706:

Option	Completed by	Course	Provider	Cost	Valid for
Option 1	All College staff AND 2 staff per College or per campus (College Anaphylaxis Supervisor)	<i>ASCIA Anaphylaxis e-training for Victorian Colleges</i> followed by a competency check by the College Anaphylaxis Supervisor <i>Course in Verifying the Correct Use of Adrenaline Autoinjector Devices</i> 22303VIC	<i>ASCIA Anaphylaxis e-training for Victorian Colleges</i> followed by a competency check by the College Anaphylaxis Supervisor <i>Course in Verifying the Correct Use of Adrenaline Autoinjector Devices</i> 22303VIC	Free to all Colleges Free from the Asthma Foundation (for government Colleges)	2 years 3 years
Option 2	College staff as determined by the principal	<i>Course in First Aid Management of Anaphylaxis</i> 22300 VIC (previously 22099VIC)	<i>ASCIA Anaphylaxis e-training for Victorian Colleges</i> followed by a competency check by the College Anaphylaxis Supervisor <i>Course in Verifying the Correct Use of Adrenaline Autoinjector Devices</i> 22303VIC	Provided by St John Ambulance for a fee	3 years
Option 3	College staff as determined by the principal	<i>Course in Anaphylaxis Awareness</i> 10313NAT	Any RTO that has this course on its scope of registration	Paid by each College	3 years

In addition, all staff will participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the College year) on:

- the College's Allergy and Anaphylaxis Policy
- the causes, symptoms and treatment of allergy, anaphylaxis and associated disorders
- 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 adrenaline autoinjector, including hands on practise with a trainer adrenaline autoinjector device
- the College's general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjector(s) that have been provided by parents/guardians or purchased by the College for general use.

The briefing will be conducted by a member of the College staff nominated as the College Anaphylaxis Supervisor who has successfully completed an Anaphylaxis Management Training Course in the last 2 years.

In the event that the relevant training has not occurred for a member of staff who has a child in their class at risk of anaphylaxis, the designated Anaphylaxis Supervisor will develop an interim Individual Anaphylaxis Management Plan in consultation with the parents/guardians of any affected student. Training will be provided to relevant College staff as soon as practicable after the student enrolls, and preferably before the student's first day at College.

The principal will ensure that while the student is under the care or supervision of the College, including excursions, yard duty, camps and special event days, there is a sufficient number of College staff present who have successfully completed an Anaphylaxis Management Training Course.

Annual risk management checklist

The College Nurse will complete the annual Risk Management Checklist, as published by the Department of Education and Early Childhood Development, at the start of the school year to manage compliance with their obligations and provided to the principal.

Related Policies / Documents

http://www.allergy.org.au/images/stories/pospapers/ASCIA_guidelines_anaphylaxis_2012.pdf

http://www.allergy.org.au/images/scc/ASCIA_Risk_minimisation_strategies_table_030315.pdf

<http://www.allergy.org.au/Colleges-childcare>

<http://www.education.vic.gov.au/College/principals/health/Pages/anaphylaxisColleges.aspx>

<http://www.education.vic.gov.au/Documents/school/teachers/health/anaphylaxisqandaword.docx>

Asthma Policy
First Aid Policy
Communication Plan
Staff Handbook
Parent Handbook
Shared Food Policy
College Management and Emergency Response

Evaluation

This policy was created in term 3 of 2016

This policy will be reviewed as part of the College's annual review cycle