



Help for non-English speakers, if you need help to understand the information in this policy, please contact Lyndhurst Secondary College 5996 0144.

PURPOSE

To explain to Lyndhurst Secondary College parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Lyndhurst Secondary College is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

SCOPE

This policy applies to:

- 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

College Statement

- Lyndhurst Secondary College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.
- In the event of an anaphylactic reaction, the school's first aid and emergency response procedures and the student's Individual Anaphylaxis Management must be followed
- Adrenaline Autoinjector refers to all brands including (Epipen and Anapen).

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

Sights 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
- 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 three to ten minutes and up to two hours after exposure to an allergen.

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 by their doctor an adrenaline autoinjector for use in an emergency. These adrenaline autoinjectors are designed for anyone to use in an emergency.

Individual Anaphylaxis Management Plan (IAMP)

All students at Lyndhurst Secondary College who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an **Individual Anaphylaxis Management Plan**. When notified of an anaphylaxis diagnosis, the principal of Lyndhurst Secondary College is responsible for developing a plan in consultation with the student's parents/carers. Where necessary, this plan will be in place as soon as practicable after a student enrolls and where possible before the student's first day.

Parents and carers must:

- Obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the College as soon as practicable
- Immediately inform the College in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- Provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- Provide the College with a current adrenaline autoinjector for the student that has not expired
- Participate in annual reviews of the student's Plan.

Please note when an adrenaline autoinjector expires a new one must be provided.

Each student's Individual Anaphylaxis Management Plan must include:

- Information about the student's medical condition that relates to their allergy 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 college staff, including in the school yard, at camps, excursions, and or at special events conducted, organised or attended by the College
- The name of the person(s) responsible for implementing the risk minimisation strategies
- Information about where the student's medication will be stored
- The student's emergency contact details
- An up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.



Review and updates to Individual Anaphylaxis Plans

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed where necessary and updated in the following circumstances:

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

The college may also consider updating a student's IAMP 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

A copy of each student's ASCIA Action Plan is on display in the following locations.

- Reception (on the fridge)
- Main Staff Room (on the policies wall and in the red folder marked 'Serious Medical Conditions')
- Canteen (on the wall above the food prep area)
- Sick Bay (in the Action Plan's folder)
- All staff offices – emailed to staff for them to display
- CRT folders

Adrenaline autoinjectors for individual students and for general use, are stored at

- Reception in an unlocked draw labeled '**Adrenaline Autoinjector located here**' along with each student's Individual Anaphylaxis Management Plan and their Action Plan.

Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at the College we have put in place the following strategies:

- 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 that may cause an allergic reaction
- Gloves must be worn when picking up papers or rubbish in the playground
- School canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination
- Year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays
- 'General use' adrenaline autoinjectors will be stored at reception for ease of access
- 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

Lyndhurst Secondary College 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 for students who may suffer from a first-time reaction at College.

Adrenaline autoinjectors for general use will be stored at Reception and labelled ‘general use’.

The principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at Lyndhurst Secondary College at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of adrenaline autoinjectors for general use in various locations at the College, 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 autoinjectors to purchase.

Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the College’s general first aid procedures, emergency response procedures and the student’s Individual Anaphylaxis Management Plan (IAMP).

A complete and up to date list of students identified as being at risk of anaphylaxis is maintained by the First Aid Manager and stored at the following locations.

*Main Staff Room *Sick Bay *Canteen *Reception *Staff Offices *CRT folders

For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their IAMP’s 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 unconscious or pregnant, place in recovery position – left side if pregnant • If breathing is difficult, allow them to sit with legs outstretched • Hold young children flat, not upright • 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 Individual Anaphylaxis Management Plan, stored at Reception • 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.	Give Adrenaline Injector (EpiPen or EpiPen Jr)



	<ul style="list-style-type: none">• Remove from plastic container• Form a fist around the EpiPen and pull off the blue safety release (cap)• Hold leg still and place orange end against 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 Adrenaline Injector is administered• Retain the used device to be handed to ambulance along with the time of administration <p>OR</p> <p>Give Adrenaline Injector (Anapen 500, Anapen 300, 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 outer mid-thigh at 90° angle (with or without clothing)• Press the red button so it clicks and hold for 3 seconds• Remove Anapen®• Note the time the Adrenaline Injector is administered• Retain the used device to be handed to ambulance along with the time of administration
3.	<ul style="list-style-type: none">• Phone 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.	Phone the student's emergency contacts.

NB: 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 or **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.

[Note: If in doubt, 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.]



Communication Plan

This policy will be available on Lyndhurst Secondary College's website so that parents and other members of the College community can easily access information about Lyndhurst Secondary College's Anaphylaxis Management Procedures. The parents and carers of students who are enrolled at Lyndhurst Secondary College and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The Principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Lyndhurst Secondary College'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 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, all canteen staff, admin staff, first aiders 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.

Lyndhurst Secondary College uses the ASCIA eTraining course (with 22579VIC or 22578VIC or 10710NAT).

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year, (Term 1 and Term 4) facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years. Each briefing will address:

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

When a new student enrolls at Lyndhurst Secondary College who is at risk of anaphylaxis, the Principal 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 courses and briefings will be maintained in the OHS Planning Calendar.



The Principal 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 enough school staff present who have been trained in anaphylaxis management.

FURTHER INFORMATION AND RESOURCES

At the Department's Policy and Advisory Library (PAL):

- [Anaphylaxis](#)
- [Allergy & Anaphylaxis Australia](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: Allergy and immunology
- Health care needs LSC
- Annual Anaphylaxis Risk Management Checklist LSC

POLICY REVIEW AND APPROVAL

Policy last reviewed	7/02/2023
Approved by	Principal
Next scheduled review date	7/03/2024

The nominee has completed the Department's Annual Anaphylaxis Risk Management Checklist to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.