



# Catholic College Sale

## ANAPHYLAXIS MANAGEMENT POLICY

### 1.0 POLICY AUTHORITY

The Board of Catholic College Sale Limited ('the Board') governs the College. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers and authority to the Principal of Catholic College Sale (CC Sale). This includes the effective implementation of this *Anaphylaxis Management Policy* and the compliance obligations outlined herein.

### 2.0 INTRODUCTION

Catholic College Sale provides, as far as practicable, provides a safe and supportive environment in which students at risk of anaphylaxis know that preventative strategies are in place and that they will be attended to with due care if experiencing an anaphylactic reaction.

The College fully complies with Ministerial Order 706, 'Anaphylaxis Management in Victorian Schools and School Boarding Premises', and is guided by the associated guidelines related to anaphylaxis management in schools as published and amended from time to time by the Department of Education and Training (DET).

### 3.0 PURPOSE

This policy provides information about anaphylaxis and outlines the responsibilities of College community members to support students with anaphylaxis and to assist in the day-to-day management of this chronic health condition.

### 4.0 PRINCIPLES

- 4.1 The College is committed to raising awareness of anaphylaxis through policy and education so that the entire College community can play a part in minimising risks and responding appropriately should an incident occur.
- 4.2 Partnerships between the College and parents, guardians/carers are essential in minimising risks and responding appropriately should an incident occur. The College requires parents and guardians/carers to provide relevant information to enable them to carry out their duty of care obligation, inclusive of the provision of an up-to-date Anaphylaxis Management Plan (ASCA Action Plan) that complies with Ministerial Order 706.
- 4.3 The College engages with parents and guardians/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies, and management strategies.
- 4.4 The College provides ongoing training and resources to ensure each staff member has adequate knowledge to recognise and respond to an anaphylaxis emergency and to administer an EpiPen.

4.5 The College ensures an emergency response strategy is implemented should an incident occur.

## 5.0 DEFINITIONS

**Anaphylaxis** – a severe, rapidly progressive allergic reaction that is potentially life threatening. Peanuts, eggs, tree nuts (e.g. cashews), cow’s milk, fish and shellfish, wheat, soy, latex, certain insect stings and medication are currently the most frequent allergens for school-aged children.

**Anaphylaxis supervisors** – trained staff who provide competency checks to assess their colleagues’ ability to use an auto-injector (EpiPen).

**Anaphylaxis risk management** – in schools, this requires knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and the measures taken to reduce the risk of exposure of these triggers.

**Emergency treatment** – first aid treatment of Anaphylaxis is adrenaline. In a community setting, adrenaline is administered via an auto injecting device (EpiPen), following the instructions on the individual’s Australian Society of Clinical Immunology and Allergy (ASCIA) Anaphylaxis Action Plan).

**ASCIA** – an acronym, short for Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.

**ASCIA Action Plan** – the plan that is a nationally recognised action plan for anaphylaxis developed by ASCIA. These plans are device specific; that is, they list the student’s prescribed adrenaline autoinjector (e.g. EpiPen® or EpiPen® Jr) and must be completed by the student’s medical practitioner. Should a different adrenaline autoinjector become available in Australia, then a different ASCIA Action Plan specific to that device would be developed. This plan is one of the components of the student’s Individual Anaphylaxis Management Plan.

**Autoinjector** – an adrenaline autoinjector device, approved for use by the Commonwealth Government Therapeutic Goods Administration, which can be used to administer a single pre-measured dose of adrenaline to those experiencing a severe allergic reaction (anaphylaxis).

**Anaphylaxis Guidelines** – a resource for managing severe allergies in Victorian schools, published by the Department of Education and Training for use by all schools in Victoria and updated from time to time.

**Online training course** – the ASCIA Anaphylaxis e-training for Victorian Schools approved by the Secretary pursuant to clause 5.5.4 of Ministerial Order 706.

## 6.0 PROCEDURES

### 6.1 Individual Anaphylaxis Management Plans

The Principal ensures that an Individual Anaphylaxis Management Plan is developed for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis. The Plan is developed in consultation with the student’s parents/guardians/carers and is in place as soon as practicable after the student enrolls and where possible before their first day of school. It sets out the following:

- information about the diagnosis, including the type of allergy or allergies the student has (based on a written diagnosis from a medical practitioner);
- locally relevant strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of College staff, for in-school and out-of-school settings, including camps and excursions or special events conducted or attended by the College;
- the name(s) of the person(s) responsible for implementing the strategies;
- information on where the student's medication will be stored;
- the student's ASCIA Action Plan, provided by the parent/guardian/carer, that sets out the emergency procedures to be taken in the event of an allergic reaction. The Plan is signed by a medical practitioner.

The College's Anaphylaxis Supervisor, in collaboration with other staff, implement and monitor a student's Individual Anaphylaxis Management Plan. The plan is reviewed, in consultation with the student's parents/guardians/carers:

- annually, and as applicable;
- if the student's condition changes;
- immediately after the student has an anaphylactic reaction at the College;
- when the student attends an off-site activity, such as camps and excursions or at special events conducted or attended by the College.

## 6.2 Risk Minimisation Strategies

The College's Anaphylaxis Supervisor maintains an up-to-date register of students at risk of anaphylactic reaction. This information is shared with all staff and accessible to all staff in an emergency.

The College ensures that risk minimisation and prevention strategies are in place for all relevant in-school and out-of-school settings. These include (but are not limited to) the following:

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

The College regularly reviews its risk minimisation strategies and the Principal annually completes an **Anaphylaxis Risk Management Checklist** to monitor compliance with the College's legal obligations and guidelines issued under Ministerial Order 706.

## 6.3 Epipens and Storage

Students are responsible for carrying their own Epipen at all times while at the College and at sport, special occasions and on excursions. A second back-up Epipen supplied by the parents is stored in the Student Office, along with the student's ASCIA Anaphylaxis Action Plan.

General use/unassigned Autoinjectors are also located in several areas of the campus and are used when:

- a student's prescribed autoinjector does not work, is misplaced, out of date or has already been used;
- instructed by a medical officer after calling 000.

## 6.4 Emergency Management Procedures

The College's first aid and emergency management procedures plan are followed when responding to a student's anaphylactic reaction. The procedures are derived from ASCIA Action Plans. Copies of the procedures are prominently displayed in classrooms and in/around other College facilities, including the canteen.

### 6.4 Staff Training

#### Specialist trained staff

The College has two staff – School Anaphylaxis Supervisors – who have undertaken an approved anaphylaxis management training course that is valid for three years and subsequently renewed.

#### Online training

Teachers and all College staff must and will have up-to-date anaphylaxis management training. They are required to:

- successfully complete an approved online anaphylaxis management training course, followed by a competency check in using the adrenaline autoinjector;
- participate in the College's twice-yearly briefings (see below).

Staff are required to repeat the online training and the adrenaline autoinjector competency assessment every two years.

#### Twice yearly staff briefings

The Principal ensures that twice-yearly anaphylaxis management briefings are conducted, with one briefing held at the start of the year. The briefing includes information about:

- legal requirements as outlined in Ministerial Order 706;
- the College's Anaphylaxis Management Policy;
- causes, signs and symptoms of anaphylaxis;
- a list and details of students at risk of anaphylaxis – year level, allergens, risk management plans
- the ASCIA Action Plan for Anaphylaxis and how to use an auto injector;
- general first aid and emergency responses;
- the location of and access to auto injectors that have been provided by parents or purchased by the College for general use.

## 6.5 Excursions, Camps and Special Events

Camps, excursions and special events have a designated staff member responsible for maintaining a list of students attending who are at risk of anaphylaxis, along with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors.

Each camp and excursion also requires a risk assessment to be completed for each individual student attending who is at risk of anaphylaxis. Staff trained in anaphylaxis attend each activity/event, and appropriate methods of communication and management are discussed. This management plan also addresses:

- the location of adrenaline autoinjectors;
- how to get the adrenaline autoinjector to a student;
- who will call for ambulance response, including giving a detailed location address.

## 6.6 Anaphylaxis Communication Plan

The Principal ensures that a communication plan is developed and observed that provides:

- information to all staff, students and parents about anaphylaxis and the College's Anaphylaxis Management Policy;
- strategies for advising staff, students and parents about how to respond to an anaphylactic reaction occurring during normal school activities, including in a classroom, in the school yard, on school excursions, on school camps and at special event days conducted or attended by the College;
- procedures to inform volunteers and casual relief staff of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction of a student in their care.

### **The communication plan for staff includes:**

- provision of a copy of the College's Anaphylaxis Management Policy and the requirement that staff participate in training to meet the anaphylaxis training requirements (6.4 of the policy);
- advice/direction on risk minimisation strategies;
- a list and information about students at risk of anaphylaxis, with relevant student photos and medical condition summaries;
- information about the steps to be taken to respond to a student's anaphylactic reaction;

Volunteers and casual relief staff are informed, by a delegated staff member and/or through the CRT induction folders, of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care.

### **The communication plan for students includes:**

- regular discussions with students about the importance of washing hands, eating their own food and not sharing food;
- raising awareness through fact sheets or posters displayed in hallways and classrooms.

### **The communication plan for parents, guardians and carers includes:**

- information about anaphylaxis via the school newsletter and website;
- information about foods that may cause allergic reactions in students at risk of anaphylaxis via the newsletter, website and notices.

## 6.7 Parent Responsibilities

It is a compulsory requirement under the Ministerial Order 706 that parents/guardians/carers:

- provide an ASCIA Action Plan signed by the student's treating doctor and with an up-to-date photograph attached. The Action Plan must state the allergen/s and have full emergency contact details;
- inform the College in writing if their child's medical condition changes (as it relates to allergy) and, if relevant, provide an updated ASCIA Action Plan;
- participate in annual reviews of their child's Annual Management Plan;
- provide the College with an extra Adrenaline Auto-injector for their child that is current. This extra Epipen is stored in the Student Office and is taken on excursions /camps along with the student's own Epipen as a backup;
- if prescribed, provide an anti-histamine and asthma reliever medication such as Ventolin.

## 7.0 REFERENCES & RESOURCES

- *Children’s Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008*
- *Ministerial Order 90* (repealed on 22 April 2014)
- *Ministerial Order 706* (updated on 3 December 2015)
- Department of Education and Training *Anaphylaxis Guidelines*
- ASCIA Guidelines for prevention of food related anaphylactic reactions in schools, pre-schools and childcare
- Royal Children’s Hospital - Anaphylaxis Support Advisory Line - for all school anaphylaxis management enquires (including the implementation of Ministerial Order 706). The advisory\_line is available between the hours of 8.30 am to 5.00 pm, Monday to Friday via phone – 1300 725 911 or (03) 9345 4235
- DOSCEL Anaphylaxis Annual Risk Management Checklist

## 8.0 RELATED COLLEGE DOCUMENTS & POLICIES

- Anaphylaxis Communication Plan
- Duty of Care Policy
- First Aid Policy
- Emergency Management Plan
- Student Health Care Needs Policy
- Template: Individual Anaphylaxis Management Plan

## 9.0 MONITORING AND REPORTING

**The Board** is responsible for monitoring the implementation of this policy and for providing reports as required to the members of the company, i.e., the Bishop of Sale and the Provincial of the Marist Brothers Australia Limited (MSA Ltd).

**The Principal** is responsible for:

- Ensuring compliance with the obligations outlined in this policy;
- Assigning authority, responsibility and accountability at appropriate levels within the College for policy implementation and compliance;
- Providing delegated staff with the direction, support and resources necessary to fulfil policy requirements;
- Ensuring cyclic reviews of the policy and recommending to the Board any revisions that may be required to accommodate changes in legislation and diocesan directives;
- Reporting and escalating concerns, issues and policy breaches to the Board and working collaboratively with the Board to resolve them.

## 10.0 APPROVAL

<b>Approved by</b>	CC Sale Ltd Board
<b>Person(s) Responsible</b>	Principal
<b>Date(s) Reviewed or Updated</b>	June 2022
<b>Next Review Date</b>	June 2024