



# WELLINGTON SECONDARY COLLEGE ANAPHYLAXIS MANAGEMENT POLICY April 2014

**(Refer: Ministerial Order 706 – Anaphylaxis Management in Schools)**

## **School Statement**

This policy is designed to support the full compliance with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time. It gives specific guidance in developing and maintaining a whole school approach to maintaining an Anaphylaxis Management Policy as well as individual plan for individual students.

## **Individual Anaphylaxis Management Plans**

For reference the College has used the template of an Individual Anaphylaxis Management Plan found in Appendix 3 of the Anaphylaxis Guidelines for Victorian Schools or the Department's website:  
<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx>

At Wellington Secondary College, the Principal will ensure that an Individual Anaphylaxis Management Plan is developed, in consultation with the student's Parents and College Nurse 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 enrolls, 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.

**Note: The red and blue 'ASCIA Action Plan for Anaphylaxis' is the recognised form for emergency procedure plans that is provided by Medical Practitioners to Parents when a child is diagnosed as**

being at risk of anaphylaxis. An example can be found in Appendix 3 of the Anaphylaxis Guidelines or downloaded from

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx>

### **School Staff Responsibility:**

It is the responsibility of the School (Staff led by the College Nurse) to 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 and College Nurse 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).

### **Parent Responsibility:**

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 Adrenaline Autoinjector that is current and not expired for their child.

### **Prevention Strategies**

Wellington Secondary College recognises Chapter 8 of the Anaphylaxis Guidelines for Victorian Schools which contains advice about a range of Prevention Strategies that can be put in place.

Wellington Secondary College will develop appropriate Risk Minimisation and Prevention Strategies that our School will put in place (based on the advice contained in Chapter 8) 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.

### **School Management and Emergency Response**

Wellington Secondary College recognises Chapter 9 of the Anaphylaxis Guidelines for Victorian Schools which contains advice about procedures for School management and emergency response for anaphylactic reactions.

The School's Anaphylaxis Management and Emergency Response Policy will include procedures for emergency response to anaphylactic reactions based on the advice contained in Chapter 9. The procedures should include the following:

- 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;
- details of Individual Anaphylaxis Management Plans and ASCIA Action Plans and where these can be located:
  - in a classroom;
  - in the school yard;
  - in all school buildings and sites including gymnasiums and halls;
  - on school excursions;
  - on school camps; and
  - at special events conducted, organised or attended by the school.
- Information about the storage and accessibility of Adrenaline Autoinjectors;
- how communication with School Staff, students and Parents is to occur in accordance with a communications plan.

### **Adrenaline Autoinjectors for General Use**

The Principal will purchase an appropriate number of Adrenaline Autoinjector(s) for General Use (purchased by the School) and as a back up to those supplied by Parents.

The Principal will determine the number of additional Adrenaline Autoinjector(s) required. In doing so, the Principal will take into account the following relevant considerations:

- the number of students enrolled at the School who have been diagnosed as being at risk of anaphylaxis;
- the accessibility of Adrenaline Autoinjectors that have been provided by Parents of students who have been diagnosed as being at risk of anaphylaxis;
- the availability and sufficient supply of Adrenaline Autoinjectors for General Use in specified locations at the School, including
- in the school yard, and at excursions, camps and special events conducted or organised by the School; and
- the Adrenaline Autoinjectors for General Use 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.

**Note: Adrenaline Autoinjectors for General Use are available for purchase at any chemist. No prescriptions are necessary.**

### **Communication Plan**

**Wellington Secondary College recognises Chapter 11 of the Anaphylaxis Guidelines for Victorian government Schools which has advice about strategies to raise staff and student awareness, working with Parents and engaging the broader school community.**

Wellington Secondary College will develop an appropriate Communication Plan to provide information to all School Staff, students and Parents about anaphylaxis and the School's Anaphylaxis Management Policy.

The Wellington Communication Plan can be presented to the school community via the Wellington Journal, the Compass Management Newsfeed System, and in a variety of community languages.

The Communication Plan will include strategies for advising School Staff, students and Parents about how to respond to an anaphylactic reaction by a student in various environments including:

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

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 School to 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 include 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 Principal.

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 Adrenaline Autoinjector, including hands on practise with a trainer Adrenaline Autoinjector device;
  - the School's general first aid and emergency response procedures; and
  - the location of, and access to, Adrenaline Autoinjector that have been provided by Parents or purchased by the School for general use.

The briefing must be conducted by a member of School Staff (College Nurse) 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 Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the Parents and the College Nurse 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 enrolls, and preferably before the student's first day at School.

The Principal 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.

**Note:** A video has been developed and can be viewed from <http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx>

### **Annual Risk Management Checklist**

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

Note: A template of the Risk Management Checklist can be found at Appendix 4 of the Anaphylaxis Guidelines for Victorian Schools or the Department's website:

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx>

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<b>Approved By</b>	
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	Annually – April
<b>Responsible for Review</b>	MJ – Student Plans. BL/GD – Risk Management Checklist
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