

## ANAPHYLAXIS COMMUNICATION PLAN

### **Relationship with other policies:**

This policy is to be read in conjunction with the Anaphylaxis Policy.

### **Purpose:**

The Anaphylaxis Communication Plan will ensure all members of the Killester College community are aware of the procedures for the prevention and management of anaphylaxis at school, or outside school on school related activities.

### **Implementation:**

#### **Expectations of enrolling parents**

At the time of enrolment or (if later) diagnosis, all staff members will familiarise themselves with the medical needs of the student with anaphylaxis. It is expected that parents will advise the school without delay when a student is diagnosed by a medical practitioner as being at risk of anaphylaxis. An Australian Society of Clinical Immunology and Allergy (ASCIA) anaphylaxis Action Plan will be developed for each student affected by their medical practitioner and placed in the Admin Building, Staff Room, Food Technology area, relevant Student Development Leader office, Canteen and SIMON (School Attendance Program).

#### **Publication**

This Anaphylaxis Communication Plan will be published on the school's website and on the staff intranet.

Casual Relief Teachers (CRT) will be made aware of the plan and actions to take in case of an anaphylactic reaction through the CRT folder, handed to each CRT upon entry to the school. The CRT folder will include a copy of the ASCIA Action Plan (for any students in the class that are at risk of an anaphylactic reaction. Students who are anaphylactic will be identified on SIMON when marking rolls.

#### **Communication to all staff:**

All staff will be briefed regularly, commencing at the beginning of the year. At this time instructions for action will be detailed. Relevant staff must be briefed twice per calendar year and tested every 2 years by one of the Anaphylaxis Supervisors, who have completed training in Anaphylaxis Management.

## Raising Student Awareness

Classroom education from Student Development Leaders and year level staff during the year will reinforce the importance of:-

- Hand washing
- Not sharing food and discouraging peanut and tree nut products in all forms being brought into the school.
- Raising peer awareness of serious allergic reactions.
- Ensuring trip and excursion groups, sporting teams and crews are aware of peer needs in relation to people with severe medical alerts and those at risk of anaphylaxis.

## Individual Anaphylaxis Action Plans (ASCIA):

The individual Anaphylaxis Action Plan will be in place as soon as practicable after the student enrolls and where possible before their first day of school. This should include:

- Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner);
- Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, for in-school and out-of-school settings including camps and excursions;
- The name of the person/s responsible for implementing the strategies;
- The student's emergency contact details; and
- Information on where the student's medication will be stored.

<b>EpiPen</b>	<b>ASCIA Action Plan</b>
Administration Office in the Student Medication cupboard in a labelled plastic tub (Prescribed and General Use)	Administration Office Staff Room Student Development Leader Office Canteen Food Technology Area Staff Portal SIMON will identify anaphylactic students when rolls are being marked

## **Casual relief teacher (CRT) / Non staff volunteer / Sport or other Activities leader or support**

Anaphylaxis information will be included in the manual provided to all CRT and Volunteer staff regarding students and this will be provided by the School and Community Support Coordinator at the beginning of the applicable visit/employment. This information will include an Action Plan for Anaphylaxis which will contain the student's photo, name and date of birth, allergens to be avoided, contact details and the action required if the student has a mild or serious reaction. Students who are anaphylactic will also be identified on SIMON when marking rolls.

## **Responding to Anaphylaxis:**

### **Classrooms**

In the event of an anaphylactic reaction in the classroom, the teacher is to **immediately** implement the student's ASCIA Action Plan:

- Call 000;
- Call another staff member to remove other students from the area. This staff member to call the Principal/Office
- Two staff members to bring the student's EpiPen, ASCIA Action Plan, mobile phone and school's spare EpiPen and proceed immediately to the site of emergency;
- Staff member trained in the administration of an EpiPen to give injection;
- The teacher is to stay with the student who is experiencing the reaction;
- Record the time of administering the EpiPen. Watch to see if signs of anaphylaxis subside or return. If necessary, administer the spare EpiPen after 5 minutes; and
- Office/Leadership Team member will coordinate emergency procedures.

### **Yard**

Yard duty staff members will not leave a student who is experiencing anaphylaxis unattended. The yard duty staff member will:

- Call 000 immediately (if mobile phone available);
- Notify the main office by sending another staff member or student.

Two staff members are to bring the student's EpiPen, ASCIA Action Plan, mobile phone and school's spare EpiPen and proceed immediately to the student who is having an anaphylactic reaction. At the site of the emergency:

- Where possible, a staff member trained in the administration of an EpiPen will give the injection;
- If 000 has not already been called, this is to be done via mobile phone immediately and advise the operator that a student has suffered an anaphylactic/severe allergic reaction and that an EpiPen has been administered;
- The staff member who administered the EpiPen will record the time when the injection was given;
- The staff members to watch to see if signs of anaphylaxis subside or return. If necessary, administer the spare EpiPen after 5 minutes.

The Office/Leadership Team will coordinate emergency procedures including contacting the student's emergency contact person.

### **Special Event Days, Excursions and Camps**

Prior to leaving the school on an excursion (including camp), the office staff will ensure that the student with anaphylaxis has an up-to-date ASCIA Action Plan and a current EpiPen. The student's EpiPen, ACSIA Action Plan and a spare EpiPen (supplied by parents) will be taken to the off-site event.

In the event of an anaphylactic reaction away from school, the teacher is to immediately implement the student's emergency ASCIA Action Plan, call an ambulance, and then notify the school. The Principal and a member of the Leadership Team should be notified without delay. They will arrange for parents or guardians to be notified and for appropriate reports to be made.

### **Post-incident Action**

It is expected that after an incident has occurred and has been resolved, that staff members involved will engage in the following activities:

- Completion of an Incident/Accident Report form including full details of the event and what occurred via Complisplace.
- Collection of the student's personal effects (if the student is transported by ambulance and does not have them) for return to school;
- Debrief with students directly involved as witnesses to the event;
- Debrief of staff involved
- Communication with Principal and members of Leadership Team, as appropriate, regarding the particulars of the incident, actions taken and outcomes;
- Discuss with parents (later) what occurred and ask them to seek medical advice on how it may be prevented in future (the Principal)
- Review the student's Individual Management Plan (the Principal/Leadership Team and First Aid Coordinator); and
- Implement updated risk prevention strategies (where applicable)

### **Administration of an EpiPen:**

- lay person flat, do not stand or walk. If breathing is difficult allow to sit;
- Check and administer EpiPen as per training;
- Phone ambulance (call 000)
- Contact family or emergency contact;
- A further adrenalin dose may be given if there is no response after 5 minutes (use a non-prescription adrenalin auto injector if required); and
- Note the time of administration and advise paramedics when they arrive. Hand the paramedics the used EpiPen/s.

**Authorised** by the Principal – July 2017

**Next review** due July 2019