PURPOSE
- To give information to staff and parents as to the management of Anaphylaxis at school.

POLICY GUIDELINES
- Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen or trigger. The most common causes in school age children are eggs, peanuts, nuts, cow’s milk, bee or other insect stings and some drugs. Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more. Anaphylaxis is potentially life threatening and always requires an emergency response;
- Prevention of an anaphylaxis is the aim of Kew East Primary School and the key to prevention is a knowledge of those students who have been diagnosed at risk, awareness of their allergens and prevention of exposure to these allergens;
- Partnership between the school and parents is important to assist with the implementation of this policy;
- In order for the school to effectively manage anaphylactic reactions in children at risk, the following steps need to be considered:
  - Obtaining medical information about children at risk;
  - Education of those responsible for the care of children at risk;
  - Implementation of practical strategies to avoid exposure to known triggers;
  - Age appropriate education for children with severe allergies.

Documents supporting this policy:
DEECD Anaphylaxis Guidelines for Victorian schools;
Government Ministerial Orders ’90;
ASCIA Guidelines for the prevention of food anaphylactic reactions in schools, preschools, and childcare centres;

POLICY IMPLEMENTATION
It is the responsibility of parents to notify the school that their child is at risk of an anaphylactic reaction either at time of enrolment or as soon after diagnosis as possible;
Parents or guardians of children at risk of anaphylaxis are required to provide the school with an ASCIA Anaphylaxis Action plan signed by the family GP or Allergy Specialist;
  - The Action Plan will have, information on:
    - the student’s allergy;
    - triggers to be avoided;
    - parent’s contact details;
    - a school photo of the student;,
    - instructions on medication the student requires in relation to their anaphylactic condition such as an Epipen, Antihistamines or Ventolin; and
    - emergency instructions.
  - Emergency Action plans are required by the school to be updated yearly by the the student’s G.P. or Specialist or during the school year, if there are relevant changes to the student’s Anaphylactic status.
  - Copies of the Action Plan will be given to the class teacher to be placed in the classroom;
  - Copies of student’s Action Plans will also be displayed in the Sick Bay and the Staff Room (with parental permission);
• Relevant staff will meet with the parents of at risk students to conduct an assessment of potential exposure to allergens in the student’s routine and classroom environment, and to develop appropriate strategies to ensure the student’s safety;
• Relevant teachers will consult with the parents of at risk students prior to excursions, camps and any Festival days held by the school to minimise any potential risks;
• In the case of students at risk attending Camp, the school staff will liaise with the campsite personnel to ensure that adequate precautions and safety measures are in place to minimise potential risk. Parents may provide their own food for the student to take to camp;
• All staff at the school, including casual relief teachers, will be made familiar with the details of students who may be at risk of an anaphylactic reaction, and the appropriate emergency response;
• General Anaphylaxis Plans will be displayed throughout the school;
• The school will ensure that Anaphylaxis Accreditation training which is current for three years will be available for relevant staff by qualified professionals such as St. John. (Government Ministerial Orders’90);
• Twice yearly updates and briefings on Anaphylaxis, the causes, signs and symptoms and the role of staff in the school’s emergency response procedures, be given to all staff by the school’s First Aid Officer;
• The school will communicate with the staff, students and school community via the school’s newsletter, articles, posters and fund raising activities to raise awareness about Anaphylaxis and severe allergies;
• Parents will be informed if their child is in the same class as a student at risk of a severe allergic reaction and of the relevant classroom strategies to be employed to ensure the wellbeing of the student concerned;
• Students at risk of anaphylaxis will not be isolated or excluded from any activity within reason.
• Teachers on Yard Duty will have a yellow Epipen Card in their First Aid bag which will be sent to the office in the event of an anaphylactic emergency;
• An Anaphylaxis response kit which contains Junior and Senior Epipens will be kept in sickbay and easily accessible in the event of an anaphylaxis emergency;
• In the event of a student having an anaphylactic reaction the school’s anaphylaxis emergency procedure will be followed including the instructions on the student’s ASCIA plan. The student will be transported to hospital via Ambulance; and
• Students at risk should only eat food which has been provided by their parents or guardians.

Students will be responsible for:
- Knowing which foods or allergens can cause them an allergic reaction;
- Abiding by the school’s ‘no sharing of food’ recommendation; and
- Washing hands before and after eating.

Policy Area: Student Wellbeing
Ratified School Council: December 2010
Next Review: 2014
The storage and use of the Epipen
- If an Epipen is required by a student, it will be stored safely but easily accessible in the classroom; Epipens are to be kept in a container with the students Action plan and any other medication required for the management of a potential or actual anaphylactic reaction;
- The Epipen should be stored at room temperature and out of direct sunlight;
- The Epipen will be clearly labelled with the student's name and dose of Adreneline. It must be kept in the original pharmacy dispensed packaging;
- A record will be kept of the expiry dates of all Epipens in the school including student's own and parents informed in advance of when the Epipen needs to be renewed;
- This policy will also apply to any other medication required in the management of the students anaphylactic condition; and
- Senior and Junior generic Epipens will be kept in sickbay in the Emergency Response kit and provided by the school for use on excursions and school camps.

EVALUATION
- The Anaphylaxis Policy will be reviewed by the Student’s Wellbeing Team on a cyclical basis in accordance with the School Council Policy review schedule or as required.