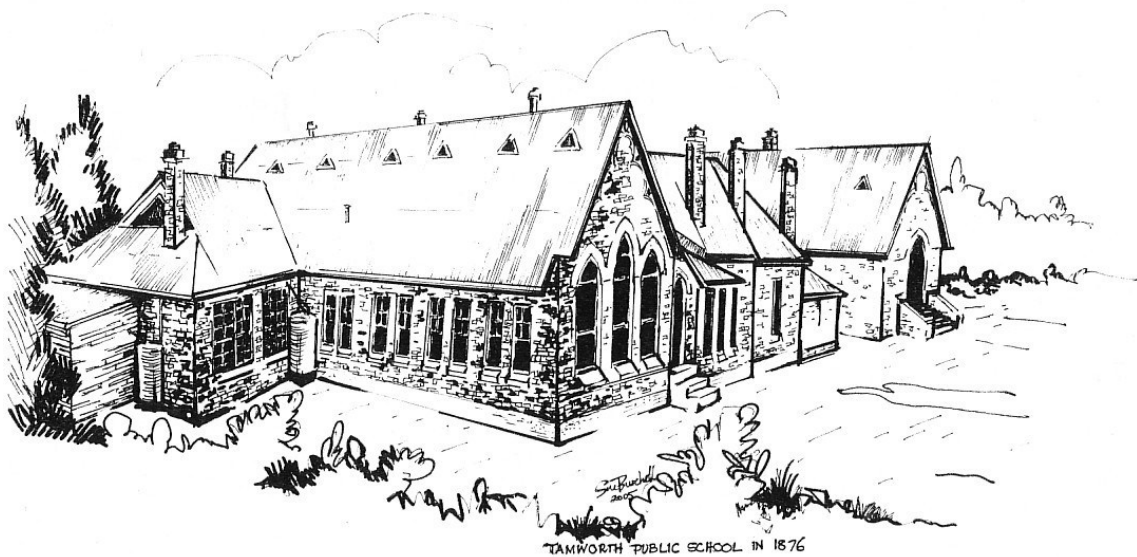




Tamworth Public School

Anaphylaxis Policy

(Developed April 2015)



Rationale

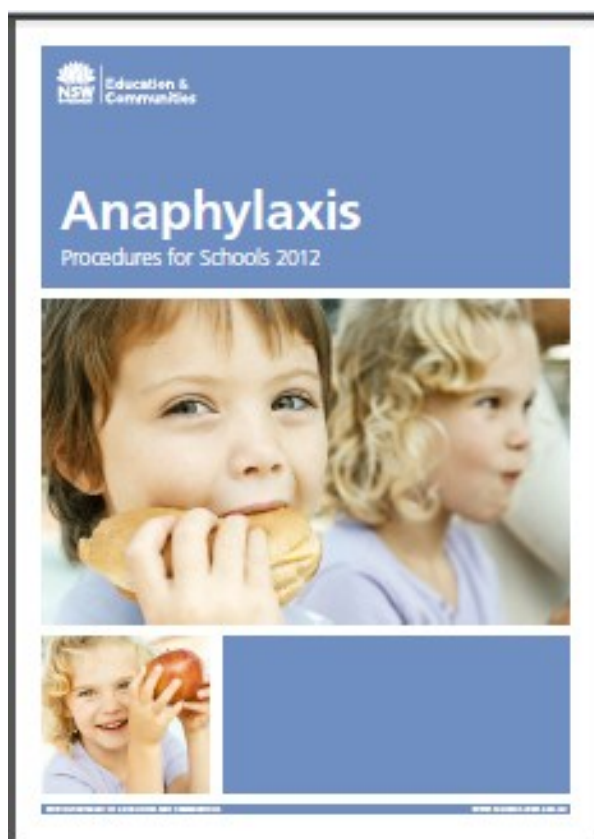
Tamworth Public School seeks to promote the health and wellbeing of our students. This policy aims to provide direction for the management and treatment of students with anaphylaxis. The school endeavours to provide anaphylactic students with every opportunity to achieve optimum health and to participate fully in school life.

Individual Anaphylaxis Management Plans

The Principal or Delegate will:

- Ensure that an Individual Anaphylaxis Management Plan is developed, in consultation with the student's Parents, for any student who has been diagnosed by a Medical Practitioner as being at risk of anaphylaxis.
- Ensure that the Individual Anaphylaxis Management Plan will be in place, along with a current EPIPEN and any relevant medications, prior to commencement of school.

The Individual Anaphylaxis Management Plan will follow the guidelines set out in the *Anaphylaxis Procedures for Schools Document-2012*.



School Staff will

- Implement and monitor the student's Individual Anaphylaxis Plan.

The student's Individual Management Plan will be reviewed, in consultation with the student's Parents, 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.

LOCATION OF PLANS

Copies of each student's Individual Anaphylaxis Management Plan will be kept in various locations around the School so that it is easily accessible by School Staff in the event of an incident.


Locations are:

- All plans will be on the Medical Display Board in the staffroom
- All plans will be on the Medical Display Board in the front office
- Individual student's plans will be on the wall of **their** classroom next to the Evacuation Procedures (ALL relevant classrooms will display the plans in the same designated area to make it easy for visitors in the room to locate)
- All plans will be displayed in the display board in the Canteen
- In folders in Perspex holders in each building-Crawford, Sternbeck, upstairs in Lennon, downstairs in Lennon
- All Plans in the Computer Lab in Torrens



Responsibility of Parent

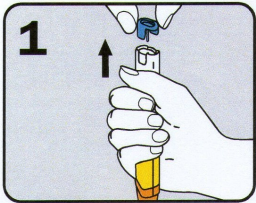
- Provide the ASCIA Action Plan signed by a doctor and reviewed annually.
- Inform the School in writing if their child's medical condition, insofar as it relates to allergy, and the potential for anaphylactic reaction, changes and if relevant, provide an updated ASCIA Plan signed by a medical practitioner.
- Provide the School with an EPIPEN, that is not expired, for their child and any relevant medication before enrolment.
- Sign that they have read and will abide by the Anaphylactic Policy/Procedures.



ACTION PLAN FOR Anaphylaxis

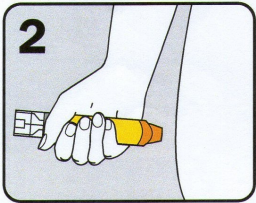
For use with EpiPen® adrenaline autoinjectors

How to give EpiPen®



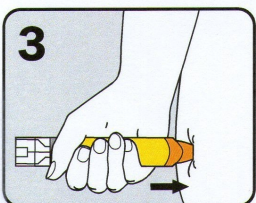
1

Form fist around EpiPen® and PULL OFF BLUE SAFETY RELEASE.



2

PLACE ORANGE END against outer mid-thigh (with or without clothing).



3

PUSH DOWN HARD until a click is heard or felt and hold in place for 10 seconds.
Remove EpiPen®. Massage injection site for 10 seconds.

MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

ACTION FOR MILD TO MODERATE ALLERGIC REACTION

- For insect allergy, flick out sting if visible. Do not remove ticks.
- Stay with person and call for help.
- Locate EpiPen® or EpiPen® Jr adrenaline autoinjector.
- Phone family/emergency contact.

Mild to moderate allergic reactions may not always occur before anaphylaxis

Watch for **ANY ONE** of the following signs of anaphylaxis

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTION FOR ANAPHYLAXIS

- 1 Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.**
- 2 Give EpiPen® or EpiPen® Jr adrenaline autoinjector.**
- 3 Phone ambulance*: 000 (AU) or 111 (NZ).**
- 4 Phone family/emergency contact.**
- 5 Further adrenaline doses may be given if no response after 5 minutes, if another adrenaline autoinjector is available.**

If in doubt, give adrenaline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally.

EpiPen® is generally prescribed for adults and children over 5 years.
EpiPen® Jr is generally prescribed for children aged 1-5 years.
*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

IF UNCERTAIN WHETHER IT IS ANAPHYLAXIS OR ASTHMA

- Give adrenaline autoinjector FIRST, then asthma reliever.
- If someone with known food or insect allergy suddenly develops severe asthma like symptoms, give adrenaline autoinjector FIRST, then asthma reliever.

Instructions are also on the device label and at:
www.allergy.org.au/anaphylaxis

PREVENTION STRATEGIES

It is important to remember that minimisation of the risk of anaphylaxis is everyone's responsibility: the School (including Principal and all School Staff), Parents, students and the broader community.

Parents have important obligations under the Order (and the School's Anaphylaxis management Policy).

Parents must:

- Communicate their child's allergies and risk of anaphylaxis to the School on enrolment.
- Continue to communicate with School Staff and provide up to date information about their child's medical condition.
- Provide the school with an ASCIA Plan signed by a doctor on enrolment.
- Read and agree (by signing) to abide by the Anaphylaxis Policy/Procedures at Tamworth Public School.
- Arrange to meet with classroom teachers early in Term 1 to communicate plan and management and sign their child's updated Health Care Plan.
- Ensure that their child has an EPIPEN that is current and not expired at all times.
- Provide alternative food sources at celebratory occasions in the school eg birthdays (cakes and patty cakes) , Pancake Days and Pizza Days that are safe for their child.
- Ensure their child wears their alert wrist band (supplied by school) at all times so they can be easily identified in the playground.
- Deliver EPIPEN, medications and Plan to new teacher each year on the first day back .
- Collect EPIPEN, medications and Plan from classroom teacher on the last day of school for the year.



The School will:

IN SCHOOL SETTINGS (CLASSROOMS)

- Keep a copy of the student's Individual Management Plan in the classroom along with the Evacuation procedures on the wall. (central spot in ALL classrooms)
- Be sure that the EPIPEN and any relevant medication is kept in the same location in a
- Designated bag (Bum bag hung on hook) for each individual child.
- Liaise with Parents about food related activities ahead of time.
- **Never give food from outside sources** to a student who is at risk of Anaphylaxis.
- Ensure the child's plan is also in the designated bag along with any relevant allergy medication.
- Have regular discussions with students about the importance of washing hands, eating their own food and not sharing.
- Educate students around Anaphylaxis awareness with a simple 10 minute slide show developed for classroom use. (showing signs of a reaction, what to do if it is happening to someone they know, who in their class is anaphylactic, the procedures in the classroom and playground in an emergency situation)
- Casual teachers and specialist teachers will be made aware of any students at risk of anaphylaxis (**this will be recorded on their casual sheet that they collect at the beginning of the casual day and in classroom teacher's Casual Information Books located at sign on book**), the location of each student's Individual Anaphylaxis Management Plan and EPIPEN, the School's Anaphylaxis Management Policy, and each individual person's responsibility in managing an incident.
- Volunteers will be made aware of Anaphylaxis Students by the Classroom teacher they are working with on arrival to the classroom.
- Executive will be informed if EPIPENS are not provided and they will follow up with phone calls, meetings and letters .If non compliance by families a FACS report will be made for medical neglect and enrolment may be refused.

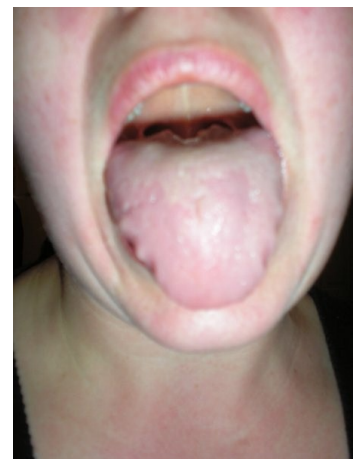


CANTEEN

- Volunteers are aware of those students at risk of severe allergic reaction (Notice Board and Canteen Manager).
- Student's name and photo are displayed in the canteen as a reminder to School Staff and volunteers.
- Will provide the opportunity for parents to freeze alternative foods for their child to come and collect when class is having a celebration with cakes and other foods from home.

PLAYGROUND

- School Staff on duty will wear a fluoro vest to identify them clearly to students.
- School staff on duty will ALL be trained in the administration of an EPIPEN (and given practise with an EPIPEN at each Staff Development Day) and to be able to respond quickly to an anaphylactic reaction if needed.
- All School Staff on duty will wear a lanyard around their neck with laminated miniature identity cards with photos of students at risk of an anaphylactic reaction.
- All School Staff will be trained in the Emergency Response Procedure required in the case of a reaction.



EMERGENCY RESPONSE PROCEDURE

In the event of an anaphylactic reaction in the playground

The TEACHER ON DUTY :

- locates the nearest responsible student/or SLSO or teacher and gives them their lanyard, displaying the photo of the student having the reaction and asks them to urgently make their way to the staffroom (or front office, whichever is closest) and give identity card to a Staff Member.
- Clear the area and calm the student, telling him/her that their EPIPEN is on its way.
- When a Staff member arrives with the EPIPEN and plan, administer EPIPEN as required and trained.
- Calm student and wait for Ambulance.
- If no response is apparent in 5 minutes the teacher on duty administers a second EPIPEN (this will be the students Individual EPIPEN brought out by second staff member.)

The SCHOOL STAFF in the staffroom OR Admin Staff in the Front Office :

- Take out the two general EPIPEN's and red medical Folder with Individual Plans in it from the staffroom and swiftly make their way to the child and Teacher on duty OR (if quicker) the teacher will locate the students individual plan and EPIPEN in the classroom and take it to the student and Playground Teacher. (Both to be done-quickest option first)
- Another teacher /admin person will immediately call the Ambulance and inform them where to enter the building closest to the student having the reaction and then inform the front Office to call parents and inform Executive.
- Another teacher/admin person will wait for the Ambulance and direct it to the student having the reaction.
- Teachers on hand will calm other students and ensure they are away from the incident.

The STUDENTS in the playground:

- Will be educated with a brief slide show at the beginning of each year on Anaphylaxis by their classroom teachers. (on shared drive)
- Will be trained in class by teachers what to do if a child has an Anaphylactic reaction in the playground and they are near by. Ie-If a teacher asks you to take an Identification photo to the staffroom, do so with haste and loudly knock on staffroom door/front office window and alert staff by holding up Identification Photo and telling staff where teacher is located. (or take teacher to area immediately)

SPECIAL EVENTS (sporting events, class parties, celebration event, Pancake Day, Charity Day)

- All staff involved in the special event will be trained in the administration of an EpiPen and are able to respond quickly to an anaphylactic reaction if required.
- School staff should consult with Parents in advance to either develop an alternative food menu or request the Parents to send in alternate food for their child.
- Parents of other students are to be informed in advance, through newsletters and P and C Meetings, about foods that may cause allergic reactions in students at risk of anaphylaxis and request that they avoid providing students with these foods whilst they are at School or at a special event.

EXCURSIONS

- All staff members present during excursions will be aware of the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face.
- Parents are provided the opportunity to accompany their child on the excursion where applicable.
- All School Staff members attending excursions will be trained in the recognition of anaphylaxis and the administration of the EpiPen .
- Teacher in charge of excursion will organise a meeting with the parent as part of the Risk Management Plan to run through procedures.
- Prior to engaging in an excursion the School will make enquiries as to whether it can provide food that is safe for anaphylaxis students. If they cannot then an alternative venue should be sought.
- The student's EpiPen, medication, Individual Anaphylaxis Management Plan, including the AS-CIA Action Plan for Anaphylaxis, and a mobile phone will be taken on any excursion.
- Tamworth Public School will purchase EpiPens for General Use to be kept in First Aid Kits for excursions.
- The EpiPen will remain close to the student and School Staff who should be aware of its location at all times.
- If an anaphylactic student is going to an event not at school (e.g. Zone carnival, school knockout) and taken by parent, the parent is to bring the EPIPEN, Plan and medication to the event and keep with them or give to the managing teacher in charge and alert them to their child's needs.

SCHOOL MANAGEMENT AND EMERGENCY RESPONSE

- Individual EpiPens will be stored, along with Individual ASCIA Action Plan and necessary medication, in the anaphylaxis students classroom in a designated spot in a Bum Bag with their photo on the front.
- General Use EpiPens will be stored in designated buildings across the school (see map attached) in First Aid Boxes attached to wall. Staff will do a walkthrough each year in Term 1, to remind them of the designated areas.
- Communication with School Staff, students and Parents will occur in accordance with the Tamworth Public School Anaphylaxis Procedures.

EPIPENS FOR GENERAL USE

The School will purchase EPIPENS for general use and as a back up to those supplied by parents.

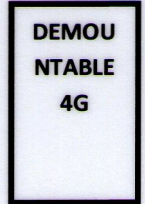
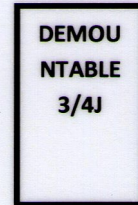
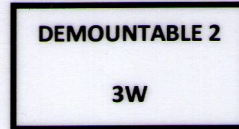
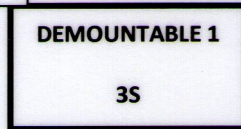
The Principal will determine the number of additional EPIPENS required. In doing so, the Principal will take into account the following relevant considerations:

- number of students enrolled at the School who have been diagnosed as being at risk of anaphylaxis.
- size of the playground and the quick accessibility of EpiPens from specific playground duties (see map attached).
- EpiPens 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 date, whichever is first.
- these EpiPens will be located in each school building, staffroom, front office and First Aid Kits. (see next 2 pages attached).

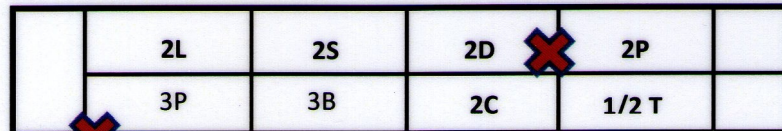


Location of Epipens & First Aid
at Tamworth Public School

TENNIS COURT

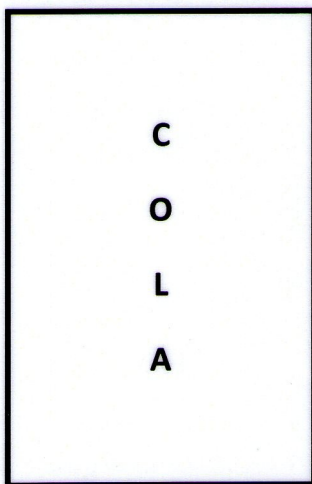
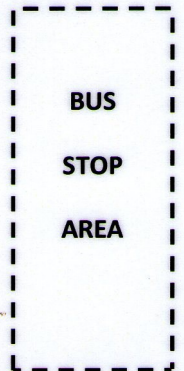


Top Floor

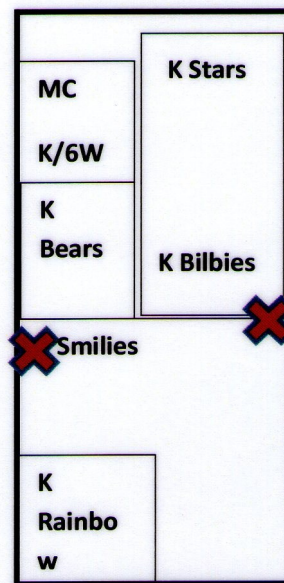


Bottom Floor

LENNON BUILDING

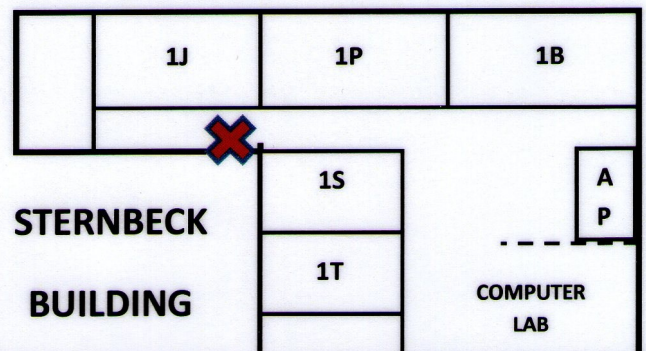
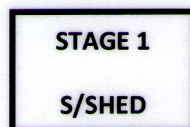
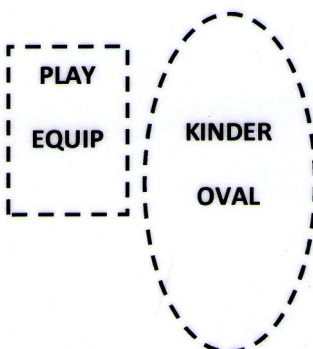
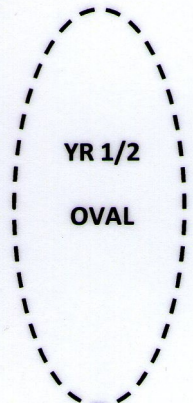
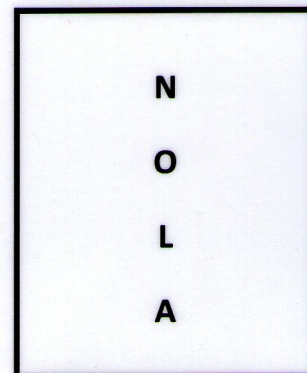
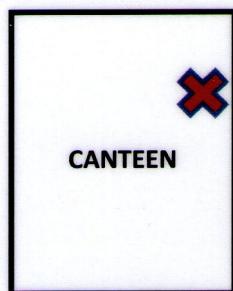


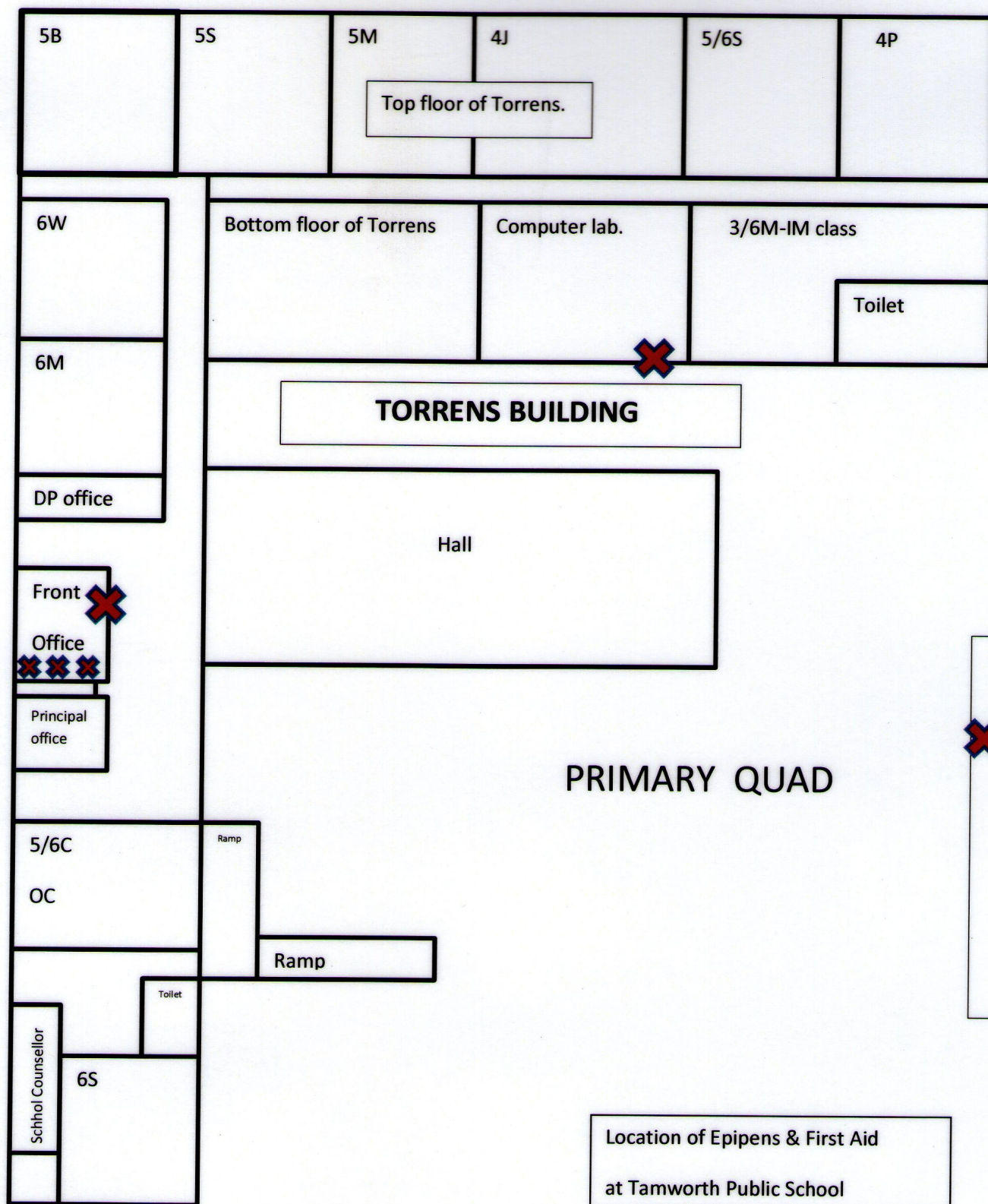
CRAWFORD
BUILDING



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PRIMARY OVAL

COMMUNICATION PLAN FOR ANAPHYLAXIS INCIDENTS

School staff will be

- trained ; and
- briefed at least twice a year (Term 1 and Term 3 -Staff Development Days) This includes practice with the EpiPen practice pens.
- be well informed of where general and specific EpiPens are kept in the school.

Parents will be

- made aware that the School has enrolled students that have Anaphylaxis reactions via the School Newsletter at the start of each term
- asked to refrain from sending certain food items to school
- asked to speak to their children about NOT SHARING food.

Students will be made aware

- of a fellow student with the potential to have a severe allergic reaction
- that they must always take food allergies seriously
- that they do not share food with friends who have allergic reactions or others
- to be encouraged to wash their hands after eating
- if a school friend becomes sick, they must get help immediately even if the friend does not want to
- they don't pressure friends to eat food they are allergic to
- of allergic reactions and Anaphylaxis in general through a general awareness slideshow. This is on the shared drive for all teachers to access.

The EpiPen and ACSIA plan is to accompany the student to excursions, sporting events out of the school and in the school grounds .



CLASSROOM MEDICAL CRISIS

- Staff member to stay with the child in crisis and send a child for assistance
- Students or other staff member to take Individual Identity Card to notify office that immediate assistance is required and to bring general EpiPen (for back up) and to ring an Ambulance and parent
- Staff member to administer child's own EpiPen as instructed
- Alternate staff member to remove other students from the classroom
- Classroom teacher to stay with the child and receive support from an additional staff member

PLAYGROUND MEDICAL CRISIS

As per page 6

EXCURSION MEDICAL CRISIS

A child who may suffer from an anaphylaxis reaction is to be with their own classroom teacher or designated staff member, who is aware of the child's condition, approved by the Principal, when away from the School. Where possible they are to be located in sleeping quarters close to the designated teacher and in their day group.

When away from School the child's EpiPen is to be carried by a designated Staff member who is travelling with the child to the event/excursion.

Medical First Aid Kits that are taken on excursions with general EpiPens in them, **MUST** be returned to the appropriate place on return from excursion and Office Staff advised of items used/need replacing.

- Staff member administers EpiPen as instructed.
- Staff member to stay with child in crisis at all times and call for help.
- A different staff member or parent helper will remove remaining students from the location to another area to be supervised.
- Staff member to receive support from an additional staff member if possible.
- Notify excursion or camp supervisor about the anaphylaxis reaction and to call for an Ambulance immediately.

STAFF TRAINING

ALL School Staff **MUST** undertake the mandatory training every two years

All Staff will undertake the face to face onsite anaphylaxis training using the training EpiPens.

School Staff will undertake the following training:

Participate in a briefing, to occur twice per calendar 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 EpiPen, including hands on practise with a trainer EpiPen device;
- the School's general first aid and emergency response procedures; and
- the location of, and access to, EpiPens that have been provided by Parents and EpiPens that have been purchased by the School for general use
- the location of, and access to, the students personal Adrenaline EpiPen in the classroom

The briefing will be conducted by a member of Executive School Staff

ANNUAL RISK MANAGEMENT CHECKLIST

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

DIRECTIONS FOR USING EPIPEN

Lay person flat and give EpiPen

Form fist around EpiPen and pull off the blue safety release

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 10 seconds

Remove EpiPen, massage injection site for 10 seconds

Phone ambulance and family/emergency contact.

Tamworth Public School Anaphylaxis Policy/Procedure

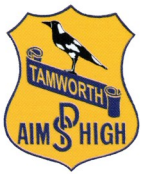


I have been given, and have read, the *Tamworth Public School Anaphylaxis Policy/Procedure Booklet* and agree to abide by the guidelines.

My child's name is _____ in class _____

Parent _____ Date _____

Tamworth Public School Anaphylaxis Policy/Procedure



I give permission for my child _____ in class _____ to be given the following medically approved alternate foods (which I have provided) when the class are consuming foods brought in from other sources.

Foods are _____

I am aware that I can store these at the canteen in the freezer if necessary.

Parent _____ Date _____