Rationale:
- Anaphylaxis is a severe rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school-aged children are peanuts, eggs, tree nuts (e.g. cashews) cow’s milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.
- St Albans Heights Primary School will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.
- It is the responsibility of St Albans Heights Primary School to develop and maintain an Anaphylaxis Management Policy. This policy will be annually reviewed and amended according to the issues that may occur for Anaphylactic students listed under Implementation.

Aims:
- To provide a safe and supportive school environment in which students at risk from anaphylaxis can participate equally in all aspects of schooling.
- To raise awareness about anaphylaxis and the school’s anaphylaxis management policy in the school community.
- To engage with parents/guardians of students at risk of anaphylaxis in assessing risks, developing risk minimization strategies and management strategies for the student.
- To develop and review individual management plans, enabling the greatest possible care for the anaphylactic student.
- To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school’s policy and procedures in responding to an anaphylactic reaction.
- Staff receive accredited training in Anaphylaxis Management every 3 years.
- Bi Annually in 1st and 3rd term staff will review the administration of the epipen and the issues related to anaphylaxis with a briefing given by the OF Aider (Level 3) trained.
- Anaphylaxis implementation drills should be undertaken throughout the year during class, specialist session and various areas of the playground during breaks.

Implementation:
- The First Aid Coordinator and the Principal will ensure that an ASCA and an individual 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.
- The ASCA and individual management plan must be in place when the student enrolls.
- The family must provide the school with an Epipen for their child before they commence school.
- The First Aid coordinator will be responsible for implementing the Anaphylaxis Management.
- The student’s medication will be stored in the sick bay with the child’s Anaphylaxis Action Plan and Individual Management Plan.
- The Anaphylaxis Management Plan will be provided by parent and signed by the medical practitioner. It will list emergency procedures and have a recent photograph of the child.
- An Individual Anaphylaxis Action Plan (as signed off by a medical practitioner) will set out the following:
  - Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner)
  - Strategies to minimize 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.
  - Where the student’s epipen will be housed and the response time for emergency access of the epipen from various locations in the school.
  - The student’s emergency contact details.
- The First Aid coordinator and the Principal will be responsible for ensuring that a communication plan is developed to provide information to staff, students and parents about anaphylaxis and the school’s anaphylaxis management policy.
- The communication plan will include information about the steps to be taken to respond to an anaphylactic reaction by a student in a classroom/specialist area, in the school yard, on school excursions, camps, sporting and special events.
The student’s anaphylaxis plan and individual management plan will be stored with the epipen in the clearly labeled red container on the high bench in the first aid room. Also in the student’s file, a labeled and accessible folder in the Administration area and with the First Aid Coordinator.

All staff will be briefed in 1st and 3rd term by the school first aid coordinator who has up to date training on the school’s policy, causes and symptoms, identities of children at risk, how to use an auto-adrenaline device and school’s first aid and emergency response.

The First Aid Coordinator will inform CRT’s of any students who are at risk of anaphylaxis, and what to do in an emergency.

Regular CRT’s will be given the opportunity to attend the official anaphylaxis training and the briefings given in 1st and 3rd terms by the First Aid Coordinator.

The Principal and First Aid Coordinator will maintain a list of staff accredited in Anaphylaxis Management and the expiry date of certified qualifications.

The school will keep at least one generic Epipen in each size as a back-up in case of an emergency. A decision will be made annually regarding how many generic Epipens the school will purchase depending on the number of students attending the school who may have an anaphylactic reaction, the location of their classroom and their triggers.

The first aid coordinator will be responsible for checking and recording the use by date of all epipens and informing the parents a month in advance of the expiry and that a new epipen is required.

The first aid coordinator will be responsible for displaying pictures, basic triggers and management information for all anaphylactic students and students with allergies. The information will be displayed in a visible spot on the corridors of all buildings, the canteen, the yard duty folders, the administration/Leadership area, all specialist areas, the first aid room, the staffroom, and with the first aid coordinator.

The first aid coordinator is responsible for maintaining the communication on how to respond to an Anaphylactic Emergency in various locations within or outside of the school environment.

Emergency Response Procedures for Anaphylaxis Management is attached.

The first aid coordinator is responsible for informing the canteen manager of any anaphylactic students. The first aid coordinator will discuss risk minimization regarding the type of food served and the risk of cross contamination.

Evaluation:

This policy will be reviewed annually by the school first aid officer and Occupational Health & Safety representative for school council as part of the school’s regular review cycle.

The Anaphylaxis Management plan will be reviewed by both the Principal and First Aid Coordinator annually and amendments will be implemented accordingly.

The Individual Management plans will be reviewed by the Principal and First Aid Coordinator in consultation with the parents/guardians in any of the following circumstances.

  o Annually
  o The student’s medical condition in relation to an allergy or the potential for an anaphylactic reaction changes.
  o As soon as possible after and anaphylactic emergency has occurred at school.
  o If the student is to attend an excursion, camp or special events organized by the school. These may include: class parties, cultural days, incursions, cooking, gardening, fetes and excursions.

Reference: Ministerial order 706

This policy was ratified by School Council on 23/11/15

Principal: Helen Otway

President: Yoko Ahkuoi

This policy will be reviewed in 2017.