



PURPOSE

To explain to Portland Secondary College (Must Street & Victoria Parade campuses) parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Portland Secondary College (Must Street & Victoria Parade campuses) is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management. The College's Anaphylaxis Management Policy is part of the suite of policies which are linked to the Child Safe Policy which mandates zero tolerance to child abuse.

SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis or who may require emergency treatment for an anaphylactic reaction and their parents and carers.

POLICY

School Statement

Portland Secondary College (Must Street & Victoria Parade campuses) will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medications.

Symptoms

Signs and symptoms of a mild to moderate allergic reactions can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse



- student appears pale or floppy
- abdominal pain and/or vomiting

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.

Treatment

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

Individual Anaphylaxis Management Plans

All students at Portland Secondary College (Must Street & Victoria Parade campuses) who are diagnosed as being at risk of suffering from an anaphylactic reaction by a medical practitioner must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the principal (or delegate) of Portland Secondary College (Must Street & Victoria Parade campuses) is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Portland Secondary College (Must Street & Victoria Parade campuses) and where possible, before the student's first day.

Parents and carers must:

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable (where possible, before the student's first day)
- immediately inform the school if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up to date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school student with a current adrenaline autoinjector for the student that is not expired that the student will carry on their body while at school
- participate in annual reviews of the student's Plan.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner



- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, 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 risk minimisation strategies which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

Review and updates to Individual Anaphylaxis Plans

A student's Individual Anaphylaxis Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- the student's parents/carers notify the school that the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school. These risks would be identified by the First Aid Officer.

Location of plans and adrenaline autoinjectors

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at the General Office. Students are encouraged to keep their adrenaline autoinjectors on their person. Adrenaline autoinjectors for general use are available at the general office, display first aid kits and Re-Engagement Centre first aid cupboard and are labelled "general use".

Autoinjectors at the Re-Engagement are stored with the first aid kit.

Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Portland Secondary College (Must Street & Victoria Parade campuses), we have put in place the following strategies:

- Photos of all relevant students are displayed in all staff office areas around the school
- All staff including CRTs are made aware of relevant



- Individual Risk Minimisation Strategies are developed with each student in conjunction with their Individual Anaphylaxis Plan upon enrolment and then on a yearly basis by the First Aid Officer
- Permanent Teachers are briefed twice a year on the relevant students and their individual plans and management
- Teachers are briefed twice a year on the management and treatment of anaphylaxis

Adrenaline autoinjectors for general use

Portland Secondary College (Must Street & Victoria Parade campuses) will maintain a supply of adrenaline autoinjector(s) for general use, as a back-up to those provided by parents and carers for specific students, and also for students who may suffer from a first time reaction at school.

Adrenaline autoinjectors for general use will be stored at general office, displan first aid kit and Re-Engagement Centre first aid cupboard and labelled "general use".

The principal (or delegate) is responsible for arranging the purchase of adrenaline auto-injectors for general use, and consider base the number of auto-injectors purchased for 'general use' on the following:

- the number of students enrolled at Portland Secondary College (Must Street & Victoria Parade campuses) at risk of anaphylaxis
- the accessibility of adrenaline auto-injectors supplied by parents
- the availability of a sufficient supply of auto-adrenaline injectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline auto-injectors, and the need for general use adrenaline auto-injectors to be replaced when used or prior to expiry.

Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school's general first aid procedures, emergency response procedures and the student's Individual Anaphylaxis Management Plan.

A complete and up to date list of students identified as being at risk of anaphylaxis is maintained by the First Aid Officer and stored at the general office.

Students with Anaphylaxis attending camps & excursions will be flagged on the Compass Event with their Anaphylaxis details. Staff running these Events are responsible for ensuring the student has their adrenaline auto-injector on their body and that there is also a 'general use' adrenaline auto-injector in the first aid kit.



If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

Step	Action
1.	<ul style="list-style-type: none">• Lay the person flat• Do not allow them to stand or walk• If breathing is difficult, allow them to sit• Be calm and reassuring• Do not leave them alone• Seek assistance from another staff member or reliable student to locate the student's adrenaline autoinjector or the school's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored at general office• If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5.
2.	<p>Administer an adrenaline auto-injector</p> <ul style="list-style-type: none">• Remove from plastic container• Form a fist around the EpiPen and pull off the blue safety release (cap)• Place orange end against the student's outer mid-thigh (with or without clothing)• Push down hard until a click is heard or felt and hold in place for 3 seconds• Remove EpiPen• Note the time the EpiPen is administered• Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration
3.	Call an ambulance (000)
4.	If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.
5.	Contact the student's emergency contacts.

If a student appears to be having a severe allergic reaction, but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

[Note: If in doubt, it is better to use an adrenaline autoinjector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over treatment of a mild to moderate allergic reaction. Refer to page 41 of the [Anaphylaxis Guidelines](#)].

Communication Plan

This policy will be available on the Portland Secondary College (Must Street & Victoria Parade campuses) website so that parents and other members of the school community can easily access information about Portland Secondary College's (Must Street & Victoria Parade campuses) anaphylaxis management procedures. The parents and carers of students who are enrolled at Portland Secondary College (Must Street & Victoria Parade campuses) and are identified as being



at risk of anaphylaxis will also be provided with a copy of this policy.

The Principal is responsible for ensuring that all relevant staff, including casual relief staff and volunteers are aware of this policy and Portland Secondary College's (Must Street & Victoria Parade campuses) procedures for anaphylaxis management which are published in the CRT Handbook. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy.

Both Permanent staff and CRT's will be required to undertake anaphylaxis training as part of the induction process and be signed off by a qualified assessor as completing the training. Permanent staff will receive briefings twice a year on the relevant students and their individual management plans.

Staff training

Staff at Portland Secondary College (Must Street & Victoria Parade campuses) will receive appropriate training in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

Staff who are responsible for conducting classes that students who are at risk of anaphylaxis attend, and any further staff that the principal identifies, must have completed:

- an approved face-to-face anaphylaxis management training course in the last three years, or
- an approved online anaphylaxis management training course in the last two years.

All staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year, facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 12 months, including the First Aid Officer. Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identification of students with a medical condition that relates to allergy and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector
- the school's general first aid and emergency response procedures
- the location of, and access to, 'general use' adrenaline autoinjectors.

When a new student enrolls at Portland Secondary College (Must Street & Victoria Parade campuses) who is at risk of anaphylaxis, the principal and staff are briefed as soon as possible.

An Anaphylactic reaction can be traumatic for the student and others witnessing the reaction. In the event of an anaphylactic reaction, students and staff will be offered post-incident counselling provided by the School Nurse, Student Services Officer or School Psychologist.



FURTHER INFORMATION AND RESOURCES

- [First Aid Policy.docx](#)
- [Health Care Needs Policy.docx](#)
- [Anaphylaxis Annual Risk Management Checklist](#)
- [Individual Anaphylaxis Management Plan](#)
- School Policy and Advisory Guide:
 - [Anaphylaxis](#)
 - [Anaphylaxis management in schools](#)
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)

REQUIRED METHOD OF COMMUNICATION

- Portland Secondary College Council
- Portland Secondary College website
- Annual communication to school community via newsletter
- Staff induction process

REVIEW CYCLE AND EVALUATION

DATE	VERSION	RATIFIED BY	NEXT REVIEW
Oct 2018	2	Portland Secondary College School Council	Sept 2020
Oct 2021	3	Portland Secondary College Council	Oct 2022