



Help for non-English speakers

If you need help to understand the information in this policy, please contact Thomastown West Primary School on 03 9465 4317 or thomastown.west.ps@education.vic.gov.au.

Thomastown West Primary School motto is **Together Working on Pathways to Success**. At Thomastown West Primary School we want every child to achieve their full potential and we know that parents share this goal. There is a clear link between health and educational achievement.

PURPOSE

The purpose of this policy is to:

- Comply with Ministerial Order 706 and subsequent anaphylactic guidelines on anaphylaxis management
- Provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of schooling
- Raise awareness about allergies and anaphylaxis in the school community
- Actively involve the parents/carers of each student at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student
- Ensuring that each staff member has adequate knowledge of allergies, anaphylaxis and emergency procedures

SCOPE

This policy applies to all:

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

DEFINITION

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 medication.

Symptoms: Signs and symptoms of a mild to moderate allergic reaction 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.

POLICY

Thomastown West Primary School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

Upon enrolment:

- An enrolment checklist for anaphylaxis will be undertaken by the school first aid officer of any child at risk of anaphylaxis.
- The parent/carer is to provide a medical certificate by their doctor or an immunologist to state that their child has been medically diagnosed as at risk of anaphylaxis.
- A risk minimisation plan is completed in consultation with the parent/carer, which includes strategies to address the particular needs of each child medically diagnosed as at risk of anaphylaxis.
- The parent/carer will provide a current Anaphylaxis Action Plan that has been completed by their medical Practitioner by the first day of the child's commencement at school. If this form is not provided by that time, then the student will be considered unsafe to attend school, and the parent/carer will be asked to keep their child home until this form has been completed.
- A current and up to date Adrenaline Auto-injection device will be provided to the school by the child's first day at school. This needs to be given to the first aid officer who can check the contents and then distribute it to the classroom teacher, along with the Action Plan.
- The medical condition of Anaphylaxis will be updated onto cases 21, along with the child's listed allergens
- If an updated plan is not provided with enrolment or annually as required, this may affect the students' enrolment status at Thomastown West Primary School.

Individual Anaphylaxis Management Plans

All students at Thomastown West Primary School who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the Principal of Thomastown West Primary School 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 Thomastown West Primary School 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
- immediately inform the school in writing 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 with a current adrenaline autoinjector for the student that has not expired;
- 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 allergies 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
- an updated photograph of the child.

Review and updates to Individual Anaphylaxis Management Plans

A student's Individual Anaphylaxis Management 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
- if 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.

Location of plans and adrenaline autoinjectors

All adrenaline autoinjector pens are stored in the first aid room behind the door, except for ONE spare adrenaline autoinjector which is kept in an insulated bag within the Staff Area C Yard Duty Bag. Each student's pen is clearly labelled and all spare pens are labelled and stored in the same area. All student medical plans are displayed above the sink in the First Aid room and copies are located in a First Aid folder located on the filing cabinet.

Risk Minimisation Strategies

Whilst every child at risk of anaphylaxis at Thomastown West Primary School must have an ASCIA Action Plan for anaphylaxis provided by their doctor, each child at risk must also have an Individual Management Plan detailing strategies to help reduce the risk of anaphylaxis occurring. All staff in contact with this child will have a copy of this plan and implement it while the child is under their care.

Thomastown West Primary School will also endeavour to put certain policies in place as a broad risk minimisation for all students who have been medically diagnosed as at risk of anaphylaxis.

Thomastown West Primary school will not "ban" certain types of foods (e.g. nuts) as it is not practicable to do so, and is not a strategy recommended by the Royal Children's Hospital. However, the school will request that parents do not send those items to school. A reminder notice will be put in the School Newsletter, and letters sent out to parents twice a year at the beginning of Term one and the beginning of Term three.

Thomastown West Primary School will reinforce the rule about not sharing food, and that students only eat what is provided to them from home. Regular education within the classroom is to be held to enforce this rule.

All staff, CRTs, volunteers and visitors will be directed to support these broad risk minimisation policies.

The school will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis. This checklist will be completed or reviewed by the principal on an annual basis.

Adrenaline autoinjectors for general use

Thomastown West Primary School 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 in the First Aid room cupboard and labelled "general use".

The Principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at Thomastown West Primary School at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry.

Emergency 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 is displayed in the First Aid room above the sink. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

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

Step	Action
1.	● 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 in the First Aid room. ● 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.	Administer an EpiPen or EpiPen Jr (if the student is under 20kg) ● 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.

Communication Plan

This policy will be available on Thomastown West Primary School website so that parents and other members of the school community can easily access information about Thomastown West Primary School anaphylaxis management procedures. The parents and carers of students who are enrolled at Thomastown West Parent School 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, canteen staff and volunteers are aware of this policy and Thomastown West Primary School procedures for anaphylaxis management. 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, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

The Principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

Staff training

The Principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

Several staff members have been trained (in 2020 when this policy was written both Selma Raif and Suzi Ilic have been trained) and it will be their responsibility to ensure all staff are adequately trained on a yearly basis.

Staff who are required to undertake training 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.

Thomastown West Primary School uses the following training course, ASCIA eTraining course with 22303VIC, or 22300VIC or 10313NAT components.

Staff are also required to attend a briefing on anaphylaxis management and this policy, at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years including School Anaphylaxis Supervisors. Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergies 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, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.



Thomastown West Primary School Anaphylaxis Policy 2024 - 2025

When a new student enrolls at Thomastown West Primary School who is at risk of anaphylaxis, the Principal and First Aid Officer will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.

The Principal will ensure that while students at risk of anaphylaxis are under the care or supervision of the school outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

MORE INFORMATION AND RESOURCES

- *Thomastown West Primary School First Aid (including arrangements for ill students) Policy*
- *Thomastown West Primary School Medication Policy*
- [Royal Children's Hospital Anaphylaxis Advisory Line](#) – available from 8.30am - 5.00pm, Monday to Friday. Phone 1300 725 911 or (03) 9345 4235.
- [Australasian Society of Clinical Immunology and Allergy \(ASCI\)](#)
- [ASCI e-training](#) – access to the free anaphylaxis training for all Victorian schools
- [ASCI Guidelines](#) – for prevention of food anaphylactic reactions in schools, preschools and childcare centres
- [Allergies & Anaphylaxis Australia](#)

EVALUATION

Date Implemented	2016; 2020, 2024
Author	Principal Assistant Principal TWPS Leadership Team First Aid Officer
Approved By	School Council
Date Reviewed	October 2016; September 2020, 23 July 2024
Responsible for Review	Assistant Principal
Review Date	13/06/2025
References	Victorian Government Schools Policy Advisory Guide



Appendix A

Individual Anaphylaxis Management Plan

This plan is to be completed by the Principal or nominee on the basis of information from the student's medical practitioner (**ASCIA Action Plan for Anaphylaxis**) provided by the parent.

It is the parent's responsibility to provide the school with a copy of the student's ASCIA Action Plan for Anaphylaxis containing the emergency procedures plan (signed by the student's medical practitioner) and an up-to-date photo of the student - to be appended to this plan; and to inform the school if their child's medical condition changes.

School		Phone	
Student			
DOB		Year level	
Severely allergic to:			
Other health conditions			
Medication at school			
EMERGENCY CONTACT DETAILS (PARENT)			
Name		Name	
Relationship		Relationship	



Thomastown West Primary School Anaphylaxis Policy 2024 - 2025

Home phone		Home phone	
Work phone		Work phone	
Mobile		Mobile	
Address		Address	
EMERGENCY CONTACT DETAILS (ALTERNATE)			
Name		Name	
Relationship		Relationship	
Home phone		Home phone	
Work phone		Work phone	
Mobile		Mobile	
Address		Address	
Medical practitioner contact	Name		
	Phone		
Emergency care to be provided at school			



Thomastown West Primary School Anaphylaxis Policy 2024 - 2025

Storage location for
adrenaline autoinjector
(device specific) (EpiPen®)

ENVIRONMENT

To be completed by Principal or nominee. Please consider each environment/area (on and off school site) the student will be in for the year, e.g. classroom, canteen, food tech room, sports oval, excursions and camps etc.

Name of environment/area:

Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?

Name of environment/area:

Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?



Thomastown West Primary School Anaphylaxis Policy 2024 - 2025

Name of environment/area:			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?