1. **Rationale**

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. Certain foods and insect stings are the most common causes of anaphylaxis. Foods include peanuts, tree nuts (hazelnuts, cashews, and almonds), egg, strawberries, citrus, cow’s milk, wheat, soy, fish and shellfish. Other common allergens are insect stings, latex, medications and anaesthesia.

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed as being at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at school.

2. **Aims**

2.1 To provide a safe and supportive environment in which students at risk of an anaphylactic reaction can participate equally in all aspects of the student’s schooling.

2.2 To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of students’ schooling.

2.3 To raise awareness about anaphylaxis and the school’s Anaphylaxis Management Policy in the school community.

2.4 To engage with parents/guardians of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.

2.5 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.

3. **Implementation**

3.1 The school discourages food containing ‘nuts’ being brought to school and the school Canteen does not sell food containing ‘nut’ products.

3.2 If a teacher has a child with risk of having an anaphylactic reaction in their class, the teacher is required to be familiar with the child’s Individual Management Plan.

3.3 A statement is placed on the front cover of the classroom roll, to alert any teacher or Casual Replacement Teacher (CRT) about any child who may be at risk of having an anaphylactic reaction. A copy of the child’s
Individual Management Plan (including details of the diagnosis and type of allergy/allergies) to also be placed in the roll.

3.4 A copy of a child’s Individual Management Plan (including details of the diagnosis and type of allergy/allergies) will be included in the classroom CRT Folder.

3.5 A copy of all students’ Individual Management Plans to be displayed in the Sickbay and a copy kept in the blue folder located in the General Office.

3.6 A copy of Management Plans for all children is given to Specialist Teachers.

3.7 All staff to be trained in Anaphylaxis Management. This training will be valid for a period of three years provided that the school meets the requirements of Section 8 (d) of Ministerial Order 90; to provide a briefing on anaphylaxis training twice per year to all staff including those who have received training.

3.8 If a child has an anaphylactic reaction and does not have an Epi-pen then call a MICA Ambulance immediately and administer First Aid until the ambulance arrives.

3.9 A member of the School Leadership or Administration will coordinate the allocation of responsibilities associated with the anaphylactic reaction.

3.10 All staff to familiarise themselves with the “Anaphylactic Information Emergency sheet” and Code Red and Code Green Cards.

3.11 An individual management plan is developed prior to a child starting at Williamstown North Primary School or as soon as is practicable, after the student enrols.

3.12 If a child is identified as being at risk of having an anaphylactic reaction the following steps must be implemented (See Appendix A).

3.13 Procedure for Camps/Excursions/Activities off site (See Appendix B).

3.14 Individual Student Insulated Epi-pen bags will contain the following (See Appendix C).

3.15 Managing an Anaphylactic Child in the classroom (See Appendix D).

4. Review

The Anaphylaxis Policy will be reviewed annually and in line with Ministerial Order 90.

This Policy was ratified at School Council on 23rd June 2009
APPENDIX A
If a child is identified as being at risk of having an Anaphylactic reaction the following steps must be implemented:

Person A: **Contact the General Office then stay with, and manage the child.**

If the reaction happens in the building, contact the office by phone and send a child to the office with the relevant ‘Code Red’ or ‘Code Green’ card that referees to the anaphylaxis child.

If the reaction happens in the playground, make contact with the office with the ‘Code Red’ card located in the Yard Duty Bag or via a communication device.

Person B: **Collect student’s individual bag from the First Aid Room and proceed to the child, to administer the epi-pen.**

** Any person administering an epi-pen must have completed an ‘epi-pen training’ session provided by an appropriate provider i.e. St John Ambulance.

** Whenever an epi-pen is administered an ambulance must be called.

** Where a child experiences an anaphylactic reaction the child will be injected with their epi-pen.

** If you need to administer another amount of Adeline (as advised by an ambulance officer) you can use another child’s epi-pen to a child having an anaphylactic reaction.

** Never administer an epi-pen where the date has expired.

Note: If an epi-pen is administered unnecessarily it is not life threatening. The child will simply experience racing of the heart for 15-20 minutes.

Person C: **Responsible for contacting the MICA Ambulance.**

The exact procedure/steps as outlined on the Emergency Ambulance sheet must be followed.

The ambulance is to always be directed to the front entrance of the school (Melbourne Road).

Contact the child’s parent/s/guardian/s after the ambulance has been called.

Person D: **Responsible for general ‘crowd control/supervision’.**

This may be a yard duty teacher or teacher from an adjoining area/classroom

Person E: **Responsible for meeting the ambulance at the front entrance to the school.**

Designated person to wait on the footpath adjacent to the front entrance of the school on Melbourne Road.

Accompany ambulance officer/s to the child.
APPENDIX B

Procedure for Camps/Excursions/Activities off site.

For any known anaphylactic child their medication (individual pack) must be taken on all activities away from the school site (Packs are kept in the cupboard in the First Aid Room).

Ensure at least one adult attending the activity, has completed the required training of how to administer an epi-pen.

In the event of an anaphylactic reaction, the same steps as per the School Management Plan be implemented.

The person in charge of the activity, is responsible for allocating designated roles i.e. Person A, Person B etc.

A mobile phone must be taken on all activities away from the school site.

Where a child at risk of having an anaphylactic reaction is attending a camp, the Camp Coordinator is responsible for contacting the camp to advise them of the particular allergy/allergies, to ensure the child’s food requirements are met.

Depending on the situation some foods may need to be excluded from the camp menu.

Organisers of camps are advised to consider inviting the parent of the child at risk to attend the Camp.
APPENDIX C

Individual Student Insulated Epi-pen Bags will contain the following: -

- Child's Epi-pen/or medication.
- A copy of the child's Management plan.
- A copy of the letter from their Doctor.
- In the event of an anaphylactic reaction, the time of administering the epi-pen will be recorded on the child's Epi-pen box.
- A black permanent texta.
- A copy of instructions on, “How to administer an epi-pen”.

Each bag will be identified with child’s photograph, name, year level and room number.
Managing an Anaphylactic Child in the classroom

It is the classroom teacher’s responsibility to familiarize themselves with an anaphylactic child’s Individual Management plan and to alert all Specialists teachers.

A letter should be sent to all families of the class at the start of each school year/or when the child is enrolled/diagnosed, advising them of the presence of an anaphylactic child in the class and the implications for food consumed at recess and lunchtimes, in class parties and general treats.

See sample letter (on next page).

Arrange for the parents of the anaphylactic child to supply a “treat box” for the child in place of foods at class parties etc.

If undertaking cooking activities please double check the appropriateness of ingredients in relation to the anaphylactic child in your classroom.

Discuss with the children in your class all aspects of management of an anaphylactic child in relation to their peers i.e. not sharing food.

Request parents not to provide peanut butter sandwiches or food/product containing nuts as part of their child’s snacks/lunches.

The Art Teacher needs to be aware of possible reactions children can have from a range of products. Please alert the Art teacher of the following:

- some paints and glues contain ‘egg’ factors,
- avoid cereal boxes where the contents have included nuts in box construction activities,
- do not use egg cartons for children allergic to eggs,
- some shaving cremes contain peanut oils as a base,
- do not use peanut oil to make play dough.
SAMPLE LETTER

WILLIAMSTOWN NORTH PRIMARY SCHOOL – 1409

IMPORTANT PARENT INFORMATION FOR
ANAPHYLAXIS/NUT ALLERGY

Dear Parents/Guardians,

This letter is to advise you that a child in your child’s class suffers from Anaphylaxis Reaction. Essentially this means that they have severe reaction to nuts and nut products. They cannot eat any food containing nuts such as peanuts, peanut butter or nutella.

Children can have mild reactions to eating nuts or they can have a reaction which can become life-threatening and it may progress very quickly.

There are approximately 16 children across the school who are allergic to nuts.

Our school does not sell products or make peanut butter sandwiches or rolls in our canteen. We request that you do not send nut food in your child’s lunch or snacks. If you are sending along food for your child to share with his/her class please ensure that the food does not contain nut products whatsoever i.e. cake. If you are uncertain about sending an item to school for the children to share, then by all means check with us at school beforehand.

All children in the class are made aware of this issue and the teachers are aware of the appropriate response to a child who may have a reaction.

Thank you for your attention to this matter.

Regards

Neil Sproal
Principal
Williamstown North Primary School