

# Xavier College

## Anaphylaxis Policy



### 1. PURPOSE

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Xavier College (the 'College') is committed to establishing and embedding robust student care, safety and wellbeing measures across the College.

The purpose of the Anaphylaxis Policy (the 'Policy') is to explain the College's approach to anaphylaxis management.

The College's objectives are to:

- Raise awareness about anaphylaxis and the College's Policy to manage the risk associated with anaphylaxis
- Provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of College life
- Engage with parents/guardians of students at risk of anaphylaxis in assessing risks and developing risk minimisation and management strategies for the student
- Ensure that each staff member has adequate knowledge about anaphylaxis and the College's Policy and procedures in responding to an anaphylactic reaction; and
- Ensure that the College complies with Ministerial Order 706: Anaphylaxis Management in Victorian Schools (Ministerial Order 706) and associated guidelines that are released by the Victorian Department of Education.

### 2. CONTEXT

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#### 2.1 Anaphylaxis

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen and 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.

The key to preventing an anaphylaxis reaction at the College is knowledge of those students who have been diagnosed at risk, awareness of their respective triggers and prevention to exposure to these allergens.

A partnership between the College and parents/guardians is important in ensuring that certain foods or items are kept away from the student while at the College or a College event such as an excursion or school camp.

## 2.2 Xavier College's Commitment

The College's fundamental responsibility is the care, safety and wellbeing of all students whilst in its care. There is a moral and legal responsibility to provide a safe and secure environment for all students at the College.

*Cura personalis* or the care for the entire person is a value central to the College's Ignatian tradition.

The College is committed to:

- Implementing clear guidelines for the management of anaphylaxis
- Providing education, support and resources for staff, parents/guardians, students and the wider College community in dealing with anaphylaxis; and
- Training teaching staff to recognise the signs and symptoms of an anaphylactic reaction.

## 3. SCOPE

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This Policy applies to the teaching and non-teaching staff, students and their parents/guardians at Burke Hall, Kostka Hall and the Senior Campus.

## 4. POLICY STATEMENT

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### 4.1 Roles and Responsibilities

#### 4.1.1 College Principal

The College Principal is responsible for:

- Ensuring that an Individual Anaphylaxis Management Plan is developed, in consultation with the student's parents/guardians, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis and the College has been notified of that diagnosis
- Ensuring that this Policy is documented and reviewed on a regular basis or when there has been a change to legislative and/or regulatory requirements
- Ensuring that appropriate procedures and resources are in place to manage anaphylaxis risks
- Purchasing additional Adrenaline Autoinjectors for general use and as a back-up to those that are supplied by parents/guardians
- Overseeing the development of a Communication Plan to provide information to all staff, students and parents/guardians about anaphylaxis and the College's Policy
- Providing appropriate training, in accordance with section 4.5 of this Policy, to staff, and particularly to Health Centre staff, to ensure appropriate management of a student's anaphylaxis; and

- Completing the Annual Risk Management Checklist which is designed to monitor the College's compliance with their legal and regulatory obligations under Ministerial Order 706.

#### **4.1.2 Campus Directors**

The Campus Directors are responsible for:

- Identifying all students that are at risk of an anaphylactic reaction
- Working with the College Principal and a student's parents/guardians, to ensure that an Individual Anaphylaxis Management Plan is developed and implemented
- Ensuring that staff on their campus are aware of where a student's Individual Anaphylaxis Management Plan is located and the emergency procedures in the event of an anaphylactic reaction
- If required, meeting with parents/guardians to address any concerns and to collect further information
- Assessing risk assessments prior to approval of camps and excursions, or special events to ensure risk minimisation for students at risk of anaphylaxis; and
- In consultation with the College Principal, excluding a student from the College, if they believe the student's parents/guardians do not have an up to date Individual Anaphylaxis Management Plan and have not equipped their child with an Adrenaline Autoinjector.

#### **4.1.3 College Health Centre**

Staff at the College Health Centre are responsible for:

- Maintaining approved anaphylaxis training qualifications
- Maintaining a list of students at their campus who are at risk of an anaphylactic reaction (including their allergies and symptoms) and a copy of their Individual Anaphylaxis Management Plan
- Being able to immediately locate the student's Australasian Society of Clinical Immunology and Allergy (ASCI) Action Plan and be able to follow the plan in the event of an anaphylactic reaction
- Educating all staff at their campus about the signs and symptoms that students may present with if they have an anaphylactic reaction
- Providing access to the Adrenaline Autoinjector device for practice use by appropriate College staff
- Providing ongoing care to a student when they have had what appears to be an anaphylactic reaction

- Immediately notifying the student's parent/guardian, who has presented with signs and symptoms of an anaphylactic reaction. The College will advise the parents/guardians whether they should pick-up their child from the College or meet at the Emergency Department of a hospital; and
- Immediately notifying the Director of Campus of any anaphylactic reactions.

#### **4.1.4 Teaching Staff**

All College teaching staff are responsible for:

- Completing anaphylaxis training as directed by the College Principal
- Identifying their students at risk of an anaphylactic reaction and being able to recognise the student's signs and symptoms of an anaphylactic reaction
- Understanding the steps to be taken in accordance with a student's Individual Anaphylaxis Management Plan and their ASCIA Action Plan (including emergency procedures); and
- Immediately notifying the Health Centre of a student who presents with the signs and symptoms of an anaphylactic reaction.

#### **4.1.5 Parents/Guardians**

Parents/guardians are responsible for:

- Notifying the College in writing if their child is known to be at risk of anaphylaxis or reacting to an allergen
- Completing an ASCIA Action Plan in consultation with their child's medical practitioner and providing a copy to the College
- Notifying the College of any changes to the ASCIA Action Plan
- Providing an up to date photo for the ASCIA Action Plan when it is provided to the College and when it has been reviewed
- In consultation with the College Principal and the respective Director of Campus, review their child's Individual Anaphylaxis Management Plan:
  - Annually
  - When there has been a change in the child's medical condition, insofar it relates to an allergy and/or potential for an anaphylactic reaction
  - As soon as practicable after a student has an anaphylactic reaction at the College; and
  - When the student is to participate in an offsite activity such as camps and excursions, or at special events conducted, organised or attended by the College (e.g. class parties, elective subjects, cultural days, fetes and incursions)

- Notifying the College 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 Action Plan
- Ensuring their child between Year Nine (9) and Year Twelve (12), who is at risk of anaphylaxis, always carries their own Adrenaline Autoinjector and ASCIA Action Plan with them
- Supplying a spare Adrenaline Autoinjector to be held by the College and located in the Health Centre; and
- Ensuring that the prescribed Adrenaline Autoinjector is within its expiry date.

#### **4.1.6 Students**

Students are responsible for:

- Applying safe practices in relation to anaphylaxis management; and
- Ensuring that students from Year Nine (9) and Year Twelve (12), who are at risk of anaphylaxis, always carry their own Adrenaline Autoinjector and ASCIA Action Plan with them.

## **4.2 Prevention Strategies**

The College is committed to ensuring that it has appropriate prevention strategies for those students at risk of an anaphylactic reaction.

Key prevention strategies to minimise the risk of an anaphylactic reaction include but are not limited to:

- Raising student awareness of anaphylaxis
- Reinforcing the importance of measures such as washing hands and not sharing foods
- Raising peer group awareness of anaphylaxis
- Ensuring excursion groups, sporting teams and crews are aware of peer needs in relation to people with severe medical conditions and those at risk of anaphylaxis; and
- An ASCIA Action Plan for general use are on display at the following sites across the College's campuses:
  - Boarding House
  - Boat House
  - Health Centre
  - Sports Centre
  - Student Services; and
  - Tuck shop.

The Student Health Manual sets out the key prevention strategies that the College has implemented for classes, tuck shop, Boarding House, excursions and camps and international travel.

### **4.3 Individual Anaphylaxis Management Plan**

The Individual Anaphylaxis Management Plan will set out the following:

- Information about the medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy or allergies the student has (based on a written diagnosis from a medical practitioner)
- Strategies used to minimise the risk of exposure to known and notified allergens while the student is under the care of College staff, for in-school and out of school settings including the school yard, at school camps and excursions, or at special events conducted, organised or attended by the College
- The name of the person(s) responsible for implementing the strategies
- Information on where the student's medication will be stored
- The student's emergency contact details
- An action plan for anaphylaxis in a format approved by ASCIA (ASCIA Action Plan), provided by the parent/guardian; and
- A consent form signed by parents/guardians for the use of a generic EpiPen if the student's Adrenalin Autoinjector fails to deliver a dose of adrenaline.

Individual Anaphylaxis Management Plans are implemented as soon as practicable after the student enrolls and where possible before their first day of attendance at the College.

### **4.4 ASCIA Action Plan**

The ASCIA Action Plan should be completed by the student's parents/guardians in consultation with the student's medical practitioner and a copy provided to the College.

Once completed, the ASCIA Action Plan should be signed by the student's medical practitioner and their parents/guardian.

The ASCIA Action Plan must outline:

- The student's known severe allergies
- The signs and symptoms of a mild to moderate to severe allergic reaction
- The emergency procedures to be taken in the event of an allergic reaction; and
- An up to date color photograph of the student.

The ASCIA Action Plan for anaphylaxis must be reviewed yearly and renewed whenever students are re-assessed by their medical practitioner and each time they obtain a new Adrenaline Autoinjector prescription.

#### 4.5 Training and Support

The College is committed to having staff that are trained and aware of the signs and symptoms of an anaphylactic reaction and how to respond appropriately.

The College has elected to implement the following training requirements across each of its campuses:

- **All College staff must complete** the ASCIA Anaphylaxis e-training for Victorian Schools. This course is to be accessed by staff at <https://etrainingvic.allergy.org.au/>. A copy of the course certificate must be provided to the Human Resources team and will be filed in the staff member's record. This course is provided by ASCIA, is free for all Victorian schools and valid for two (2) years. Therefore, staff are required to complete the course every two years; and
- **At least two (2) staff per College campus in addition to the Health Centre staff and any further College staff that the College Principal identified, based on a risk assessment of an anaphylactic reaction occurring while a student is under the care and supervision of the College must complete** a course in Verifying the Correct Use of Adrenaline Autoinjector Devices. This course is provided by the Asthma Foundation.

The College Health Centre will facilitate a briefing for all College staff, to occur twice per calendar year with the first one to be held at the beginning of the school year on the following:

- The College's Policy
- The causes, symptoms and treatment of anaphylaxis
- Be provided an update of the 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 Adrenalin Autoinjector, including hands on practice with a trainer Adrenalin Autoinjector
- The College's general first aid and emergency response procedures; and
- The location of, and access to, Adrenalin Autoinjectors that have been provided by the parents/guardians or purchased by the College for general use.

#### 4.6 School Management and Emergency Response

**If a student has suffered an anaphylactic reaction, the College's first aid and emergency response procedures and the student's ASCIA Action Plan are to be followed.**

As part of the College's emergency response management to anaphylactic reactions, the College's procedures include the following:

- The College maintains a complete and up to date list of students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction. This list is maintained at the College Health Centres
- Relevant teaching staff are provided with a list of these students, so they are clear on which of their students are at risk of anaphylaxis
- During normal school activities including in the classroom, in the school yard and in all school buildings, details of Individual Anaphylaxis Management Plans and ASCIA Action Plans for at risk students are located in the Health Centre at their campus. Their Adrenalin Autoinjectors are also securely maintained at the campus Health Centre; and
- During off-site or out of school activities, including special events conducted, organised or attended by the College, details of Individual Anaphylaxis Management Plans and ASCIA Action Plans for all students are located with the teacher in charge. When a student attends an excursion or school camp, Adrenalin Autoinjector together with the Individual Anaphylaxis Management Plans and ASCIA Action Plans are kept in the first aid kit that accompanies the teachers supervising the activity (e.g. excursion or camp).

The College ensures that when a student with a medical condition that relates to allergy and the potential for anaphylactic reaction is under the care and/or the supervision of the College outside of normal activities, the College Principal ensures that there is adequate staff present who have been trained in accordance with section 4.5 of this Policy.

#### **4.7 Communication Plan**

The College Principal is responsible for ensuring that a Communication Plan is developed to provide information to all College staff, students, and parents/guardians about anaphylaxis and the College's Policy.

The objective of the Communication Plan is to:

- Provide information to all College staff, parents/guardians and students about anaphylaxis and the College's Policy; and
- Outline strategies for advising staff, parents/guardians and students about how to respond to an anaphylactic reaction occurring during normal College activities, including in the classroom, in the schoolyard and in all College buildings and sites including gymnasiums and halls and during off-site or out-of-school activities, including on excursions, camps and at special events conducted, organised or attended by the College.

All volunteers and casual teachers who are likely to have contact with at-risk students are to be informed of these students by the manager responsible for their employment. All volunteers and casual teachers must also be advised of the:

- College's Policy

- Identity of students at risk of anaphylaxis and the details of their medical condition
- College's general first-aid and emergency response procedures
- Contact numbers for Health Centre and for Reception areas around the College and of staffroom telephone numbers; and
- Location of Adrenaline Autoinjectors around the College.

#### **4.8 Adrenaline Autoinjection Devices**

Given that the College has students at risk of anaphylaxis, the College has purchased backup Adrenaline Autoinjection devices as part of the first aid kit at each campus.

The backup device is retained at the Health Centre at each campus. Backup Adrenaline Autoinjectors are also brought to out of school events including but not limited to excursions and camps.

The number of backup Adrenaline Autoinjectors purchased for general use has been determined by the College Principal considering:

- The number of students enrolled at the College that have been diagnosed with a medical condition that relates to allergy or the potential for an anaphylactic reaction
- The accessibility of Adrenaline Autoinjectors that have been provided by parents/guardians
- The availability of a sufficient supply of Adrenaline Autoinjectors for general use in specified locations at the College, including in the school yard, and at excursions, camps and special events conducted, organised or attended by the College; and
- That Adrenaline Autoinjectors have a limited life, expire within 12 to 18 months, and will need to be replaced at the College's expense, either at the time of use or expiry, whichever is first.

#### **4.9 Anaphylaxis Annual Risk Management Checklist**

On an annual basis, the College Principal will complete an Anaphylaxis Risk Management Checklist.

The completed Anaphylaxis Risk Management Checklist will be provided to the Risk & Compliance Committee.

#### **4.10 Evaluation**

To assess whether the objectives of the Policy have been achieved, the College will:

- Regularly seek feedback from everyone affected by the Policy regarding its effectiveness

- Monitor the implementation, compliance, complaints and incidents in relation to this Policy
- Keep the Policy up to date with current legislation, research, policy and best practice; and
- Revise the Policy and procedures as part of the College's policy review cycle, or as required.

## 5. RELATED LEGISLATION, POLICES, PROCEDURES AND DOCUMENTS

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### 5.1 Related Legislation

Relevant legislation and standards include but are not limited to:

- Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008; and
- Ministerial Order 706 (updated on 3 December 2015).

### 5.2 Related Policies, Procedures and Documents

This Policy should be read in conjunction with the following policies:

- Individual Anaphylaxis Management Plan
- ASCIA Action Plan
- Student Health and Wellbeing Manual
- Emergency Procedures
- First Aid Policy; and
- Student Health and Wellbeing Policy.

## 6. BREACHES OF THIS POLICY

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Any breach of this Policy should be escalated to the College Principal who will oversee the remediation of any breaches.

The College Principal is responsible for ensuring appropriate actions are taken to address breaches of this Policy in accordance with the College's disciplinary procedures.

## 7. FURTHER INFORMATION

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If you would like further information about the way the College manages its approach to infectious diseases, please contact the College Principal.

### **POLICY RATIFICATION AND REVIEW:**

Xavier College policies are ratified by the Xavier College Board and are generally reviewed on a three - year basis or earlier if required.

Please note: This Policy may be varied by the College from time-to-time at its discretion and the College may, at its discretion, depart from this Policy in circumstances where it deems it appropriate to do so.

## 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.

<b>School</b>		<b>Phone</b>	
<b>Student</b>			
<b>DOB</b>		<b>Year level</b>	
<b>Severely allergic to:</b>			
<b>Other health conditions</b>			
<b>Medication at school</b>			

### EMERGENCY CONTACT DETAILS (PARENT)

<b>Name</b>		<b>Name</b>	
<b>Relationship</b>		<b>Relationship</b>	
<b>Home phone</b>		<b>Home phone</b>	
<b>Work phone</b>		<b>Work phone</b>	
<b>Mobile</b>		<b>Mobile</b>	
<b>Address</b>		<b>Address</b>	

### EMERGENCY CONTACT DETAILS (ALTERNATE)

<b>Name</b>		<b>Name</b>	
<b>Relationship</b>		<b>Relationship</b>	
<b>Home phone</b>		<b>Home phone</b>	
<b>Work phone</b>		<b>Work phone</b>	
<b>Mobile</b>		<b>Mobile</b>	
<b>Address</b>		<b>Address</b>	

<b>Medical practitioner contact</b>	<b>Name</b>	
	<b>Phone</b>	

<b>Emergency care to be provided at school</b>	
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<b>Storage location for adrenaline autoinjector (device specific) (EpiPen®)</b>	
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### 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:**

<b>Risk identified</b>	<b>Actions required to minimise the risk</b>	<b>Who is responsible?</b>	<b>Completion date?</b>

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

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APPENDIX B: ACTION PLAN FOR ANAPHYLAXIS



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# ACTION PLAN FOR Anaphylaxis

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Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Confirmed allergens: \_\_\_\_\_

Family/emergency contact name(s): \_\_\_\_\_

Work Ph: \_\_\_\_\_

Home Ph: \_\_\_\_\_

Mobile Ph: \_\_\_\_\_

Plan prepared by Dr or NP: \_\_\_\_\_

I hereby authorise medications specified on this plan to be administered according to the plan

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Action Plan due for review: \_\_\_\_\_

**For EpiPen® adrenaline (epinephrine) autoinjectors**

SIGNS OF 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
- For tick allergy - freeze dry tick and allow to drop off
- Stay with person and call for help
- Locate EpiPen® or EpiPen® Jr adrenaline autoinjector
- Give other medications (if prescribed).....
- Phone family/emergency contact

Mild to moderate allergic reactions (such as hives or swelling) may not always occur before anaphylaxis

WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Wheeze or persistent cough
- Difficulty talking and/or hoarse voice
- 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 unconscious, place in recovery position
  - 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**
- 6 Transfer\* person to hospital for at least 4 hours of observation**

If in doubt give adrenaline autoinjector

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

ALWAYS give adrenaline autoinjector FIRST, and then asthma reliever puffer if someone with known asthma and allergy to food, insects or medication has SUDDEN BREATHING DIFFICULTY (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms

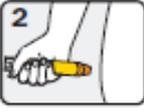
Asthma reliever medication prescribed:  Y  N

How to give EpiPen®



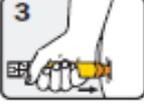
**1**

Form flat around EpiPen® and PULL OFF BLUE SAFETY RELEASE



**2**

Hold leg still and 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® and gently massage injection site for 10 seconds

Instructions are also on the device label

© ASCIA 2016 This plan was developed as a medical document that can only be completed and signed by the patient's medical or nurse practitioner and cannot be altered without their permission

This Individual Anaphylaxis Management Plan will be reviewed on any of the following occurrences (whichever happen earlier):

- 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
- When the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the school (e.g. class parties, elective subjects, cultural days, fetes, incursions).

I have been consulted in the development of this Individual Anaphylaxis Management Plan.

I consent to the risk minimisation strategies proposed.

Risk minimisation strategies are available at Chapter 8 – Risk Minimisation Strategies of the Anaphylaxis Guidelines.

Signature of parent:	
Date:	
I have consulted the parents of the students and the relevant school staff who will be involved in the implementation of this Individual Anaphylaxis Management Plan.	
Signature of principal (or nominee):	
Date:	