



DERINYA PRIMARY SCHOOL ANAPHYLAXIS MANAGEMENT & EMERGENCY RESPONSE PLAN

This plan is to be read in conjunction with the school's Anaphylaxis Management Policy and Anaphylaxis Communication Plan

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 (eg. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Implementation

1.1 Storage & Accessibility of the Auto Injectors

- An up to date register of students at risk of anaphylaxis will be maintained by the First Aid Officer.
- All Auto Injectors will be stored in the First Aid Room in insulated bags on hooks on the wall clearly labelled with the Students Name and is accessible to staff at all times.
- Each student's Auto Injector will be kept in a separate named insulated bag with a current copy of their ASCIA Action plan. Their photograph and name will be clearly visible on the outside.
- All students at risk of anaphylaxis will have a current Individual Anaphylaxis Management Plan, that includes:
 - Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a professional medical practitioner).
 - Strategies to minimise 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.
 - 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 emergency procedures plan (ASCIA Action Plan), provided by the parent, that: sets out the emergency procedures to be taken in the event of an allergic reaction; is signed by the medical practitioner who is treating the child on the date the practitioner signs the emergency procedures plan; and includes an up to date photograph of the student.
- The First Aid Officer has the responsibility for ensuring that Auto Injectors are always stored correctly, are accounted for, and have not passed their expiry date.
- The school will purchase 2 Generic Adrenaline Auto Injectors to be stored in an insulated bag on the wall in the First Aid Room clearly labelled "Generic Adrenaline Auto injector".
- All staff will be briefed and trained on the location of the Auto Injectors twice year (terms one and three)
- All staff will be trained in administering an Auto Injector and students at risk of anaphylaxis twice yearly (terms one and three).

- An Auto Injector Register will be established by the First Aid Officer. Auto Injectors will be signed in and out when removed from where they are stored in the Main Office, or special events, excursions and/or camps.

1.2 Prevention Strategies

- A risk assessment of the potential for accidental exposure to allergens for a student with anaphylaxis will be completed at the commencement of each school year and procedures implemented to minimise the risk of an anaphylactic reaction.
- All staff at Derinya Primary School will be trained twice yearly in anaphylaxis management and the use of an Auto Injector and Students at Risk of Anaphylaxis.
- A copy of each student's ASCIA Action Plan will be displayed in the classroom relevant to that student, the school's First Aid Room, Derinya Kitchen, Library and Stadium. The Art Room, Physical Education, Japanese and Music teachers will have a copy in their "Room Information Folder".
- Each teacher of a student at risk of anaphylaxis (including specialist staff) will be given a confidential information pack that contains the school's Anaphylaxis Management policy, Management and Emergency Response Plan, Communication Plan and the student/s Individual Anaphylaxis Management Plan.
- Casual Relief Teachers will be inducted regarding school procedures on Anaphylaxis on the commencement of their employment.
- The school's Emergency Response procedures plan will be displayed in all class rolls.
- Anaphylactic Alert cards with each child's photograph and name will be kept in the yard duty First Aid bags and carried by the yard duty teacher at all times.
- Anaphylactic Alert cards will also be located in each student's classroom so that when the class is split for any reason, the duplicate card will be given to the new supervising teacher.
- Yard duty Anaphylactic Alert Emergency Response Cards will be kept in the yard duty First Aid bags.
- All parents of students in the same year level as a student with anaphylaxis will receive a school notification at the start of each school year detailing food allergens to avoid.

1.3 Training & Emergency Response

- Training in Anaphylaxis Management 10313NAT will be provided to staff by The First Aid Officer who is a recognised trainer of Asthma Victoria, every 3 years or as needed.
- All school staff to participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year).
- All school staff prior to attending an excursion or camp to demonstrate how to respond to an Anaphylactic Reaction and the administering of an Adrenaline Auto injector.
- In the event of a child requiring treatment for an anaphylactic reaction :

1.3.1 Classroom:

- The teacher in charge will use the internal telephone system to ring the Main Office Ext. 101, or First Aid Room Ext. 105. The First Aid Officer will bring the child's Auto Injector and medication and the School's Generic Auto Injector and a mobile phone to the classroom. If the internal phone system is not operational the supervising teacher will alert the main office by sending the student's Anaphylactic Alert and Emergency Response card.
- All other students from that grade will be taken into the adjoining classroom and supervised by that Classroom Teacher and a member of the leadership team.
- Assistant Principal or a staff member of the Leadership team will coordinate emergency procedures:

- First Aid Officer or if unavailable a staff member trained in administering an Adrenaline Auto injector to go to the student with their prescribed Adrenaline Auto Injector, medication, ASCIA Action Plan and Emergency Contact Details and a mobile phone.
- A staff member to go with the staff member with Auto Injector to telephone 000 advising that a student has experienced an anaphylactic/severe allergic reaction and that an Auto Injector has been administered.
- A staff member to direct ambulance.
- A staff member to contact the parents of the child.
- After the incident a member of Leadership Team to contact Emergency Services Management, Department of Education, 9598 6266.
- Principal or Leadership team member to arrange counselling for staff and students if required.

1.3.2 School Yard:

- If a student is having an anaphylactic reaction, the yard duty teacher to stay with the student and notify the main office by sending the child's Anaphylactic Alert and Emergency Response card located in their First Aid Bag to the First Aid Officer at the main office.
- The First Aid Officer or Staff Member trained in the administration of an Adrenaline Auto injector, will collect the student's Adrenaline Auto Injector, Medication kit and ASCIA Action Plan and Generic Adrenaline Auto injector located on a named hook on the wall in the First Aid Room and immediately proceed to the site of the emergency.
- A staff member to go with First Aid Officer or Staff Member trained in the administration of an Adrenaline Auto injector, with a mobile phone and ring 000 to advise a student has experienced an anaphylactic/severe allergic reaction and that an Adrenaline Auto Injector has been administered.
- Record time of administering Auto Injector. Watch to see if signs of anaphylaxis subside or return. If necessary administer generic auto injector.
- Office/Leadership team will coordinate emergency procedures:
 - school bell to be rung for students to return to their classrooms
 - A staff member to direct ambulance to incident site
 - A staff member to contact the parents of the child
 - After incident a staff member of the Leadership team to contact Emergency Services Management, Department of Education, 9598 6266.

1.3.3 School Excursion:

- A designated staff member trained in the Management of Anaphylaxis and administering an Adrenaline Auto injector will assume responsibility for the transport and security of the Adrenaline Auto Injector when a student diagnosed at risk of anaphylaxis is attending the excursion.
- Students diagnosed as at risk of anaphylaxis to wear their prescribed Adrenaline Auto Injector, Medication and ASCIA Action plan in a named insulated bum bag, and to wear a wristband indicating "Anaphylactic".
- A Generic Auto Injector to be located in first aid kit taken on the excursion.
- In the event of a student diagnosed at risk of anaphylaxis has an anaphylactic reaction the following Emergency Response procedures will be followed :
 - a trained staff member will administer the Adrenaline Auto injector, following the first aid procedures for an anaphylactic reaction, recording the time of administering the Adrenaline Auto injector, and will have the Generic

Adrenaline Auto injector in case signs and symptoms of anaphylaxis do not subside or resume.

- Another staff member will contact the Ambulance on 000 and advise where the address and location of where the ambulance is needed and wait for it to arrive.
- The other teachers and parents on the excursion will co-ordinate the other students to be moved to another area away from the incident.
- Another staff member will contact the parents of the child having the anaphylactic reaction.
- On return to school the teacher in charge of the excursion to liaise with Principal and/or Principal's nominee who will advise Emergency Services Management, Department of Education, 9598 6266
- Incident Report to be completed by the Teacher in Charge of the Excursion
- Principal or Leadership team member to co-ordinate counselling of school staff or students if needed.

1.3.4 School Camp:

- A designated staff member trained in the Management of Anaphylaxis and administering an Adrenaline Auto injector will assume responsibility for the transport and security of the Adrenaline Auto Injector when a student diagnosed at risk of anaphylaxis is attending the camp.
- Students diagnosed as at risk of anaphylaxis to wear their prescribed Adrenaline Auto Injector, Medication and ASCIA Action plan in a named insulated bum bag, and to wear a wristband indicating "Anaphylactic".
- A Generic Auto Injector to be located in first aid kit taken on the excursion.
- The Parents of the student diagnosed at risk of anaphylaxis to provide an additional prescribed Adrenaline Auto injector.
- In the event of a student diagnosed at risk of anaphylaxis has an anaphylactic reaction the following Emergency Response procedures will be followed :
 - a trained staff member will administer the Adrenaline Auto injector, following the first aid procedures for an anaphylactic reaction, recording the time of administering the Adrenaline Autoinjector, and will have the student's other prescribed Adrenaline Auto injector and the Generic Adrenaline Auto injector in case signs and symptoms of anaphylaxis do not subside or resume before an Ambulance arrives.
 - Another staff member will contact the Ambulance on 000 and advise the address of where the ambulance is needed and wait for it to arrive.
 - The other teachers and parents on the camp will co-ordinate the other students to be moved to another area away from the incident.
 - Another staff member will contact the parents of the child having the anaphylactic reaction.
 - The teacher in charge of co-ordinating the camp will liaise with Principal and/or Principal's nominee who will advise Emergency Services Management, Department of Education, 9598 6266
 - Incident Report to be completed by the Teacher in Charge of the Camp or staff member in charge of First Aid.
 - Principal or Leadership team member to co-ordinate counselling of school staff or students if needed.

1.3.5 Special Event and/or Sport Days:

- A designated staff member will assume responsibility for the transport and security of the Auto Injectors and medication and ASCIA plans when students with anaphylaxis are engaged in a special event and/or sport day.
- A Generic Auto injector to be located in the First Aid Kit.
- A trained staff member will administer the auto injector in the event of an anaphylactic reaction with support from another trained member of staff.
- Another staff member to contact an Ambulance on 000 to advise the location of where the ambulance is required and give details of the student.
- Another staff member to contact the student's parents.
- Other staff members and parents to co-ordinate the other students away from the incident area.
- The Teacher in Charge of the Special Event and/or Sport Day or the First Aid Officer to fill out Incident Report on return to school
- Teacher in charge of event to notify the Principal and/or Principal's nominee who will advise Emergency Services Management, Department of Education, 9598 6266.
- Principal or Leadership Team member to co-ordinate counselling for staff and students if required.

Evaluation

Ongoing

Responsibility

Principal
Assistant Principal
First Aid Officer

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