



Anaphylaxis Policy

1.0 Rationale

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. The most common allergens in school-aged children are eggs, peanuts, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, certain insect stings and medications. The Anaphylaxis Guidelines for Victorian Government Schools have been developed to assist schools in planning for and supporting students with severe allergies. They are based on the findings of a research project commissioned by the Department into best practice management strategies for schools.

2.0 Goals

- The key to prevention of anaphylaxis in schools is knowledge, awareness and planning.
- Where the school identifies that it has a student or students at risk of anaphylaxis, it must have the following in place:
 - An Anaphylaxis Management Plan for each student, developed in consultation with the student's parents/carers and medical practitioner.
 - Cheltenham East Primary School will follow 'The ASCIA Action Plan for Anaphylaxis' as the recognised form for emergency procedure management plans, that is provided by medical practitioners to parents/carers.

3.0 Implementation

- Teachers and other school staff who are responsible for the care of students at risk of anaphylaxis should receive training in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®.
- In the event of an anaphylaxis reaction CEPS staff will follow the students Anaphylaxis Management Plan.
- Anaphylaxis Managements Plans will be reviewed:
 - Annually
 - If an individual's medical condition changes
 - As soon as practicable after a student has an anaphylaxis reaction at school
- Parents/carers are responsible for providing the ASCIA Action Plan, up to date photos and specified medication that is current and not expired

4.0 Prevention Strategies for in-school and out-of-school settings.

- A communication plan to raise staff, student and school community awareness about severe allergies and the school's policies.
- Regular training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen®.
- CEPS to ensure a spare EpiPen is available for general use in case of emergencies. This EpiPen will be stored in the first aid room.
- All Anaphylaxis Management Plans are located in the staff room and in the individual students classroom, to ensure that all 'at risk' students and their individualised management plans are easily accessible to all staff and casual relief staff.

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- During off site or out of school activities, supervising teachers will be responsible for carrying individual Anaphylaxis Management Plans.

5.0 Resources

For information about how to manage anaphylaxis in Victorian government schools, see:

- [Anaphylaxis Guidelines for Victorian Government Schools \(PDF - 1.3Mb\)](#)
- [Factsheet - Managing Anaphylaxis in Victorian Government Schools \(PDF - 108Kb\)](#)
- [Anaphylaxis Management Checklist \(PDF - 33Kb\)](#)
- [Anaphylaxis Management Checklist - Word version \(Word - 1,016Kb\)](#)
- [Sample Anaphylaxis Management Plan \(PDF - 51Kb\)](#)
- [Sample Anaphylaxis Management Plan - Word Version \(Word - 230Kb\)](#)
- Sample Anaphylaxis Management Policy – Ministerial Order 706 – Anaphylaxis Management in Schools
- [ASCIA Action Plan \(PDF - 124Kb\)](#)

6.0 Evaluation

- The school is required to use the Anaphylaxis Guidelines for Victorian Government Schools to assess and review their current management practices. The Guidelines advise the school to conduct a risk assessment of the potential for accidental exposure to allergens. Section 4.5.1.1 - First Aid Training in the Schools Reference Guide contains a flowchart to assist schools in this process.
- The Principal will complete an Annual Risk Management Checklist, as published by the Department of Education and Early Childhood Development, to monitor compliance with the school's obligations.
- The legislation will amend the current Education and Training Reform Act to add anaphylaxis management as one of the items that schools (with students enrolled at risk of anaphylaxis) will be required to report on as part of the regular school review process.

7.0 End of Document