ANAPHYLAXIS POLICY

Location

All Coburg High School policies are located under the 'community tab' on Compass, sub-section 'School Documentation' and then 'Policies.

Language Opportunities

If you require this document to be translated into another language, please contact:
info@coburg.vic.edu.au

Se si richiede che questo documento sia tradotto in un'altra lingua, si prega di contattare:
info@coburg.vic.gov.au
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info@coburg.vic.edu.au
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หากคุณต้องการแปลเอกสารนี้เป็นภาษาอื่นกรุณาติดต่อ: info@coburg.vic.edu.au
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Purpose

To explain to Coburg High School parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Coburg High School is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

Scope

This policy applies to:

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

Policy

School Statement

Coburg High School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

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.

Individual Anaphylaxis Management Plans

All students at Coburg High 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 Coburg High 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 enrols at Coburg High School and where possible, before the student's first day.

Parents and carers must:

- obtain an ASCIA Action Plan for Anaphylaxis (RED) 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 (RED)

- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis (RED) 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 Individual Anaphylaxis Management Plan that is prepared by the school.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's 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 (RED) completed by the student's medical practitioner.

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.

As part of the school's duty of care, the principal reserves the right to exclude students from camps, excursions and special events if there is not an up to date Anaphylaxis Action Plan in place.

Location of plans and adrenaline autoinjectors

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis (RED) both in First Aid and on Compass. Students should keep an adrenaline autoinjector on their person (or accessible in a bag/pencil case). Families/carers should also supply the school a backup adrenaline autoinjector which will be labelled with the student's name and stored in First Aid. The school also possesses several adrenaline autoinjectors for general use and these are stored in First Aid.

Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Coburg High School, we have put in place the following strategies:

- Food
    - School cafe staff are trained in appropriate food handling to reduce the risk of cross-contamination
    - Anaphylaxis plans stored in school cafe
    - Discouragement of food sharing, particularly by students at risk of anaphylaxis. In the event of class parties, asking of families to supply a treat box that is safe and sealed.
    - Specific allergy-related instruction in Food Technology classes
- Yard
    - Rubbish bins with lids to reduce the risk of attracting insects
    - Gloves/tongs for when picking up rubbish in the yard
    - Sunscreen is available for all students but those at risk of anaphylaxis are encouraged to bring their own
    - Risk assessments completed when an animal is permitted on school grounds
- General
    - Signage around the school, particularly in bathrooms, around regularly washing hands
    - General use adrenaline autoinjectors are stored in First Aid and the Food Technology rooms for ease of access.
- Staffing
    - Key information in the CRT, volunteer and pre-service handbooks about anaphylaxis management at CHS
    - Twice yearly staff briefings on anaphylaxis management
    - Staff training (e-learning module + in person assessment) on anaphylaxis management ever 2 years
- Camps and excursions
    - Staff mobile phones on camp in the event of an emergency or need to contact parents/guardians
    - Nut-free camps
    - Spare epiPens brought on all events by the school and students expected to bring their own medical kit as well.
    - Consideration of additional staffing such as parent helpers on events
    - Dietary information collected and conveyed to food suppliers on events

Adrenaline autoinjectors for general use

Coburg High School will maintain a supply of adrenaline autoinjectors 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.

There are currently 4 adrenaline devices approved by the Therapeutic Goods Administration for use in Australia: the EpiPen®, the Anapen®, Jext® and Neffy®. All devices can be used when provided by families for students, however, the principal or allocated staff member can only use Epipen®, Anapen® or Jext® adrenaline autoinjector for general use. For more information about which autoinjector to purchase for general use, refer to Adrenaline autoinjectors for general use.

Adrenaline autoinjectors for general use will be stored at First Aid (in the ‘red bags’) 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 Coburg High 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 expire
- the weight of the students at risk of anaphylaxis to determine the correct dosage of adrenaline autoinjector/s to purchase.

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 school First Aid officer and stored in First Aid. For camps, excursions and special events, an event handbook is printed which includes information regarding those with anaphylaxis. Adrenaline autoinjectors are brought along to the event, and anaphylaxis management plans are brought along/made accessible via Compass. Consideration will be made about remoteness, distance to nearest hospital, and mobile phone coverage in the event of an emergency.

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

Step	Action
1.	● If possible, the student will be taken to the First Aid office ● Lay the person flat ● Do not allow them to stand or walk ● If breathing is difficult, allow them to sit with legs outstretched ● 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 First Aid ● 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 ● 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 **OR** Administer an Anapen® 500, Anapen® 300, or Anapen® Jr. ● Pull off the black needle shield ● Pull off grey safety cap (from the red button) ● Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing) ● Press red button so it clicks and hold for 3 seconds ● Remove Anapen® ● Note the time the Anapen is administered ● Retain the used Anapen to be handed to ambulance paramedics along with the time of administration

	OR Administer Jext 150 or 300 ● Form fist around Jext and pull off yellow cap ● Place black injector tip against outer-mid thigh (with or without clothing) ● Push black tip firmly until a click is heard and hold in place for 3 seconds. ● Remove Jext ● Note the time the Jext device is administered. ● The used adrenaline device must be handed to the ambulance paramedics along with the time of administration **OR** Administer Neffy® 1mg or 2mg ● Hold the nasal spray with your thumb on the bottom of the plunger and a finger on either side of the nozzle. ● Do not pull or push on the plunger. ● Do not test or prime (pre-spray). ● Each Neffy nasal spray contains only one spray. ● Place the nozzle of the nasal spray into a nostril until fingers touch the nose. ● For smaller nostrils, aim for the fingers to touch the nose. ● Keep the nozzle pointed towards the forehead. Do not angle the nozzle of the nasal spray to the inner or outer walls of the nose. ● Press the plunger up firmly until the dose is administered and it sprays into the nostril. ● Note the time the Neffy device is administered. ● The used adrenaline device must be handed to the 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 (RED)), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.
5.	Contact the student's emergency contacts.
6.	The principal or a staff member allocated to do so must contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 to report 'High' or Extreme' severity incidents to report the incident. Incidents assessed as 'Low' or 'Medium' can be reported directly into EduSafe Plus by the principal or their allocated staff member.

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.

For first time anaphylactic reactions, the school's general use adrenaline autoinjector device must be used. If the general use device is not immediately available in an anaphylaxis emergency, staff may use another student's adrenaline device, including the Epipen®, Anapen®, Jext® or Neffy® device. This may save a life. If another student's adrenaline device is used in an anaphylaxis emergency, the school must notify the parents of the student whose device was used and immediately replace the device.

Where possible, schools should consider using the correct dose of adrenaline autoinjector depending on the weight of the student. However, in an emergency if there is no other option available, any device should be administered to the student.

Communication Plan

This policy will be available on Coburg High School's website so that parents and other members of the school community can easily access information about Coburg High School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Coburg High School will also be able to view the policy on Compass under 'School Documentation'.

The Principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Coburg High School's procedures for anaphylaxis management. This is typically done by providing information in relevant handbooks about how to recognise and manage asthma and anaphylaxis.

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 requires that the following school staff are appropriately trained in anaphylaxis management:

- School staff who conduct classes attended by students who are at risk of anaphylaxis
- Education support staff including inclusion aides, canteen staff, Front Office staff, lab and sport technicians and any other member of school staff as required by the Principal based on a risk assessment.

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.

CHS uses the ASCIA e-training course and accepts certificates of those who have completed courses 22579VIC, or 22578VIC or 10710 NAT.

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 our First Aid Officer.. 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.
- how to access on-going support and training.

When a new student enrols at Coburg High School who is at risk of anaphylaxis, the family must supply an up to date anaphylaxis action plan to the First Aid Officer. In the interim standard anaphylaxis procedures will apply in line with the school's training approach and expectations that appropriate staff have been trained and briefed.

A record of staff training courses and briefings is maintained as evidence of compliance with the training requirements of Ministerial Order 706. This is kept on a Google spreadsheet and overseen by the First Aid Officer. It is updated regularly.

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.

Further Information and Resources

- The Department's Policy and Advisory Library (PAL):
    - Anaphylaxis
- Allergy & Anaphylaxis Australia
- ASCIA Guidelines: Schooling and childcare
- Royal Children's Hospital: Allergy and immunology
- Other CHS policies available on Compass under School Documentation relating to student health needs

Policy Review and Approval

Policy last reviewed	2026
Approved by	Principal
Next scheduled review date	2027

The Principal 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.