



Anaphylaxis Management Appendix 1: School Procedures



Individual Anaphylaxis Management Plans

Located in school sick bay. An individual plan for each student at risk of anaphylaxis, developed in consultation with the student's parents. The Individual Anaphylaxis Management Plan includes the ASCIA Action Plan which describes the student's allergies, symptoms, and the emergency response to administer the student's adrenaline autoinjector should the student display symptoms of an anaphylactic reaction. The Individual Anaphylaxis Management Plan also importantly includes age-appropriate strategies to reduce the risk of an allergic reaction occurring.

The Anaphylaxis Supervisor must complete the School Anaphylaxis Supervisor Checklist in conjunction with the Principal and other St Therese's School staff to ensure that responsibilities, training requirements and tasks relating to anaphylaxis are being met by the School.

Section 9 of the Guidelines sets out the role and responsibilities of the School Anaphylaxis Supervisor.

The Anaphylaxis Supervisor must:

- work with the Principal to develop, implement and regularly review this policy;
- obtain regular training in how to recognise and respond to an anaphylactic reaction, including administering an Adrenaline Autoinjector;
- verify the correct use of Adrenaline Autoinjector (trainer) devices by other St Therese's School staff undertaking an Online Training Course through completion of the School Supervisors' Observation Checklist;
- provide access to the Adrenaline Autoinjector (trainer) device for practice by St Therese's School staff;
- send reminders to staff or information to new staff about anaphylaxis training requirements and liaise with the Principal to maintain records of training undertaken by staff at the St Therese's School;
- lead the twice-yearly anaphylaxis St Therese's School briefing;
- develop school-specific scenarios to be discussed at the twice-yearly briefing to familiarise staff with responding to an emergency situation requiring anaphylaxis treatment, for example:

- a bee sting occurs on St Therese's School grounds and the allergic student is conscious; or
 - an allergic reaction where the student has collapsed on St Therese's School grounds and the student is not conscious;
- keep an up-to-date register of students at risk of anaphylaxis;
 - keep a register of Adrenaline Autoinjectors, including a record of when they are 'in' and 'out' from the central storage point. For instance, when they have been taken on excursions, camps etc;
 - work with the Principal, parents/carers and students to develop, implement and review each Individual Anaphylaxis Management Plan in accordance with this policy;
 - provide advice and guidance to St Therese's School staff about anaphylaxis management in the School, and undertake regular risk identification and implement appropriate minimisation strategies;
 - work with St Therese's School staff to develop strategies to raise their own, students and St Therese's School community awareness about severe allergies; and
 - provide or arrange post-incident support (e.g. counselling) to students and St Therese's School staff, if appropriate.
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 - Refer to Excursions policy for procedures for camps and excursions.

Risk Minimisation and Prevention Strategies

- Identifying students at risk within the school community (e.g. on roll, photos, intranet etc.Refer to above.)

Register of Students with Anaphylaxis

- Recorded and located in school sick bay.

Location of Plans and Storage and Accessibility of Adrenaline Auto Injectors (EpiPen)

- School sick bay.
- Procedures for camps, excursions and special activities, refer to Camps and Excursions policy.

Emergency Response

- Up to date list of affected students is located in school sick bay.
- Details of Individual Anaphylaxis Management Plans and

ASCIA action plans and their locations within the school and during off site activities or special events are located on SIMON and in the school sick bay.

- Location and storage of autoinjectors, including those for general use – school sick bay.
- Appropriate communication with staff, students, parents occurs through face to face communication, email, PAM and school bulletin.

Staff Training

Twice-yearly anaphylaxis St Therese's School briefing

Communication Plan

- Methods use to raise awareness with staff, students, parents is done through PAM, newsletter, bulletin and email.
- Arrangements are made for twice yearly briefing, regular briefings, induction of new staff,
- Use of fact sheets, posters with messages about anaphylaxis, peer support, are located around the school.
- Our school has developed open, cooperative relationships with parents, and shared through email, social media and newsletter.