

Anaphylaxis Communication Plan

Relationship with other policies

This plan is to be read in conjunction with the Anaphylaxis Policy.

Purpose

The Anaphylaxis Communication Plan will ensure all members of the Clonard College community are aware of the procedures for the prevention and management of anaphylaxis at school, or outside school on school related activities.

Implementation

Expectations of enrolling parents

At the time of enrolment or (if later) diagnosis, all staff members will familiarise themselves with the medical needs of the student with anaphylaxis. It is expected that parents will advise the school without delay when a student is diagnosed by a medical practitioner as being at risk of anaphylaxis. An Australian Society of Clinical Immunology and Allergy (ASCI) Anaphylaxis Action Plan will be developed for each student affected, by their medical practitioner and a hard copy will be placed in the Administration Building, Food Studies area, Physical Education area, Science area and Canteen. The diagnosis will also be listed on SIMON (School Attendance Program) and in the CareMonkey profile. Additionally the CareMonkey profile will have the action plan attached.

An individual risk minimisation plan will also be completed by the school together with parent/guardians. The risk minimisation plan will be stored with the student's action plan in the main office.

Publication

This Anaphylaxis Communication Plan will be published on the school's website and on the staff intranet.

Casual Relief Teacher (CRT)

Will be made aware of Anaphylactic Students in their care via SIMON. They are identified on the attendance rolls with a medical icon.

All Casual Relief teachers MUST have up to date Anaphylaxis training.

Communication to all staff

All staff will be briefed regularly on Anaphylaxis. At this time instructions for action will be detailed. Relevant staff must be trained and **briefed twice** per calendar year and tested by an Anaphylaxis supervisor every **two years**.

Raising Student Awareness

Classroom education from Student Development Leaders and year level staff during the year will reinforce the importance of:

- Hand washing
- Not sharing food and discouraging peanut and tree nut products in all forms being brought into the school
- Raising peer awareness of serious allergic reactions
- Ensuring trip and excursion groups, and sporting teams are aware of peer needs, in relation to people with severe medical alerts and those at risk of anaphylaxis.

Individual Anaphylaxis Action Plans (ASCIA):

The individual Anaphylaxis Action Plan will be in place as soon as practicable after the student enrolls and where possible, before their first day of school. This should include:

- Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a 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
- The student's emergency contact details
- Information on where the student's medication will be stored.

EpiPen	ASCIA Action Plan
<p>Prescribed- Administration Building. Individual Student labelled boxes</p> <p>General- Administration Office/First Aid room. Numbered general EpiPens for distribution Canteen</p> <ul style="list-style-type: none">• Food Studies area- Kitchen 1• Brigidine Centre-upstairs• Staffroom• Tullow Hall• Tressider Theatre (Biobox)	<p>Administration Office Canteen Physical Education Office Food Studies Preparation area Science- Lab Technician office. Staff Portal SIMON will identify anaphylactic students when rolls are being marked CareMonkey student profile</p>

Responding to Anaphylaxis

Classrooms

In the event of an anaphylactic reaction in the classroom, the teacher is to **immediately** implement the student's ASCIA Action Plan:

- Call 000
- Call another staff member to remove other students from the area. This staff member to call the General Office/Principal
- Two staff members to bring the student's EpiPen, ASCIA Action Plan, mobile phone and school's spare EpiPen, and proceed immediately to the site of emergency

- Staff member trained in the administration of an EpiPen to give injection
- The teacher is to stay with the student who is experiencing the reaction
- Record the time of administering the EpiPen. Watch to see if signs of anaphylaxis subside or return. If necessary, administer the spare EpiPen after 5 minutes
- Office/Leadership Team member will coordinate emergency procedures.

Yard

Yard duty staff members will not leave a student who is experiencing anaphylaxis unattended. The yard duty staff member will:

- Call 000 immediately (if mobile phone available)
- Notify the main office via walkie talkie or by sending another staff member or student.

Two staff members are to bring the student's EpiPen, ASCIA Action Plan, mobile phone and general EpiPen and proceed immediately to the student who is having an anaphylactic reaction. At the site of the emergency:

- Where possible, a staff member trained in the administration of an EpiPen will give the injection
- If 000 has not already been called, this is to be done via mobile phone immediately and advise the operator that a student has suffered an anaphylactic/severe allergic reaction and that an EpiPen has been administered
- The staff member who administered the EpiPen will record the time when the injection was given
- The staff members to monitor the student if signs of anaphylaxis subside or return. If necessary, administer the general EpiPen after 5 minutes.

The Office/Leadership Team will coordinate emergency procedures including contacting the student's emergency contact person.

Special Event Days, Excursions and Camps

Prior to leaving the school on an excursion (including camp), the teacher in charge/office staff will ensure that the student with anaphylaxis has an up-to-date ASCIA Action Plan and a current EpiPen. The student's labelled EpiPen, ACSIA Action Plan and a general EpiPen will be taken to the off-site event.

Best practice is students with Anaphylaxis to carry their own at home EpiPen on them as at all times at school and on excursions, trips. The school supports and **strongly recommends this occurs.**

The staff involved must address the risk minimisation procedures prior to the event and ensure precautions are taken. The individual risk minimisation form with the students Anaphylaxis plan in the main office, gives specific guidelines to consider.

In the event of an anaphylactic reaction away from school, the teacher is to immediately implement the student's emergency ASCIA Action Plan, call an ambulance then notify the school. The Principal and a member of the Leadership Team should be notified without delay. They will arrange for parents or guardians to be notified and for appropriate reports to be made.

Administration of an EpiPen:

- Lay person flat, do not stand or walk. If breathing is difficult allow to sit
- Check and administer EpiPen as per training
- Phone ambulance (call 000)
- Contact family or emergency contact
- A further adrenalin dose may be given if there is no response after 5 minutes (use a non-prescription adrenalin auto injector if required)
- Note the time of administration and advise paramedics when they arrive. Hand the paramedics the used EpiPen/s.

Post-Incident Action

It is expected that after an incident has occurred and has been resolved, that staff members involved will engage in the following activities:

- Completion of an Incident/Accident Report form including full details of the event and what occurred via Complispace
- Collection of the student's personal effects (if the student is transported by ambulance and does not have them) for return to school
- Debrief with students directly involved as witnesses to the event
- Debrief of staff involved
- Communication with Principal and members of Leadership Team, as appropriate, regarding the particulars of the incident, actions taken and outcomes
- Discuss with parents (later) what occurred and ask them to seek medical advice on how it may be prevented in future (the Principal)
- Review the student's Individual Management Plan (the Principal/Leadership Team and First Aid Coordinator)
- Implement updated risk prevention strategies (where applicable).

Authorised by the Principal –Luci Quinn

Next review due - 2021