



Anaphylaxis Communication Plan

This plan should be read in conjunction with the school's Anaphylaxis Management Policy.

Aims

The aims of the Anaphylaxis Communication Plan is to provide information to school staff, parents and students about the school's Anaphylaxis Management Policy and the prevention and management of anaphylaxis at school or in out-of-school settings such as excursions, camps or special events conducted, organised or attended by the school.

Definitions

Implementation

General Information

The school encourages a "Nut Free" environment to minimise the risk of anaphylaxis for students with nut allergies – the allergen identified as most prevalent amongst our anaphylactic students.

As per the school's Anaphylaxis Management Policy:

- All students diagnosed with anaphylaxis must provide the school with an up to date *ASICA Action Plan* and Adrenaline Autoinjector (known as an EpiPen).
- An *Individual Anaphylaxis Management Plan* will be completed based on *ASICA Action Plan* and in consultation with the student's parents/guardians.

These two plans and the EpiPen will be kept in the Sick Bay in individually labelled containers, accessible by all staff (and taken to out-of-school activities organised by the school).

Casual Relief Teachers & Volunteers

Casual Relief Teachers (CRT) are supplied with a daily running sheet that includes information about students with additional needs, including medical conditions. This running sheet also refers CRTs to the *Emergency Replacement Teacher Handbook*. This *Handbook* contains information and photos of students with special medical conditions, including copies of *ASICA Action Plans*. Each classroom has a *Handbook* with information specific to that classroom. Generic *Handbooks* are available in the office for Specialists and roaming CRTs with information relevant to the whole school. Clear instruction on how to respond to a medical emergency will be included in the *Handbook* and will be communicated verbally to all new CRTs by our office staff. Photo cards of students with special medical conditions are on display in all classrooms and other areas of the school (Discovery Centre, Art Room, Staff Room, Teacher's

Workroom). They are also kept in all classroom first aid bags. The photo cards include the Name, Grade, Medical Condition (eg. Anaphylaxis or Diabetes) and the specific allergens relevant to each anaphylactic student.

Emergency Response

It is imperative that an EpiPen is administered as soon as possible after an anaphylactic reaction. It is also imperative that a staff member remains with the student displaying symptoms whilst swift action is taken to locate the student's individually labelled container with *Action Plans* and medication.

Responding to an anaphylactic reaction in the Classroom

1. The teacher will contact the school office via the telephone in the classroom
2. The office staff (with Anaphylaxis and Level 2 First Aid Training) and another available staff member (preferably from the Management Team) will immediately go to the classroom with the student's individually labelled container.
3. The staff will quickly assess the severity of the allergic reaction and follow the student's *ASCIA Action Plan*.
4. Post-incident procedures will be followed.

Responding to an anaphylactic reaction on the Playground/Oval/Heart Space/Church

1. The teacher on duty will contact the school office via their mobile phone (if they have one on their person) and/or by sending a photo card of the student, kept in the teacher's First Aid Bag which is carried by all teachers on duty to the office.
2. The office staff and another available staff member (preferably from the Management Team) will immediately go to the location where the student is, with the student's individually labelled container.
3. The staff will quickly assess the severity of the allergic reaction and follow the student's *ASCIA Action Plan*.
4. Post Incident Procedures will be followed.

Responding to an anaphylactic reaction at off-site locations (Excursions/Sporting Events)

1. The Classroom teacher or teacher in charge of the excursion is responsible for collecting individually labelled containers from the Sick Bay prior to leaving the premises for excursions.
2. The individually labelled containers will become the responsibility of the teacher in charge of the student with anaphylaxis and must be within easy reach at all times.
3. Teachers on excursions must carry (or have access to) mobile phones.
4. Teachers on excursions must carry the Excursion Folder (with student medical and parent contact details and copies of medical action plans).
5. The school's First Aid Backpack(s) will be taken on excursions. These will contain at least one "General Use EpiPen" every time a student with anaphylaxis is on an excursion.
6. In case of an anaphylactic incident, the student's *ASCIA Action Plan* will be followed.
7. The school office will be informed as soon as possible and Post Incident Procedures will be followed.

Responding to an anaphylactic reaction at off-site locations (Camps)

1. In addition to current information provided to the school with regards to students' medical

- conditions, additional information will be sought from parents for students with anaphylaxis and other serious medical conditions (eg. Diabetes, epilepsy etc) before attending camp.
2. Where deemed necessary, a meeting will be arranged with parents/guardians before the student attends an overnight camp to review and minimise potential risks.
 3. Staff attending camps will be reminded of students at risk of anaphylaxis.
 4. The teacher in charge of the camp (or their designated staff member) is responsible for collecting individually labelled containers from the Sick Bay and/or any additional medication provided by the parents.
 5. The individually labelled containers will become the responsibility of the teacher in charge of the student with anaphylaxis and must be within easy reach at all times.
 6. Teachers on camps must carry (or have access to) mobile phones.
 7. Teachers on camps must carry an *Excursion Folder* (with student medical and parent contact details and copies of medical action plans), and any additional documentation provided by parents.
 8. The school's First Aid Backpack(s) will be taken on the excursion. These will contain at least one "General Use EpiPen" every time a student with anaphylaxis is on an excursion.
 9. In case of an anaphylactic incident, the student's *ASCIA Action Plan* will be followed. 10. The school office will be informed as soon as possible and Post Incident Procedures will be followed.

If an EpiPen needs to be administered

1. Lay the person flat. If breathing is difficult allow them to sit. Do not allow them to stand or walk. Give the EpiPen
2. Phone ambulance 000 or 112 (All school staff can call an ambulance)
3. Contact Parents/Guardians
4. If there is no response to the EpiPen after 5 minutes, administer the school's *General Use EpiPen* (with instructions from the ambulance service if possible)
5. Keep a note of the time(s) the EpiPen was administered
6. Ensure the student is transferred to the hospital
7. Follow Post Incident Procedures listed below

Post Incident Procedures

Following an incident requiring an EpiPen to be administered to a student, the following procedures will be followed:

1. A member of the Leadership Team will be informed of the incident
2. The incident will be reported on the school's *First Aid Data Base* and *Medication Register*
3. A detailed *School Accident Report* will be completed
4. Students and staff involved with the incident will be debriefed and if necessary offered post-incident counselling
5. A follow-up call to the parents/guardians will be made by a member of the Leadership Team
6. The students *Individual Management Plan* and *ASCIA Action Plan* will be reviewed in consultation with the parents/guardians. New medication may need to be provided to the school.
7. The overall response to the incident will be reviewed by the Leadership Team and further risk prevention strategies and additional training will be implemented if necessary.

Informing Parents/School Community

As per the school's Anaphylaxis Policy, school staff will be appropriately trained and briefed twice a year on anaphylaxis, and how to manage an incident. Photo Cards of students with anaphylaxis are displayed in all classrooms and the staff room. Parents will be encouraged to keep the school "Nut Free" and will be informed about anaphylaxis via:

- The Newsletter each year
- At the Prep Parent Information evening (attended by new families)
- In the *SFX Parent Handbook* given to all new families

Evaluation

This plan was last reviewed in June 2023 by the Leadership Team. It is next due for review in 2024.