



Anaphylaxis Management Policy

Rationale:

Belvoir Special School Council has adopted this policy to fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.

Aims:

- To ensure all staff are aware of the risks, symptoms and causes of Anaphylaxis
- To ensure all staff are aware of the students and staff who are at risk of an anaphylactic episode

Implementation:

- The Principal will ensure that an Individual Anaphylaxis Management Plan is developed, in consultation with the student's Parents, for any student who has been diagnosed by a Medical Practitioner as being at risk of anaphylaxis and that this Plan will be in place as soon as practicable after the student enrolls, and where possible before their first day of school.
- The Individual Anaphylaxis Management Plan will set out the following:
 - information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has
 - Strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of School Staff.
 - the name of the person(s) responsible for implementing the strategies;
 - information on where the student's medication will be stored;
 - the student's emergency contact details; and
 - An ASCIA Action Plan.
- Teaching and ES staff are required to implement and monitor student Individual Anaphylaxis Management Plan
- The student's Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student's Parents in all of the following circumstances:
 - annually;
 - if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes;
 - as soon as practicable after the student has an anaphylactic reaction at School; and when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the School (eg. class parties, elective subjects, cultural days, fetes, incursions).
- Parents of children at risk of Anaphylaxis are required to:
 - provide the ASCIA Action Plan;
 - inform the School in writing if their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan;
 - provide an up to date photo for the ASCIA Action Plan when that Plan is provided to the School and when it is reviewed; and
 - provide the School with an Adrenaline Auto injector that is current and not expired for their child.
- Belvoir will ensure that Risk minimisation strategies are in place when students at risk of Anaphylaxis are away from their regular classroom. This includes:
 - Ensuring appropriate medication is kept with the child at all times.
 - If staff leave the school, this medication travels with them.

- Ensure all staff including Administration, Education Support, Specialist and casual staff are aware of the risk of anaphylaxis for each students within the school and the procedures to follow should a reaction occur.
- The school will maintain
 - An up to date list of all staff and students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction;
 - Details of Individual Anaphylaxis Management Plans and ASCIA Action Plans and where these can be located;
 - Information about the storage and accessibility of Adrenaline Auto injectors;
 - Adrenaline Auto injectors for General Use
- The Principal is responsible for the purchase of Adrenaline Auto injectors for general use. In doing this they must take into consideration the number of students who have been diagnosed as being at risk of anaphylaxis and the accessibility of Adrenaline Autoinjectors that have been provided by Parents of students who have been diagnosed as being at risk of anaphylaxis;
- The Principal is also responsible ensure that all staff working with students at risk of Anaphylaxis are trained and briefed at least twice per year.
- Anaphylaxis Training for all staff will be completed on an annual basis and will include the following training:
 - the School's Anaphylaxis Management Policy;
 - the causes, symptoms and treatment of anaphylaxis;
 - the identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, and where their medication is located;
 - how to use an Adrenaline Auto injector, including hands on practise with a trainer Adrenaline Auto injector device;
 - the School's general first aid and emergency response procedures; and
 - the location of, and access to, Adrenaline Auto injector that have been provided by Parents or purchased by the School for general use.
- Anaphylaxis training must be conducted by a member of School Staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months.
- In the event that the relevant training and briefing has not occurred, the Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the Parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction. Training will be provided to relevant School Staff as soon as practicable after the student enrolls, and preferably before the student's first day at School.
- The Principal will ensure that while the student is under the care or supervision of the School, including excursions, yard duty, camps and special event days, there is a sufficient number of School Staff present who have successfully completed an Anaphylaxis Management Training Course in the three years prior.
- The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.

Evaluation:

This policy will be reviewed every three years or if an incident involving Anaphylaxis occurs

This policy was last ratified by School Council on

June 12th 2019