



VCAL STUDENT ANAPHYLAXIS POLICY AND PROCEDURE

PURPOSE

To explain to parents, guardians, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis.

SCOPE

This policy applies to all VCAL students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and guardians.

POLICY AND PROCEDURE

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 Skillinvest 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 VCAL Coordinator or Wellbeing Officer is responsible for developing a plan in consultation with the student's parents/guardians.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Skillinvest and where possible, before the student's first day.

Parents and guardians must:

- obtain an Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the Skillinvest as soon as practicable
- immediately inform Skillinvest in writing if there is a relevant change in the student's medical condition and obtain an updated Action Plan for Anaphylaxis
- provide an up-to-date photo of the student for the Action Plan for Anaphylaxis when that Plan is provided to Skillinvest and each time it is reviewed
- provide Skillinvest with a current adrenaline autoinjector for the student that has not expired;
- participate in annual reviews of the student's Plan.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to 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 Skillinvest staff, including camps and excursions, or at special events conducted, organised or attended by Skillinvest
- 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 Action Plan for Anaphylaxis 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/guardians. 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 Skillinvest
- 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.

Skillinvest 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 Skillinvest.

Location of Plans and Adrenaline Autoinjectors

When Skillinvest is storing the adrenaline autoinjectors on behalf of the student

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their Action Plan for Anaphylaxis in the first aid room together with the student's adrenaline autoinjector. Adrenaline autoinjectors must be labelled with the student's name.

When students will personally store their adrenaline autoinjectors

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their Action Plan for Anaphylaxis in a secure location in the Skillinvest first aid room. Students are encouraged to keep their adrenaline autoinjectors on their person. Adrenaline autoinjectors for general use are available in the First Aid rooms of Skillinvest training facilities and are labelled "general use".

Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Skillinvest, the following strategies have been put into place:

- Planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending.
- Ensure VCAL Staff are familiar with this procedure
- Ensure adrenaline autoinjector(s) are available
- Ensure staff are appropriately anaphylaxis trained

Adrenaline Autoinjectors for General Use

Skillinvest will maintain a supply of adrenaline autoinjector(s) for general use, as a back-up to those provided by parents and guardians for specific students, and also for students who may suffer from a first time reaction at Skillinvest.

Adrenaline autoinjectors for general use will be stored in the First Aid rooms of Skillinvest training facilities and are labelled "general use".

Skillinvest's OH&S Committee is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at Skillinvest at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents or guardians
- the availability of a sufficient supply of autoinjectors for general use in different locations at the Skillinvest, 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 expiry.

Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the Skillinvest'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 VCAL Coordinator and stored in a cabinet in the First Aid room. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of

anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

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

Step	Action
1.	<ul style="list-style-type: none"> • Lay the person flat • Do not allow them to stand or walk • If breathing is difficult, allow them to sit • 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 Skillinvest's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored at in the first aid area • 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 (if the student is under 20kg) <ul style="list-style-type: none"> • 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
3.	Call an ambulance (000)
4.	If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.
5.	Contact the student's emergency contacts.

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, Skillinvest staff should follow steps 2 – 5 as above.

Note: If in doubt, it is better to use an adrenaline autoinjector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction.

MANAGEMENT OF CONFIDENTIAL MEDICAL INFORMATION

Confidential medical information provided to Skillinvest to support a student diagnosed with asthma will be:

- recorded on the student's file
- shared with all relevant staff so that they are able to properly support students diagnosed with asthma and respond appropriately if necessary.

STAFF TRAINING

The General Manager will ensure that the following VCAL staff are appropriately trained in anaphylaxis management:

- VCAL Educators who conduct classes attended by students who are at risk of anaphylaxis
- First Aid officers
- VCAL Coordinator
- VCAL Wellbeing Officer
- VCAL Educational Support Staff
- Training Manager - Metro

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.

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 enrolment year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years. 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
- Skillinvest'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 Skillinvest for general use.

When a new student enrolls at Skillinvest who is at risk of anaphylaxis, the VCAL Coordinator will develop an interim plan in consultation with the student's parents or guardians and ensure that appropriate staff are trained and briefed as soon as possible.

The VCAL Coordinator will ensure that while students at risk of anaphylaxis are under the care or supervision of Skillinvest outside of normal class activities, including camps and excursions, or at special event days, there is a sufficient number of Skillinvest staff present who have been trained in anaphylaxis management.

COMMUNICATION PLAN

This policy and procedure will be available on Skillinvest's website so that information is easily accessed in relation to Skillinvest's anaphylaxis management policy and procedures. The parents and guardians of students who are enrolled at Skillinvest and are identified as being at risk of anaphylaxis will also be given access to a copy of this policy and procedure.

The VCAL Coordinator is responsible for ensuring that all relevant staff, including casual relief staff, and volunteers are aware of this policy and Skillinvest's procedures for anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

POLICY AND PROCEDURE EVALUATION & REVIEW

This policy and procedure were last updated Term 3 2019 and is scheduled for review in 2021