



PROCEDURE	 
Title: Anaphylaxis	
Authorised by: Principal No.: WHS-05-07 Issue Date: September 2011 Last Reviewed: December 2015 Next Review Date: December 2018	Page Number: 1 of 4

Anaphylaxis

1 OVERVIEW


Anaphylactic reactions can be life threatening. The most common causes in young students are eggs, peanuts, tree nuts, cow milk, bee or other insect stings, and some medications.

2 RESPONSIBILITIES

The responsibilities of the School and an overview of the processes involved in maintaining medical records are outlined in the First Aid Policy. In addition, the following responsibilities are in place:

2.1 STAFF RESPONSIBILITIES

- 2.1.1 The parents/caregivers of anaphylactic students are required to meet with the Principal (or delegate) to develop an individual plan that details the student's needs in the event of an anaphylactic reaction. In this meeting, arrangements are to be made in regard to the provision of Epi Pens by the parents. If the student has allergies, the parents/caregivers will be asked to provide an Anaphylaxis Action Plan signed by a Doctor.
- 2.1.2 The EpiPen kit will be stored in a location that is known to all staff, including relief staff, easily accessible to adults (not locked away) and inaccessible to students.
- 2.1.3 The EpiPen kit for each student at risk will be carried by a trained adult on excursions that this student attends.
- 2.1.4 The EpiPen expiry date will be checked during each term break.
- 2.1.5 All students at The Pines and Primary Campus are educated in relation to practices that minimise the risk to anaphylactic students.
- 2.1.6 Students will not be allowed to share food brought to school. Special arrangements will be made for anaphylactic students for class parties and other special events, by negotiation with the parents/caregivers.
- 2.1.7 Students will be seated and supervised at recess and lunch while they are eating. Anaphylactic students' seating arrangements will be monitored by staff member(s) on duty to minimise the risk of the student coming into contact with food containing nuts.
- 2.1.8 In the situation where a student who has not been diagnosed as allergic, but who appears to be having an anaphylactic reaction, staff will:
 - Call an ambulance immediately by dialling 000
 - Commence first aid measures (See *POLICY: First Aid, Injury, & Illness*)
 - Contact an Executive Leadership Team Member
 - Contact the parent/caregiver
 - Contact the person to be notified in the event of illness if the parent/caregiver cannot be contacted.

PROCEDURE	
Title: Anaphylaxis	
Authorised by: Principal No.: WHS-05-01 Issue Date: December 2014 Last Reviewed: December 2015 Next Review Date: December 2018	Page Number: 2 of 4

2.2 PARENTS/CAREGIVERS RESPONSIBILITIES

- 2.2.1 The School will be provided with an Anaphylaxis Action Plan and written consent to use the EpiPen in line authorised on the action plan.
- 2.2.2 A complete EpiPen kit will be provided to the School.
- 2.2.3 Information and opportunities to answer questions regarding the student's allergies will be provided.
- 2.2.4 The School will be notified of any changes to the student's allergy status and a new Anaphylaxis Action Plan will be provided in accordance with these changes.


3 GENERAL ACTION PLAN IN THE EVENT OF AN ANAPHYLACTIC EPISODE

3.1 STUDENT EXPERIENCES AN ANAPHYLACTIC EPISODE IN THE CLASSROOM

- 3.1.1 The class teacher accesses the EpiPen and administers it to the student. The class teacher then seeks assistance from another staff member/ Deputy Principal via telephone/help card. The teacher with the student then stays with him or her at all times and keeps him/her as calm as possible and reassures the student that assistance is coming.
- 3.1.2 The other staff member/Deputy Principal proceeds immediately to the patient's classroom to assist the class teacher (alerting closest teacher to the situation on the way past).
- 3.1.3 The Front Office is informed that a student is having an anaphylactic reaction.
- 3.1.4 The Front Office staff immediately telephone for an ambulance giving directions to the School and the location of the child.
- 3.1.5 The Front Office staff then informs Principal (or delegate if Principal is unavailable) of the incident and that an ambulance has been called and the details.
- 3.1.6 The teacher remains with the student at all times.
- 3.1.7 The other staff member/Deputy Principal/Head of School manages the other students in the class while the class teacher stays with the student.
- 3.1.8 Principal (or delegate) contacts the parents/caregivers and then proceeds to the area to provide staff and students with support.
- 3.1.9 One Front Office staff member waits for the ambulance at the Old Scholars' gates to give directions on arrival of the ambulance to the patient.
- 3.1.10 If parent/caregiver has not arrived by the time the ambulance needs to depart, a teacher or Deputy Principal travels with student to hospital.
- 3.1.11 Staff and Principal debrief after incident.
- 3.1.12 Principal/Deputy Principal follows up with parent/caregiver. Students are debriefed by teacher(s) and/or Executive Leadership Team.

3.2 STUDENT EXPERIENCES AN ANAPHYLACTIC EPISODE IN THE PLAYGROUND

- 3.2.1 The teacher on playground supervision duty sends for assistance via a red Emergency Card (kept in each of the duty waist bags. All teachers carry the bags while on duty). The Emergency Card is given to a student to take to the nearest teacher or Front Office (whichever is closest). The teacher with the student must stay with him or her at all times and keeps him/her as calm as possible and reassures the student that assistance is coming.
- 3.2.2 The Front Office staff member or receiving teacher collects the Epi Pen and alerts other staff, while immediately proceeding to the playground where the student is located to assist in administering the Epi Pen.
- 3.2.3 After administering the Epi Pen, the receiving teacher supervises other students in the playground.
- 3.2.4 The Front Office is informed that a student is having an anaphylactic reaction.
- 3.2.5 The Front Office staff immediately telephone for an ambulance giving directions to the School and the location of the child.

PROCEDURE	
Title: Anaphylaxis	
Authorised by: Principal No.: WHS-05-01 Issue Date: December 2014 Last Reviewed: December 2015 Next Review Date: December 2018	Page Number: 3 of 4

- 3.2.6 The Front Office staff then informs Principal (or delegate if Principal is unavailable) of the incident and that an ambulance has been called and the details.
- 3.2.7 The teacher remains with the student at all times.
- 3.2.8 A staff member contacts Principal/Deputy Principal or delegate and Head of School, (if not already alerted).
- 3.2.9 Principal (or delegate) contacts the parents/caregivers and then proceeds to the area to provide staff and students with support.
- 3.2.10 One Front Office staff member waits for the ambulance at the Old Scholars' gates to give directions on arrival of the ambulance to the student.
- 3.2.11 Other available staff members proceed to the playground to assist with student management in the playground, ensuring clear access to student.
- 3.2.12 If parents have not arrived by the time the ambulance needs to depart a teacher or Principal /Deputy Principal travels with student to hospital.
- 3.2.13 Staff and Principal debrief after incident.
- 3.2.14 Principal/Deputy Principal follows up with parent/caregiver.
- 3.2.15 Students are debriefed by teacher(s) and/or Executive Leadership Team.

3.3 OUTSIDE-SCHOOL ACTIVITIES – CAMPS & EXCURSIONS

- 3.3.1 Epi Pen is taken by the teacher to the activity or the class teacher arranges for the supervising teacher to take Epi Pen/Instructions to the activity. A mobile telephone must be taken to any off school activities attended by the anaphylactic student, and the contact number left with Front Office staff.
- 3.3.2 In the event of an anaphylactic episode during the activity, the Epi Pen should be administered to the student and the ambulance called.
- 3.3.3 The Front Office at SPW is to be called and informed of the incident, including the location of the student and the hospital the student is to be taken to.
- 3.3.4 The Front Office staff then informs Principal (or delegate if Principal is unavailable) of the incident and that an ambulance has been called and the details.
- 3.3.5 The Front Office staff immediately telephone for an ambulance giving directions to the School and the location of the child.
- 3.3.6 Principal (or delegate) contacts the parents/caregivers and the staff member with the student.
- 3.3.7 If parents have not arrived at the student's location by the time the ambulance needs to depart, a teacher travels with student to hospital. Front Office is to be called when the ambulance departs the incident location.
- 3.3.8 Staff and Principal debrief after incident.
- 3.3.9 Principal/Deputy Principal follows up with parent/caregiver.
- 3.3.10 Students are debriefed by teacher(s) and/or Executive Leadership Team.


4 FURTHER INFORMATION

Further information regarding this policy is available from any member of the Executive Leadership Team.

If any of the documents below are altered, corresponding alterations may need to be made in other documents.

Related Policies

- POLICY Outdoor Education
- POLICY Child Safety & Wellbeing
- POLICY Emergencies, Evacuations, Lockdowns & Critical Incidents
- POLICY Excursions
- POLICY Skin Protection

PROCEDURE	
Title: Anaphylaxis	
Authorised by: Principal No.: WHS-05-01 Issue Date: December 2014 Last Reviewed: December 2015 Next Review Date: December 2018	Page Number: 4 of 4

Related Procedures & Standard Operating Procedures

- WHS-05-01 PROCEDURE – First Aid – Child is injured
- WHS-05-02 PROCEDURE – First Aid – Child is sick
- WHS-05-03 PROCEDURE – First Aid – Child requires medical attention (offsite)
- WHS-05-04 PROCEDURE – Off-Campus First Aid Overview
- WHS-05-05 PROCEDURE – Infectious Diseases
- WHS-05-06 PROCEDURE – Categories and Processes for Administering Medication and First Aid
- WHS-05-07 PROCEDURE – Anaphylaxis
- WHS-05-08 PROCEDURE – Asthma
- WHS-05-09 PROCEDURE – Food Handling and Storage

Related Forms & Checklists


- FORM Accident & Injury Report Form
- FORM Incident Form
- FORM Diary Note (Maze – First Aid Room Attendance)
- FORM Excursion Risk
- FORM Medical/First Aid Plan – Ongoing Condition
- FORM Medical/First Aid Plan – Temporary Condition
- FORM Medication Authority

Related Safe Work Practices & Guidance Notes

None

Related Other Documentation

- MANUAL Child Protection Manual
- INDUCTION Contractors
- INDUCTION Staff
- INDUCTION Relief Teacher
- INFORMATION Student Teacher
- INFORMATION Work Experience Student
- FOLDERS TRTs
- FOLDERS Class/Subject

	10 December 2015
PRINCIPAL (Signature)	DATE