

ANAPHYLAXIS MANAGEMENT COMMUNICATION PLAN

Communicating with staff, students and parents/carers

This Communication Plan has been developed to provide information to all school staff, students and parents about anaphylaxis and South Yarra Primary School's Anaphylaxis Management Policy.

RAISING STAFF AWARENESS

All staff involved in the care of students at risk of anaphylaxis, including class teachers, office staff, casual relief teachers, administrative and other office staff, will know:

- the causes, symptoms and treatment of anaphylaxis
- the identities of students who are at risk of anaphylaxis
- the preventative strategies in place
- where EpiPens® and Anapens are kept
- the school's first aid and emergency response procedures
- their role in responding to a severe allergic reaction.

This will be achieved by:

- allocating time, such as at staff meetings, to discuss, practise and review the school's management strategies for students at risk of anaphylaxis, and providing and/or displaying copies of the student's ASCIA Action Plan in the First Aid Room, in CRT folders and in the Staff Conference Area on the noticeboard.
- For privacy reasons, the Student Action Plans are not displayed in the General Staff Room. The Staff Room is used frequently for meetings involving people other than staff. Casual relief teachers of students at risk of anaphylaxis are notified via the CRT Folder that is placed on every classroom teacher's table. This folder lists the names of all students with medical conditions including anaphylaxis. The steps required for prevention and emergency response are stored in the Class CRT Folder.
- At South Yarra Primary School, trained anaphylaxis supervisors are responsible for briefing new staff (including, volunteers or casual relief staff) about students at risk of anaphylaxis, the school's policies and prevention strategies. In 2022 the trained supervisor is Wendy Duff. In 2023, the Supervisors will be Laura Aiton and Mark Walsh.
- All staff will receive first aid updates twice yearly to review Anaphylaxis and Allergy Management processes and anaphylactic reactions. The ASCIA online training modules and the subsequent practical assessment must be renewed every two years. The last change to the ASCIA training was in September 2021, when the Use of Anapen Auto-injectors was added to the training modules.

RAISING STUDENT AWARENESS

Peer support is an important element of support for students at risk of anaphylaxis. Awareness of anaphylaxis in the school is raised through classroom discussion, fact sheets or posters, explicit teaching..

- Class teachers at South Yarra Primary School discuss the topic of Anaphylaxis and food allergies with students in their class at the commencement of each semester. (not sure if this has been communicated, or perhaps a reminder for staff?)
- During Term 1, Anaphylaxis education is delivered as part of the regular curriculum at all year levels. These messages are reinforced throughout the year and especially prior to and during School Camps and on excursions.
- Anaphylaxis education is documented in teacher's Planning Documents each year.(perhaps a reminder about this point also)

The class programs focus on a few simple key messages:

- always take food allergies seriously – severe allergies are no joke
- don't share your food with friends who have food allergies
- wash your hands after eating
- know what your friends are allergic to
- if a school friend becomes sick, get help immediately
- be respectful of a schoolmate's EpiPen® or Anapen
- do not pressure your friends to eat food that they are allergic to.

It is important to be aware that some students at risk of anaphylaxis may not want to be treated differently.

Staff are informed of the fact that bullying of students at risk of anaphylaxis can occur in the form of teasing, tricking a student into eating a particular food or threatening a student with the substance that they are allergic to, such as peanuts.

All students will be made aware of the seriousness of an anaphylactic reaction via the classroom education program.

Any attempt to harm an anaphylactic student with an allergen will be treated as a serious and dangerous incident and treated accordingly.

If any such instances of bullying should occur, staff will refer to the Safe Schools are Effective Schools anti-bullying resource for ideas and strategies for dealing with bullying situations:

<http://www.education.vic.gov.au/about/programs/health/Pages/safe-schools-coalition.aspx>

WORK WITH PARENTS/CARERS OF STUDENTS AT RISK OF ANAPHYLAXIS

Staff will be aware that parents/carers of a child who is at risk of anaphylaxis may experience high levels of anxiety about sending their child to school.

Staff should be aware that some parents/carers or students may not wish the identity of the student to be disclosed to the wider school community.

This is discussed with the student's parents/carers.

South Yarra Primary School encourages an open and cooperative relationship with parents/carers so that they can feel confident that appropriate management strategies are in place.

Parents of students at risk of anaphylaxis are contacted at the commencement of each school year, reminding them of their responsibilities regarding the renewal of their child's Action Plan.

Parents are also reminded about the importance of ensuring that all medication for their child, (EpiPen or Anapen and any other medication) is current and is replaced before the Expiry Date.

The schools will raise awareness of anaphylaxis in the school community through education campaigns as outlined below, so that parents/carers of all students have an increased understanding of the condition.

- Fact sheets and information about allergies and anaphylaxis will be published in the Link each term (haven't checked this but can if you wish?).
- The school's Emergency Management procedures include a 'Coloured Card Alert' system for the management of Anaphylactic reactions and other medical emergencies that may occur in the playground during recess, lunch break or during Physical Education. The Anaphylaxis Alert Cards are **GREEN** in colour.

RAISING SCHOOL COMMUNITY AWARENESS

We will raise awareness about anaphylaxis in the school community so that there is an increased understanding of the condition. Information will be provided in the school newsletter and relevant posters and information will be displayed around the school.

RESPONDING TO AN ANAPHYLACTIC REACTION

This part of the Communication Plan includes strategies for advising school staff, students and parents about how to respond to an anaphylactic reaction of a student in various environments.

During Normal School Activities

This includes in the classroom, in the school yard, in the park and in all school buildings.

- Stay with the student.
- Call for help (using the emergency card system in the classroom or yard duty folders, using a mobile phone, classroom phone if available or sending a responsible student to the office).
- If in the school yard, park or a school building (other than the classroom) have someone locate the student's Anaphylaxis Pack and bring it to you. If you do not have a phone with you, have someone bring one to you.
- If time permits, implement the school's On-site Evacuation Procedure as outlined in the Emergency Management Plan.
- If the symptoms indicate a mild to moderate reaction administer medication in accordance with the Action Plan for Anaphylaxis.
- Locate the student's adrenaline autoinjector and have it ready to use.
- Locate the school's spare adrenaline autoinjector and have it ready to use.
- Watch for any signs of anaphylaxis (severe allergic reaction).
- Phone the student's parent/s or emergency contact.
- If the student begins to show signs of anaphylaxis (severe allergic reaction):
 - Lay the student flat.
 - Do not allow them to stand or walk.
 - If breathing is difficult allow them to sit on the ground.
- Administer the student's adrenaline autoinjector, in accordance with the Action Plan for Anaphylaxis.
- If someone else is with you have them ring 000, or if on your own ring 000.
- Record the time the adrenaline autoinjector was given.

- Retain all used autoinjectors and give them to the ambulance paramedics so they know exactly how much adrenaline has been administered.
- Phone the student's parent/s or emergency contact.
- If no response after 5 minutes, give further dose of the spare adrenaline autoinjector.
- If there is no signs of life commence CPR.
- If you are unsure if a patient is suffering from anaphylaxis or asthma, always treat the patient with anaphylaxis medication (EpiPen or Anapen adrenaline autoinjector). If the patient's throat closes over, Ventolin will not work anyway.

During Off-Site or Out of School Activities

- *This includes on excursions, school camps and at special events conducted, organised or attended by the school.*
- Stay with the student.
- Call for help (using a mobile phone or sending a responsible student to another staff member or adult).
- Have someone locate the student's Anaphylaxis pack and bring it to you. If you do not have a phone with you have someone bring one to you.
- If time permits, move other students away from the area and have them supervised by another staff member or adult.
- If the symptoms indicate a mild to moderate reaction administer medication in accordance with the Action Plan for Anaphylaxis.
- Locate the student's adrenaline autoinjector and have it ready to use.
- Locate the school's spare adrenaline autoinjector and have it ready to use.
- Watch for any signs of anaphylaxis (severe allergic reaction).
- Phone the student's parent/s or emergency contact.
- If the student begins to show signs of anaphylaxis (severe allergic reaction):
 - Lay the student flat.
 - Do not allow them to stand or walk.
 - If breathing is difficult allow them to sit.
- Administer the student's adrenaline autoinjector in accordance with the Action Plan for Anaphylaxis.
- If someone else is with you have them ring 000, or if on your own ring 000.
- Record the time the adrenaline autoinjector was given.
- Retain all used autoinjectors and give them to the ambulance paramedics so they know exactly how much adrenaline has been administered.
- Phone the student's parent/s or emergency contact.
- If no response after 5 minutes, give further dose of the spare adrenaline autoinjector.
- If there is no signs of life commence CPR.
- If you are unsure if a patient is suffering from anaphylaxis or asthma, always treat the patient with anaphylaxis medication (EpiPen or Anapen adrenaline autoinjector). If the patient's throat closes over, Ventolin will not work anyway.

Informing Volunteers and Casual Relief Staff

- Volunteers and casual relief staff must be informed of students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to anaphylactic reaction by a student in their care.
- Casual relief teachers of students at risk of anaphylaxis are notified via the CRT Folder that is placed on every classroom teacher's table. This folder lists the names of all students with medical conditions including anaphylaxis. The steps required for prevention and emergency response are stored in the Class CRT Folder.

Organisations Providing Information and Resources

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- Royal Children's Hospital Anaphylaxis Advisory Line provides advice and support on implementing anaphylaxis legislation to schools, early childhood education and care services and Victorian children's services. The Anaphylaxis Advisory Line is available between the hours of 8:30am to 5pm, Monday to Friday. Phone [1300 725 911](tel:1300725911) (toll free) or [03 9345 4235](tel:0393454235). Further information is available at [Anaphylaxis Support Advisory Line](#).
- Australasian Society of Clinical Immunology and Allergy (ASCIA) is the peak medical body for allergy and immunology. ASCIA provides information about allergies for health professionals, schools and the broader community. ASCIA anaphylaxis e-training provides ready access to anaphylaxis management education throughout Australia and New Zealand, at no charge. All staff at all Victorian schools are strongly encouraged to complete the ASCIA anaphylaxis e-training for Victorian schools. Further information is available at [ASCIA](#).
- Allergy & Anaphylaxis Australia is a national non-profit organisation that raises awareness of allergy and anaphylaxis in the Australian community. A range of items including children's books and training resources are available from the online store on the Allergy & Anaphylaxis Australia website. A free online curriculum resource is also available. Further information is available at the [Allergy & Anaphylaxis Australia website](#).
- Royal Children's Hospital, Department of Allergy and Immunology provide information about allergies and the services provided by the hospital. Further information is available at the [Royal Children's Hospital website](#).
- EpiClub provides a wide range of resources and information for managing the use and storage of the adrenaline autoinjector device EpiPen. They also provide a free service that sends a reminder by email, SMS or standard mail prior to the expiry date of an EpiPen. Further information is available at the [EpiClub website](#).