	Policy Name:	Anaphylaxis Communication Plan	First approved:	2013
				Last approved:
	Responsible:	Administration	Review date:	02-2022

Anaphylaxis Communication Plan

This plan should be read in conjunction with the School's Anaphylaxis Policy. It relates to the prevention and management of anaphylactic events at school or outside school on school related activities.

Individual Anaphylaxis Management Plans

The Individual Anaphylaxis Management 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 (based on a written diagnosis from a Medical Practitioner);
- strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of school staff, for in-school and out-of-school settings including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the School;
- 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.


Location of EpiPens and Student Photos

A current photo and EpiPen will be provided by the parent. The EpiPen will be located in the following places:

Location	EpiPen Location	Student Photo Location
First Aid Room	Stored in 'Allergy Buddy' hanging on wall in Sick Bay room. Spare EpiPens located in 'Allergy Buddy' too.	Noticeboard
Classrooms		Plastic Folder attached to the wall. (same location as Emergency Management Information.)
Specialist areas – 2 Music rooms, 2 Spanish rooms, Gym for PE, Art room, Environmental Science room.		Plastic Folder attached to the wall. (same location as Emergency Management Information.)
CRT folders		Back of folder
Yard Duty Bags		Identification cards inside every bag

Casual Relief Teachers

Anaphylaxis information will be provided to CRTs in the CRT folder for each classroom. This information will be where to find the Action Plan for Anaphylaxis (in the Emergency plastic pocket in the room), names and date of birth, allergens to be avoided, contact details and the action required if the student has a mild or serious reaction.

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Responding to an Anaphylactic Reaction

Classrooms

In the event of an anaphylactic emergency (immediately student shows symptoms) teacher to use phone to call the office on 700/701/737 or to send another staff member to the office reporting as follows:


***“AN ANAPHYLACTIC EMERGENCY HAS BEEN REPORTED FOR(name of student).
Could a staff member proceed immediately to (location of emergency)”***

Response Plan

Staff in classroom to call 000. That way they can report to ambulance while being near child.

1. Staff Member reporting the anaphylactic emergency remains with the student at all times. Keep the child flat, ideally with legs raised.
2. Office staff member collects appropriately named Epipen and the spare school Epipen from the Allergy buddy located in sickbay with the Student’s Action Plan and proceeds quickly to location of emergency.
3. Other Office staff member (remaining in the Office) to contact child’s parents; and alert other staff as needed.
4. Other staff members are sent by the Office to the scene to assist in managing other students, keeping away from emergency area.
5. Together the two staff members (at the scene):
 - Identify the name of the student
 - Match the name of the student to the labelled Epipen container/Epipen.
 - Check the Action Plan for treatment/signs of anaphylaxis
 - One staff member, administers the Epipen as per the Epipen instructions
 - Safely keep the used Epipen. Record the time the Epipen was given on the Epipen- give to ambulance workers when they arrive.
6. The two staff members monitor the student for his/her response to the treatment. If no change in condition i.e. child is unconscious, after 5 minutes, seek approval from Ambulance or parents to administer second (school) Epipen.
7. Staff members hand over care to the Ambulance workers when they arrive.

All classroom teachers with an Anaphylactic student in their grade will have completed an accredited Anaphylaxis Course. All staff will participate in regular refresher training.

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In the School Yard

Anaphylaxis identification cards to be carried in all yard duty bags.


In the event of an anaphylactic emergency in the school yard (immediately student shows symptoms), identified by a teacher on Yard Duty:

Response Plan

1. The Yard Duty teacher will immediately give an anaphylactic emergency photo card, identifying the student, to two students to bring to the School Office as quickly as possible. The Yard Duty teacher tells the two students to mention the location i.e. oval, basketball court etc. The teacher can, if possible, phone the school office to follow-up the emergency.
2. The Yard Duty teacher stay with the child at all times.
3. The office staff member immediately notifies all office staff members, on receiving the card.
4. Two office staff members collect all the appropriately named Epipen and the spare school Epipen from the Allergy Buddy, which includes the Student's Action Plans and proceed quickly to location of emergency. One of the staff members then calls 000 on mobile and takes phone out to incident site.
5. Other staff members are sent by the Office to the scene to assist in managing other students in the yard; keep away from emergency area.
6. Other Office staff member (remaining in the Office); to contact child's parents; and alert other staff as needed.
7. Together the two staff members (at the scene):
 - a. Identify the name of the student, if not previously done
 - b. Match the name of the student to the labelled Epipen.
 - c. Check the Action Plan for treatment/signs of anaphylaxis
 - d. One staff member, administers the Epipen as per the Epipen instructions (Preferably, the staff member most recently trained in administering the Epipen, gives the Epipen)
 - e. Safely keep the used Epipen. Record the time the Epipen was given on the Epipen- give to ambulance workers when they arrive.
 - f. The two staff members monitor the student for his/her response to the treatment. If no change in condition i.e. child is unconscious, after 5 minutes, seek approval from Ambulance or parents to administer second (school) Epipen.
8. Staff members hand over care to the Ambulance workers when they arrive.

At School Camps, Excursions, Sports Days, Special Event Days

Person in charge of First Aid on Excursion/Camp/Sporting Event to distribute copies of Anaphylaxis Action Plans and Anaphylaxis Management Plans to all staff attending excursion/camp/sporting activity.

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Staff member in charge of relevant students to carry 'Epipen' at all times.

In the event of an Anaphylactic Emergency:

1. The first teacher remains with the child and seeks assistance from the teacher in charge of First Aid. For excursion/camp group activities, the student should be allocated to their class teacher's group when possible. (The class teacher will have up to date anaphylaxis awareness training.)
2. Another teacher to locate the spare epipen. This will be located with the main First Aid kit. The First Aid kit should be located in a central location or with an identified person, accessible by all on the camp/excursion. For excursions and camps, ask the parent to supply their home epipen for this. Take the spare school epipen, if the home one is not supplied.
3. The teacher in charge of First Aid or another teacher follows the Action Plan for the child.
 - Together the two staff members (at the scene); one of which will be calling the ambulance on 000:
 - Identify the name of the student
 - One staff member to contact student's parents.
 - Match the name of the student to the labelled Epipen.
 - Check the Action Plan for treatment/signs of anaphylaxis
 - One staff member, administers the Epipen as per the Epipen instructions (Preferably, the staff member most recently trained in administering the Epipen, gives the Epipen)
 - Safely keep the used Epipen. Record the time the Epipen was given on the Epipen- give to ambulance workers when they arrive.
 - The two staff members monitor the student for his/her response to the treatment. If no change in condition i.e. child is unconscious, after 5 minutes, seek approval from Ambulance or parents to administer second (school) Epipen.
4. Teacher to call school or see parent permission form for parent contact number and call parents.
5. Seek assistance from available staff/adults.

Post Incident Action

It is expected that after an incident has occurred and has been resolved, that staff members involved will engage in the following activities:

- Completion of an Incident / Accident Report form including full details of the event and what occurred;
- Collection of the student's personal effects (if he is transported by ambulance and does not have them) for return to School;
- One staff member, the person who administered the epipen or the senior First Aid Officer, to accompany the student in the ambulance to hospital.
- Debrief with students directly involved as witnesses to the event;
- Debrief of staff involved;
- Communication with the Principal or Assistant Principal as appropriate regarding the particulars of the incident, actions taken and outcomes;
- Principal to discuss with parents (later) what occurred and ask them to seek medical advice on how it may be prevented in future;
- Principal and First Aid Coordinator to review the student's individual management plan;
- Implement updated risk prevention strategies (where applicable).

Date Reviewed: February, 2021