



Anaphylaxis Communication Plan

Introduction

This plan should be read in conjunction with St John's Lutheran Primary School's Anaphylaxis Management Policy.

It is an expectation that parents will advise the school at the time of enrolment (or later) when a student is diagnosed by a medical practitioner as being at risk of anaphylaxis and provide the school with an ASCIA Action Plan for Anaphylaxis as soon as possible after diagnosis or on an annual basis.

Raising Staff Awareness

All staff to undertake training and demonstration, to be updated every two years. <https://etrainingvic.allergy.org.au>

Staff briefings will be held twice yearly to include information on:

- The School's anaphylaxis management policy
- Causes, symptoms and treatment of anaphylaxis
- Identity of students diagnosed at risk of anaphylaxis and where medication is stored
- How to use an adrenaline auto-injector – EpiPen
- Discouraging peanut and tree nut products in all forms being brought into the school
- The school's emergency response procedures
- Location of lists and photos of students with severe medical conditions

ALL STAFF in charge of students at risk of anaphylaxis need to read and be familiar with their student's ASCIA Action Plan and individual management plan.

Casual Relief Teachers (CRTs) are provided with a copy of students who are at risk of anaphylaxis and the school's emergency response procedures.

Raising Student Awareness

Classroom education from teaching staff during the year will reinforce the importance of:

- Not sharing food
- Raising peer group awareness of serious allergic reactions
- Handwashing and good hygiene practises

Working with Parents

Parents/carers are required to:

- Provide the school with a current ASCIA Action Plan
- Supply the school with their child's adrenaline autoinjector and ensure it has not expired
- Work with the school to develop an individual management plan and review it annually

The school will provide information about anaphylaxis and the school's policies via the school website and newsletters.

Responding to an Incident

Emergency Response Procedure

1. Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.
2. Give EpiPen
3. Staff member to phone the ambulance 000
4. Phone family/emergency contact
5. Further adrenaline dose may be given if no response after 5 minutes

Classrooms

- In the event of an anaphylaxis reaction, the classroom teacher/specialist will remain with the child and class.
- Classroom teacher /specialist dial extension 201 (front office) or send a child who will alert First aid officer to come immediately to the classroom with the individual child's EpiPen, action plan and school general use auto injector.
- First aid officer to administer medication as per training.
- Ambulance called by First aid officer or another staff member.
- Parents immediately notified by office staff.

Playground – Yard Duty

- In the event of an anaphylaxis reaction, the yard duty teacher will remain with the child.
- Yard duty teachers will be encouraged to carry a mobile phone whilst on yard duty.
- Yard duty teacher to phone the office (55 23 38 33) or send a child (messenger) immediately to the office to alert first aid officer to come immediately to the playground with the child's EpiPen, action plan and school general use auto injector.
- First aid officer to administer medication as per training.
- Ambulance called by First aid officer or another staff member.
- Parents immediately notified by office staff.

Excursions/Sports Days/Special Events

- ☒ All staff and volunteers will be informed of students at risk of anaphylaxis as listed in the risk assessment and their role in responding to an anaphylactic reaction by the classroom teacher.
- ☒ Wherever possible, the individual child's parent will be asked by the classroom teacher to accompany the class on excursions/sports days/special events.
- ☒ The classroom teacher will ensure that the individual student's EpiPen, action plan and school general use auto injector are placed in the first aid bag that will accompany the class.
- ☒ The individual student's prescribed school use EpiPen and school general use auto injector must be signed out from the first aid room by the designated first aid teacher and signed in upon return.
- ☒ In the event there is more than one student attending who has been prescribed an EpiPen, the school general use auto injector will stay with the designated first aid officer.
- ☒ The supervising teacher must ensure they are equipped with a mobile phone.
- ☒ In the event of an anaphylaxis reaction, the supervising teacher will remain with the child.
- ☒ Supervising teacher to phone school office/send child (messenger) immediately to the first aid teacher to come immediately to the area with the school general use auto injector.
- ☒ First aid officer to administer medication as per training.
- ☒ Ambulance called by First aid officer or another staff member.
- ☒ Parents immediately notified by office staff.

Camp

- All staff will be informed of students at risk of anaphylaxis as listed in the risk assessment and their role in responding to an anaphylactic reaction by the designated Camp Co-ordinator.
- The camp will be advised in advance of any students with food allergies to organise a suitable menu.
- Camp coordinator must ensure that a mobile phone is taken on camp.
- The classroom teacher and first aid officer will ensure that the individual student's EpiPen, action plan and school general use auto injector is placed in the first aid bag that will accompany the designated first aid teacher on camp.
- The individual student's prescribed school use EpiPen and school general use auto injector must be signed out from the first aid room by the designated first aid teacher and signed in upon return.
- In the event there is more than one student attending who has been prescribed an EpiPen, the school general use auto injector will stay with the designated first aid officer.
- The supervising teacher must ensure they are equipped with a mobile phone.
- In the event of an anaphylaxis reaction, the supervising teacher will remain with the child.
- Supervising teacher to phone school office/send child (messenger) immediately to the first aid teacher to come immediately to the area with the school general use auto injector.
- First aid officer to administer medication as per training.
- Ambulance called by First aid officer or another staff member.
- Parents immediately notified by office staff.

Post Incident

Following responding to an anaphylactic reaction, staff are expected to engage in the following:

- Communicate immediately with the Principal
- Complete a Student Accident Report Form
- Debrief with students and staff involved
- Principal meet with the parents/carer about the incident and review ASCIA Action Plan and Individual Management Plan
- Principal review risk prevention strategies where appropriate
- Offer post incident counselling to those involved in the incident
- Review the adequacy of the response of the school and consider additional training and other corrective actions

Sample Letter to the Class

Dear Parents,

We are asking your help to support the children in our school who are at risk of anaphylaxis.

Anaphylaxis is a severe allergic reaction that is potentially life threatening. Food allergies are the most common cause of anaphylaxis. There is no cure for food allergy, therefore avoidance of known food allergens is crucial. Peanuts and tree nuts are the foods most likely to cause anaphylaxis.

St John's Lutheran Primary School is supporting children at risk of anaphylaxis by:

- Training staff,
- Encouraging children to wash their hands after eating
- Education children about food allergies

We ask you to support children at risk of anaphylaxis by:

- Not sending food which has peanuts or tree nuts (e.g. hazelnuts, cashew, almonds etc) in the main ingredients list. Note: products containing traces of peanuts or tree nuts can be sent to school.
- Teaching your child not to share food with friends
- Encouraging your child to wash their hands before and after eating
- Explaining to your child to get help immediately if their schoolmate gets sick.

With your help we can provide a safe environment that meets the needs of all our children.

Yours Sincerely,