



Lake Charm Primary School

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Principal: Miss Morgen Alexander

5C.4

ANAPHYLAXIS & ALLERGY POLICY

POLICY STATEMENT

This policy applies to children enrolled at Lake Charm Primary School, their parents/guardians and staff, as well as to other relevant members of the service community, such as volunteers and visiting specialists.

Lake Charm Primary School Staff, School Council and Parent community recognise the importance of all staff/carers responsible for the child/ren at risk of anaphylaxis undertaking training that includes preventative measures to minimise the risk of an anaphylactic reaction, recognition of the signs and symptoms of anaphylaxis and emergency treatment, including administration of an adrenaline auto-injection device.

Staff /carers and parents/guardians need to be made aware that it is not possible to achieve a completely allergen-free environment in any service that is open to the general community. Staff /carers should not have a false sense of security that an allergen has been eliminated from the environment. Our aim is to adopt a range of procedures and risk minimisation strategies to reduce the risk of a child having an anaphylactic reaction, including strategies to minimise the presence of the allergen in the service.

PURPOSE

- Provide, a safe and healthy environment through raising awareness about allergies and anaphylaxis amongst the school community in which children at risk of anaphylaxis can participate equally in all aspects of the children's program and experiences
- To ensure the safety and wellbeing of children at risk of anaphylaxis through adequate and effective communication
- Minimise the risk of an anaphylactic reaction occurring while the child is in the care Lake Charm Primary School
- Ensure that staff members respond appropriately to an anaphylactic reaction by initiating appropriate treatment, including competently administering an adrenaline auto-injection device

PROCEDURES

Lake Charm Primary School will:

- ensure that all staff members have current first aid and anaphylaxis management training All staff must undertake training in the administration of the adrenaline auto-injection device and CPR every 12 months. Practise with the trainer auto-injection device is undertaken by all staff at the beginning of each term. Ensure that all staff (including relief staff – must ensure they know how to use) know the location of the anaphylaxis medical management plan and that a copy is kept with the auto-injection device Kit
- ensure there is an anaphylaxis management policy in place containing the matters related to anaphylaxis and allergy.
- ensure that the policy is provided to the parents or guardian of all families
- conduct an assessment of the potential for accidental exposure to allergens while child/ren at risk of anaphylaxis are in the care of the service and develop a risk minimisation plan for the service in consultation with staff and the families of the child/ren
- ensure that a notice is displayed prominently in the main entrance of the school stating that a child diagnosed at risk of anaphylaxis is being cared for or educated at the service
- ensure that no child who has been prescribed an adrenaline auto-injection device is permitted to attend the school or its programs without a current device
- Encourage ongoing and documented communication between parents/guardians and staff regarding the current status of the child's allergies, this policy and its implementation
- display an Australasian Society of Clinical Immunology and Allergy inc generic poster called *Action Plan for Anaphylaxis* in a key location at the service, for example, in the children's room, the staff room or near the medication cabinet
- display an Emergency contact card by the telephone

- ensure that a child's individual anaphylaxis medical management action plan is signed by a Registered Medical Practitioner and inserted into the enrolment record for each child. This will outline the allergies and describe the prescribed medication for that child and the circumstances in which the medication should be used.
- ensure that the staff member accompanying children on school excursions carries the anaphylaxis medication and a copy of the anaphylaxis medical management action plan with the auto-injection device kit
- ensure a copy of the child's anaphylaxis medical management action plan is visible and known to staff at the school and follow the child's anaphylaxis medical management action plan in the event of an allergic reaction, which may progress to anaphylaxis
- in the situation where a child who has not been diagnosed as allergic, but who appears to be having an anaphylactic reaction:
 - Call an ambulance immediately by dialling 000
 - Commence first aid measures
 - Contact the parent/guardian
 - Contact the person to be notified in the event of illness if the parent/guardian cannot be contacted.
- ask all parents/guardians as part of the enrolment procedure, prior to their child's attendance at the service, whether the child has allergies and document this information on the child's enrolment record. If the child has severe allergies, ask the parents/guardians to provide a medical management action plan signed by a Registered Medical Practitioner
- ensure that an anaphylaxis medical management action plan signed by the child's Registered Medical Practitioner and a complete auto-injection device kit which must contain a copy the child's anaphylaxis medical management action plan, is provided by the parent/guardian for the child while at the service
- ensure that the auto-injection device kit is stored in a location that is known to all staff, including relief staff; easily accessible to adults (not locked away); inaccessible to children; and away from direct sources of heat
- regularly check the adrenaline auto-injection device expiry date. (The manufacturer will only guarantee the effectiveness of the adrenaline auto-injection device to the end of the nominated expiry month)
- provide information to the service community about resources and support for managing allergies and anaphylaxis

PARENTS/GUARDIANS OF CHILDREN SHALL:

- inform staff at Lake Charm Primary School, either on enrolment or on diagnosis, of their child's allergies
- develop an anaphylaxis risk minimisation plan with service staff
- provide staff with an anaphylaxis medical management action plan signed by the Registered Medical Practitioner giving written consent to use the auto-injection device in line with this action plan
- provide staff with a complete auto-injection device kit
- regularly check the adrenaline auto-injection device expiry date
- assist staff by offering information and answering any questions regarding their child's allergies
- notify the staff of any changes to their child's allergy status and provide a new anaphylaxis action plan in accordance with these changes
- communicate all relevant information and concerns to staff, for example, any matter relating to the health of the child
- comply with the school policy that no child who has been prescribed an adrenaline auto-injection device is permitted to attend the school or its programs without that device

This policy was adopted by the Lake Charm Primary School Council on December 2014

School Council President : Name: Leanne Cordina

Signature: _____

Review date

This policy shall be reviewed on December 2015