



# Catholic Ladies' College

## ANAPHYLAXIS COMMUNICATION PLAN

### Relationship with other policies:

This Communication Plan is to be read in conjunction with the Anaphylaxis Management Policy.

### Purpose:

The Anaphylaxis Communication Plan will ensure all members of the Catholic Ladies' College community are aware of the procedures for the prevention and management of anaphylaxis at school, or outside school on school related activities.

### Implementation:

#### Expectations of enrolling parents

At the time of enrolment or (if later) diagnosis, all staff members will familiarise themselves with the medical needs of the student with anaphylaxis. It is expected that parents will advise the College without delay when a student is diagnosed by a medical practitioner as being at risk of anaphylaxis. An Australian Society of Clinical Immunology and Allergy (ASCI) anaphylaxis Action Plan will be developed for each student affected by their medical practitioner and placed in the Administration Office, Gym, Resource Centre, Food Technology, Currajeen, CareMonkey, SIMON, Synergetic, Staffroom, Staff Studies and yard duty folders.

### Publication:

This Anaphylaxis Communication Plan will be published on the school's website and PAM.

Casual Relief Teachers (CRT) will be made aware of the plan and actions to take in case of an anaphylactic reaction through the CRT folder, handed to each CRT upon entry to the College. CRTs will have access to students who are anaphylactic which are identified on SIMON when marking rolls. The College's Anaphylaxis Supervisor or other designated staff member(s) will brief all volunteers and casual relief staff, and new college staff (including administration and office staff, canteen staff, sessional teachers, and specialist teachers) on the above information and their role in responding to an anaphylactic reaction experienced by a student in their care.

### Communication to all staff:

All staff will be briefed regularly, commencing at the beginning of the year. At this time instructions for action will be detailed. Relevant staff must be briefed twice per calendar year and tested every 2 years by one of the Anaphylaxis Supervisors, who have completed training in Anaphylaxis Management.

### Raising Student Awareness:

Classroom education from Year Level Team Leaders and Homeroom Teachers during the year will reinforce the importance of:-

- handwashing
- not sharing food and discouraging peanut and tree nut products in all forms being brought into the College
- raising peer awareness of serious allergic reactions
- ensuring trip and excursion groups, and sporting teams are aware of peer needs in relation to people with severe medical alerts and those at risk of anaphylaxis.

### Individual Anaphylaxis Action Plans (ASCI):

The individual Anaphylaxis Action Plan will be in place as soon as practicable after the student enrolls and where possible before their first day of school. This should include:

- information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner);
- strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, for in-school and out-of-school settings including camps and excursions;
- the name of the person/s responsible for implementing the strategies;
- Where the student's medication will be stored;
- Emergency contact details of the student; and
- The ASCI Action Plan for Anaphylaxis.



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Epipen	ASCIA Action Plan
Administration office in the Student Medication Cupboard in a labelled plastic bag (prescribed and general use)	Administration Office
Generic epipens are located in the Resource Centre, Gym and Currajeen	Gym
	Resource Centre
	Food Technology
	Currajeen
	CareMonkey
	SIMON
	Synergetic
	Staffroom
	Staff Studies
	Yard Duty folders

## Emergency Response

### Responding to an anaphylactic reaction in the school yard

- Lay the student down. Do not allow her to stand or walk. If breathing is difficult, allow her to sit.
- For an insect allergy, flick out the sting, if it is visible.
- Administer the student's personal EpiPen, if the student is carrying it.
- The teacher on duty must stay with the student and either use his/her mobile phone to dial 000 or send a student to ask another adult to attend and then call '000'.
- A student or available adult is to be sent with a verbal message to the office to obtain assistance.
- Office staff will locate the student's assigned EpiPen in the medication cupboard and will take it to the student. Non-assigned epipens are also located in the Gym, Resource Centre and Currajeen. One of these may be the closest epipen in an emergency.
- The EpiPen should be delivered without delay and the ASCIA Action Plan followed (noting time delivered).
- The student's parents/guardians should be contacted.
- If another adrenaline auto-injector is available, a further adrenaline dose may be given if there is no response after five minutes.

### Responding to an anaphylactic reaction in the classroom

- Lay the student down. Do not allow her to stand or walk. If breathing is difficult, allow him to sit.
- For an insect allergy, flick out the sting, if it is visible.
- The student's teacher must remain with the student and either use his/her mobile phone to

dial 000 or send a student to ask another adult to attend and then call '000'.

- A student or available adult is to be sent with a verbal message to the office to obtain assistance.
- Office staff will locate the student's assigned EpiPen in the medication cupboard and will take it to the student. Non-assigned epipens are also located in the Gym, Resource Centre and Currajeen. One of these may be the closest epipen in an emergency.
- The EpiPen should be delivered without delay and the ASCIA Action Plan followed (noting time delivered).
- The student's parents/guardians should be contacted.
- If another EpiPen is available, a further adrenaline dose may be given if there is no response after five minutes.

### Responding to an anaphylactic reaction during off-site activities (field trips, excursions, camps) and special event days

The staff in charge of the person at risk of anaphylaxis is responsible for knowing the location of the EpiPen, and ensuring that in the event of an anaphylactic reaction, the ASCIA Action Plan is followed and the EpiPen is administered promptly. Staff should be aware of what local emergency services are in the area and how to access them.

If it is indicated on a person's medical card that a potentially lifesaving medication may be required during a trip or excursion, and the person does not bring the medication on the day of departure, she will not be permitted to attend the trip or excursion.



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Prior to leaving the College on an excursion (including camps), the First Aid Manager will ensure that the student with anaphylaxis has an up-to-date ASCIA Action Plan and a current EpiPen. The Student's EpiPen, ACSIA Action Plan and a spare EpiPen (supplied by parents) will be taken to the off-site event.

Staff must be mindful that they still have a duty of care to the student, even if the student is carrying her own EpiPen.

## 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 the student is transported by ambulance and does not have them) for return to school;
- Debrief with students directly involved as witnesses to the event;
- Debrief of staff involved;
- Communication with Principal and members of Leadership Team, as appropriate, regarding the particulars of the incident, actions taken and outcomes;
- Discussion with parents regarding what occurred and ask them to seek medical advice on how it may be prevented in the future (Deputy Principal Student Wellbeing);
- Review the student's individual management plan (First Aid Manager); and
- Implement updated risk prevention strategies (where applicable).

Authorised by the Principal: October 2018  
Next review date: October 2020

**In the event of an anaphylactic reaction, staff members must immediately implement the student's ASCIA Action Plan, call an ambulance, and then notify the College.**

The Principal and a member of the Leadership Team should be notified without delay. They will arrange for parents/guardians to be notified and for appropriate reports to be made.