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| Logo  Description automatically generated | **EMERALD SECONDARY COLLEGE** |

**ALLERGY POLICY**

**Help for non-English speakers**

If you need help to understand the information in this policy, please contact Emerald Secondary College on (03) 5968 5388 or email [emerald.sc@education.vic.gov.au](mailto:emerald.sc@education.vic.gov.au)

**Purpose**

To explain to Emerald Secondary College parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from allergies. This policy also ensures that Emerald Secondary College is compliant with Ministerial Order 706 and the Department’s guidelines for allergy management.

**Scope**

This policy applies to:

* all staff, including casual relief staff and volunteers
* all students who have been diagnosed with allergies, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

**Policy**

**School Statement**

Emerald Secondary College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

This policy outlines the requirements for managing students with mild to moderate allergies who have an Australian Society of Clinical Immunology and Allergy (ASCIA) Action Plan for Allergic Reactions.

**Allergies**

An Allergy occurs when a person's immune system reacts to substances in the environment that are harmless for most people. These substances are known as allergens and are found in foods, insects, some medicines, house dust mites, pets, and pollen.

Common allergens include:

* peanuts
* tree nuts such as cashews
* eggs
* cow's milk
* wheat
* soy
* fish and shellfish
* sesame
* insect stings and bites
* medications.

Signs of a mild to moderate allergic reaction include:

* hives or welts
* swelling of the lips, face and eyes
* tingling mouth.

Signs of anaphylaxis (severe allergic reaction) include any one of the following:

* difficult/noisy breathing
* swelling of tongue
* swelling/tightness in throat
* difficulty talking and/or hoarse voice
* wheeze or persistent cough
* persistent dizziness or collapse
* pale and floppy (young children)
* abdominal pain and/or vomiting (these are signs of a severe allergic reaction to insects).

Mild to moderate allergic reactions (such as hives or swelling) may not always occur before anaphylaxis.

Summary

* An ASCIA Action Plan for Allergic Reactions (Green Plan) is a document completed by the student’s medical practitioner and is for students who have mild to moderate allergies.
* It is the responsibility of parents or carers to provide a copy of their child’s Green Plan to the school.
* Schools must develop an Individual Allergic Reactions Management Plan for students who have a Green Plan and this plan should be reviewed annually.
* Schools are not required to complete an Individual Allergic Reactions Management Plan for every student who has allergies – this is only required for students whose medical practitioner has completed a Green Plan which has been supplied to the school by parents or carers.

### **ASCIA Action Plans for Allergic Reactions**

All students at Emerald Secondary College who are diagnosed by a medical practitioner as being at risk of suffering from an allergic reaction must have a ASCIA Action Plan for Allergic Reactions (Green Plan) completed by their doctor. When notified of an allergy diagnosis, the Principal of Emerald Secondary College is responsible for developing an Individual Allergic Reaction Management Plan in consultation with the student’s parents/carers.

Parents and carers must:

* obtain an ASCIA Action Plan for Allergic Reactions (Green Plan) from the student’s medical practitioner and provide a copy to the school as soon as practicable
* immediately inform the school in writing if there is a relevant change in the student’s medical condition and obtain an updated ASCIA Action Plan for Allergic Reactions.
* provide an up-to-date photo of the student for the ASCIA Action Plan for Allergic Reactions when that Plan is provided to the school and each time it is reviewed
* provide the school with a current medication for the student that has not expired;
* participate in annual reviews of the student’s Plan.

### **Individual Allergic Management Plans**

Where necessary, an Individual Allergic Reaction Management Plan will be in place as soon as practicable after a student enrols at Emerald Secondary College and where possible, before the student’s first day.

Each student’s Individual Allergic Reaction Management Plan must include:

* information about the student’s medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has
* information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
* strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, 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 risk minimisation strategies, which have been identified in the Plan
* information about where the student's medication will be stored
* the student's emergency contact details
* an up-to-date ASCIA Action Plan for Allergic Reactions completed by the student’s medical practitioner.

*Review and updates to Individual Allergic Reactions Management Plans*

A student’s Individual Allergic Reactions Management Plan will be reviewed and updated on an annual basis in consultation with the student’s parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

* as soon as practicable after the student has an allergic reaction at school
* if the student’s medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
* when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student’s Individual Allergic Reactions Management Plan if there is an identified and significant increase in the student’s potential risk of exposure to allergens at school.

### **Location of plans and medications**

A copy of each student’s Individual Allergic Reactions Management Plan will be stored with their ASCIA Action Plan for Allergic Reactions at the front office. Whilst some students keep their medication on them in person, medication for those that do not will be stored and labelled with their name at the front office, together with adrenaline auto injectors for general use and are labelled “general use”.

### **Risk Minimisation Strategies**

To reduce the risk of a student suffering from an allergic reaction at Emerald Secondary College, we have put in place the following strategies:

* staff and students are regularly reminded to wash their hands after eating
* students are discouraged from sharing food
* garbage bins at school are to remain covered with lids to reduce the risk of attracting insects
* gloves must be worn when picking up papers or rubbish in the playground
* school canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination
* year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays
* general use medication will be stored at the school office
* Planning for off-site activities will include risk minimisation strategies for students at risk of allergic reactions including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending.

Note: Although children with a Green Plan are assessed as being at less risk for anaphylaxis it is important to note that anaphylaxis can occur in any child with food/insect allergy at any time. General use adrenaline auto injectors held by the school should be administered in the event of anaphylaxis occurring in these children.

Children with a food allergy and significant asthma at the same time are at increased risk for more severe allergic reactions. Where a child with food allergy has active asthma (wheeze or cough with exertion or at night requiring regular treatment with a bronchodilator) it is imperative that this is identified and managed accordingly.

Children with allergies may still progress to having a severe reaction or anaphylaxis. As this cannot be predicted, children with mild to moderate allergic reactions should be monitored carefully after any reaction.

If a student appears to be having a severe allergic reaction, but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, the school staff must follow the school's anaphylaxis first aid procedures and administer an adrenaline auto injector for general use.

### **Adrenaline auto injectors for general use**

Emerald Secondary College will maintain a supply of adrenaline auto injector (s) for general use, as a back-up to those students who may suffer from a first time reaction at school. Adrenaline auto injectors for general use will be stored at the front office and labelled “general use”.

### **Emergency Response**

In the event of an allergic reaction, the emergency response procedures in this policy must be followed, together with the school’s general first aid procedures, emergency response procedures and the student’s Individual Allergic Reactions Management Plan.

A complete and up-to-date list of students identified as being at risk of allergies is maintained by the staff in the front office and stored at the office. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of allergies attending the special event, together with their Individual Allergic Reactions Management Plans and adrenaline auto injectors and medication where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

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| **Step** | **Action** |
|  | * Lay the person flat * Do not allow them to stand or walk * If breathing is difficult, allow them to sit * Be calm and reassuring * Do not leave them alone * Seek assistance from another staff member or reliable student to locate the student’s adrenaline auto injector or the school’s general use auto injector, and the student’s Individual Anaphylaxis Management Plan, stored at the front office * If the student’s plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5 |
|  | Administer an EpiPen or EpiPen Jr   * Remove from plastic container * Form a fist around the EpiPen and pull off the blue safety release (cap) * Place orange end against the student’s outer mid-thigh (with or without clothing) * Push down hard until a click is heard or felt and hold in place for 3 seconds * Remove EpiPen * Note the time the EpiPen is administered * Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration   **OR**  Administer an Anapen® 500, Anapen® 300, or Anapen® Jr.   * Pull off the black needle shield * Pull off grey safety cap (from the red button) * Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing) * Press red button so it clicks and hold for 10 seconds * Remove Anapen® * Note the time the Anapen is administered * Retain the used Anapen to be handed to ambulance paramedics along with the time of administration |
|  | Call an ambulance (000) |
|  | If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline auto injectors are available. |
|  | Contact the student’s emergency contacts. |

If a student appears to be having a severe allergic reaction but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

Schools can use either the EpiPen® **and Anapen® on any student** suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.

Where possible, schools should consider using the correct dose of adrenaline auto injector depending on the weight of the student. However, in an emergency if there is no other option available, any device should be administered to the student.

[Note: If in doubt, it is better to use an adrenaline auto injector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction. Refer to ‘Frequently asked questions’ on the [Resources tab](https://www2.education.vic.gov.au/pal/anaphylaxis/resources) of the Department’s Anaphylaxis Policy.]

### **Communication Plan**

This policy will be available on Emerald Secondary College’s website so that parents and other members of the school community can easily access information about Emerald Secondary College’s allergy management procedures. The parents and carers of students who are enrolled at Emerald Secondary College and are identified as being at risk of allergy will also be provided with a copy of this policy.

The Principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Emerald Secondary College’s procedures for allergy management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of allergy will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

### **Staff training**

The Principal will ensure that the following school staff are appropriately trained in allergy/anaphylaxis management:

* School staff who conduct classes attended by students who are at risk of anaphylaxis
* School staff who conduct specialist classes, all canteen staff, admin staff, first aiders and any other member of school staff as required by the Principal based on a risk assessment.

Staff who are required to undertake training must have completed:

* an approved face-to-face anaphylaxis management training course in the last three years, or
* an approved online anaphylaxis management training course in the last two years.

Emerald Secondary College uses the following training course ASCIA eTraining course 22303VIC.

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years including School Anaphylaxis Supervisor. Each briefing will address:

* this policy
* the causes, symptoms and treatment of anaphylaxis
* the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located
* how to use an adrenaline auto injector, including hands on practice with a trainer adrenaline auto injector
* the school’s general first aid and emergency response procedures
* the location of, and access to, adrenaline auto injectors that have been provided by parents or purchased by the school for general use.

**Further information and resources**

* The Department’s Policy and Advisory Library (PAL):
  + [Anaphylaxis](https://www2.education.vic.gov.au/pal/anaphylaxis/policy)
* [Allergy & Anaphylaxis Australia](https://allergyfacts.org.au/)
* ASCIA Guidelines: [Schooling and childcare](https://allergyfacts.org.au/allergy-management/schooling-childcare)
* Royal Children’s Hospital: [Allergy and immunology](https://www.rch.org.au/allergy/about_us/Allergy_and_Immunology/)
* [Health Care Needs Policy](https://dev-dom.emeraldsc.vic.edu.au/site/assets/files/7046/health_care_needs_policy_21.pdf)

**POLICY REVIEW AND APPROVAL**

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| Policy last reviewed | 29/08/23 |
| Approved by | Principal – James Barut |
| Next scheduled review date | 29/08/24 |