



# DOBCEL Anaphylaxis Management Policy

Reviewed: October 2020

Ratified: December 2020

Next Review: December 2022

## Rationale

DOBCEL is committed to the safety and wellbeing of all students in all aspects of school life. Students who are at risk of anaphylaxis require a 'whole of school community' response with each member committing to maintain their knowledge, skills and diligence towards planning.

It is the intention of every DOBCEL School to provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally.

DOBCEL acknowledges that the management of a student at risk of anaphylaxis is a partnership between the school, the staff, the student, the student's parents/carers and the medical practitioner.

This policy references the requirements of Ministerial Order 706 — Anaphylaxis Management in Victorian schools.

This policy is to be read in conjunction with the DOBCEL Anaphylaxis Management Procedures.

## Definition

**Act:** The Education and Training Reform Act 2006 (Vic).

**Adrenaline Autoinjector (EpiPen):** An adrenaline autoinjector device, approved for use by the Commonwealth Government Therapeutic Goods Administration. These may include EpiPen® or EpiPen® Jr.

**Individual Anaphylaxis Management Plan:** An individual plan developed for each student at risk of anaphylaxis, in consultation with the student's parents/carers. This plan includes the ASCIA Action Plan and age-appropriate strategies to reduce the risk of an allergic reaction occurring.

**Medical Practitioner:** This is a registered medical practitioner within the meaning of the *Health Professions Registration Act 2005*, but excludes a person registered as a non-practising health practitioner.

**Online E-learning Training Course:** Means the course called *ASCIA Anaphylaxis e-training for Victorian Schools* approved by the Secretary pursuant to clause 5.5.4 of the Order.

**Order:** *Ministerial Order 706 - Anaphylaxis Management in Victorian Schools*.

**Principal:** Defined in s 1.1.3 of the Education and Training Reform Act as meaning a person appointed to a designated position as Principal of a registered school or a person in charge of a registered school.

**School Anaphylaxis Management Policy:** This is a school-based policy that is required to be developed under s 4.3.1(6) of the Act because the school has at least one enrolled student who has been diagnosed as being at risk of anaphylaxis.

**School Anaphylaxis Supervisor:** School staff members nominated by the principal to undertake appropriate training to be able to verify the correct use of adrenaline autoinjector (trainer) devices and lead the twice-yearly briefings on the school's anaphylaxis management policy.

**School staff:** Any person employed or engaged at a school who:

- is required to be registered under Part 2.6 of the Act to undertake duties as a teacher within the meaning of that Part
- is in an educational support role, including a teacher's aide, in respect of a student with a medical condition that relates to allergy and the potential for anaphylactic reaction; and
- the principal determines should comply with the school's anaphylaxis management policy

## Policy Statement

All DOBCEL Schools must:

- comply with Ministerial Order 706 and the associated guidelines related to anaphylaxis management in schools as published and amended by the Department of Education and Training (DET, Victoria) from time to time
- align their anaphylaxis practices to the DOBCEL Anaphylaxis Management Procedure
- prepare for each student at risk, an Individual Anaphylaxis Management Plan using the template in the DOBCEL Anaphylaxis Management Procedure
- wherever possible, implement risk minimisation and prevention strategies to minimise the risk of exposure to allergens
- adhere to the Communication Plan detailed in the DOBCEL Anaphylaxis Management Procedure to raise awareness of students at risk by;
  - communicating to staff the risk minimisation strategies
  - training staff on how to respond in an anaphylaxis emergency
  - implementing the DOBCEL Anaphylaxis Emergency Response Plan
  - raising awareness about anaphylaxis and the DOBCEL's Anaphylaxis Management policy and procedures in the school community
  - engaging with parents/carers in assessing risks and developing risk minimisation strategies tailored to the individual student's needs
  - ensuring that each staff member has adequate knowledge about allergies, anaphylaxis and the Anaphylaxis Management policy and procedures in responding to an anaphylactic reaction; and
  - partnering with parents/carers to ensure that triggers, including certain foods or items are kept away from the student while at the school

### **Annual Anaphylaxis Risk Management Checklist**

All DOBCEL Schools must complete an Annual Anaphylaxis Risk Management Checklist (see Attachment 6) in the DOBCEL Anaphylaxis Management Procedure). This document allows each DOBCEL school to record what is unique in relation to Anaphylaxis Management in each school.

### **Individual Anaphylaxis Management Plans**

The principal is responsible for ensuring that Individual Anaphylaxis Management Plans (IAMP) are developed, in consultation with the student's parents/carers. The IAMP must:

- be put in place as soon as practicable after the student enrolls or is diagnosed
- include information about the student's medical condition including the type of allergy or allergies (based on a written diagnosis from a medical practitioner)
- contain strategies to minimise the risk of exposure to known allergens while the student is at school or under the supervision of school staff
- contain information on where the student medication is stored
- contain the student's emergency contact details; and
- include an ASCIA Action Plan completed and signed by the student's treating doctor

The IAMP must be reviewed in consultation with the student's parents/guardians:

- annually
- if the student's medical condition changes
- as soon as is practicable after the student has an anaphylactic reaction at school; and
- when the student is to participate in off-site activities such as camps and excursions, or at special events conducted, organised or attended by the school

### **Communication Plan**

The principal, in consultation with the designated First Aid Officer(s) are responsible for ensuring that a school Anaphylaxis Communication Plan is developed to:

- inform/educate all staff, students, and parents about the School's Anaphylaxis Management Policy and Procedures
- provide relevant information to staff, parents and students on how to respond to an anaphylactic reaction occurring during normal school activities, including in the classroom or in the schoolyard and during off-site activities (e.g. excursions, tours, camps etc); and
- inform volunteers and casual relief staff of students with a medical condition that relates to allergy and the potential for anaphylactic reaction, and their role in responding to an anaphylactic reaction of a student in their care
- Details of the Communication Plan will be documented in the Annual Anaphylaxis Risk Management Checklist

### **Staff Training**

All teaching and other staff nominated by the School principal must:

- complete the minimum competency (qualification) of 22300VIC Anaphylaxis Management training every 3 years; or the ASCIA anaphylaxis management e-learning module every 2 years
- participate in an Anaphylaxis Briefing twice per year to be facilitated by the school. The first briefing to occur in Term one (1) and the second in Term three (3). The Briefings will:

- provide an explanation of the causes, symptoms and treatment of anaphylaxis
  - identify the students at risk and where their medication and EpiPen's are located
  - demonstrate how to use an adrenaline EpiPen, including a hands on practice with a trainer adrenaline EpiPen
  - discuss the School's Anaphylaxis Emergency Response Plan; and
  - identify the location of, and access to, the Schools EpiPen's for General Use
- The Annual Anaphylaxis Risk Management Checklist will detail the additional staff nominated by the principal to complete the Anaphylaxis Management training.
  - In the case when training or briefings do not occur as per the schedule mentioned above, the principal (or nominee) will develop an interim Individual Anaphylaxis Management Plan for any student at risk. This will be developed in consultation with the student's parents/carers.

### **Training - Casual staff and Volunteers**

All volunteers and casual relief staff supervising students with a medical condition that relates to allergy and the potential for anaphylactic reaction must complete Anaphylaxis Management training and be briefed on any students at risk prior to supervising students.

## **Roles and Responsibilities**

### **Parent/Caregiver Responsibility**

It is the responsibility of the parents/carers to:

- inform the school in writing of their child's medical condition, in so far as it relates to allergy and the potential for anaphylactic reaction
- provide an ASCIA Action Plan signed by a medical practitioner
- provide the school with one (1) one adrenaline EpiPen and replacements upon expiration
- ensure that the EpiPen is in date

### **Principal**

It is the responsibility of the principal to:

- raise awareness about anaphylaxis, the DOBCEL Anaphylaxis Management Policy and procedure
- engage with parents/carers of students at risk of anaphylaxis, in assessing risks and developing Individual Anaphylaxis Management Plans and management strategies
- ensure that every staff member has adequate knowledge about allergies, anaphylaxis and the DOBCEL's policies and procedures about responding to an anaphylactic reaction
- implement appropriate Risk Minimisation and Prevention Strategies
- implement an appropriate Anaphylaxis Emergency Response Plan
- implement an appropriate Anaphylaxis Communication Plan; and
- complete the Annual Anaphylaxis Risk Management Checklist to document all of the abovementioned strategies and plans

### **School Anaphylaxis Supervisors**

School Anaphylaxis Supervisors are responsible for:

- working with the school principal to implement the school's Anaphylaxis Management Policy and Procedures
- maintaining qualifications to support and respond to anaphylaxis emergencies as well as deliver the anaphylaxis management briefings on the students at risk twice a year
- arranging anaphylaxis management training for school staff that need to update their qualifications
- maintaining a current register of students diagnosed with anaphylaxis and ensuring that each has an up to date Individual Anaphylaxis Management Plan and ASCIA Action Plan
- collaborating with school leadership to check that the anaphylaxis communication plan and risk minimisation/prevention strategies are appropriate and continue to raise awareness of anaphylaxis management across the school

### **School staff**

School staff are responsible for:

- understanding the DOBCEL Anaphylaxis Management Policy and Procedure
- completing all required Anaphylaxis Management training to be competent to provide support when/if required
- Attending the anaphylaxis briefings twice a year on the student's at risk. This includes a refresher on the triggers and how to recognise and respond to the symptoms of anaphylaxis
- knowing the students at risk under their supervision
- knowing how to access any student's Individual Anaphylaxis Management Plan
- knowing the location of student EpiPen's and the schools EpiPen's for General Use
- adequately planning and preparing for anaphylaxis management outside of the school environment (e.g. excursions, incursions, sport days, camp, fetes and parties); and
- raising awareness about anaphylaxis management in the school and the importance of fostering a supportive and inclusive school environment for students with anaphylaxis

## Principles

### **Common Good**

People are fundamentally social beings. Social, political and economic organisation has, therefore, implications for the entire community. Each social group, therefore, must take account of the rights and aspirations of other groups, and of the well-being of the whole human family. The common good is reached when all work together to improve the wellbeing of society and the wider world. The rights of the individual to personal possessions and community resources must be balanced with the needs of the disadvantaged and dispossessed.

### **Human Dignity**

Our common humanity requires respect for and support of the sanctity and worth of every human life. All other rights and responsibilities flow from the concept of human dignity. This principle is deemed as the central aspect of the Church's social teaching. The belief that each life has value is shared with International Human Rights which are universal, inviolable and inalienable.

### **Transparency and Accountability**

Transparency demands timely and accurate disclosure/reporting concerning the performance, decision making and financial health of DOBCEL to all stakeholders.

Accountability refers to the obligation of DOBCEL to accept responsibility for its activities and to disclose the results. It also includes responsibility for money or other entrusted property.

These two principles converge in the social responsibility to care for persons, resources and our planet as precious and vital to life. Responsible stewardship is integral to the mission of the Church and is a fundamental tenet of the Church's spirituality. It entails a responsibility for service that aims to nurture a gift from another. Frequently understood in relation to care.

## Related Policies and Documents

- DOBCEL Anaphylaxis Management Procedure
- DOBCEL Anaphylaxis Emergency Response Plan
- DOBCEL Duty of Care: Supervision of Students
- Ministerial Order 706