

RAISING STAFF AWARENESS

All staff are to undertake ASCIA approved online training to be updated every two years.

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

- The College Anaphylactic Shock Management Policy.
- Causes, symptoms and treatment of anaphylaxis.
- Identity of students diagnosed at risk of anaphylaxis and the storage location of medication.
- How to use an adrenaline auto-injector – EpiPen.
- Discouraging the sharing of food in order to reduce the risk of an anaphylactic reaction.
- The College emergency response and first aid procedures, including communication.
- The location of lists and photos of students with severe medical conditions.

Location of lists and photos of students with severe medical conditions:

Reception (each campus), staffroom noticeboard, staff collaboration site and student management system (SIMON).

Note: 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

The Director of Staff will ensure casual relief teachers (CRTs) are provided with a document including photos identifying students diagnosed at risk of anaphylaxis, serious medical issues and the College's emergency response procedures. College employed CRTs are directed to complete the ASCIA online training in anaphylaxis management.

RAISING STUDENT AWARENESS

Education from teaching staff will reinforce the importance of:

- Hand washing
- Not sharing food
- Raising peer group awareness of serious allergic reactions and encouraging care amongst student groups

An ASCIA Action Plan for general use will be on display in the College in prominent locations.

WORKING WITH PARENTS

Parents/carers upon student commencement and every year thereafter are required to:

- Provide the College with an emergency procedures plan (ASCIA Action Plan) which includes a current colour photo of their child. This will be stored electronically on the staff collaboration site. The original document will be stored with individual student medications in a clearly labelled bag at Reception (both Campuses).
- By providing the abovementioned emergency procedures plan, parents give permission for their child's photo to be displayed in key staff areas around the College.
- Supply the College with their child's adrenaline auto-injector and ensure it has not expired.
- In conjunction with College staff, complete an Individual Anaphylaxis Management Plan for their child.

Parents are encouraged to:

- Supply a second adrenaline auto-injector for the student to carry at all times while at the College and while travelling to and from the College.

Student Anaphylaxis Kits

The College prepares and updates annually an 'anaphylaxis kit' for each CBC St Kilda student at risk of anaphylaxis, which is stored at Reception at the student's 'home' campus. The kit is labelled with the student's full name, year

level, homeroom and a photo of the student, and contains the student's adrenaline auto-injector (together with any other prescribed anaphylaxis medication) provided by their parent, the student's ASCIA Action Plan provided by their parent, and a copy of the student's Individual Anaphylaxis Management Plan.

EMERGENCY RESPONSE PROCEDURE

Responding to an Anaphylactic Reaction

- Lay the student down. Do not allow them to stand or walk. If breathing is difficult, allow the student to sit.
- For an insect allergy, flick out the sting, if it is visible.
- Administer the student's personal adrenaline auto-injector, if the student is carrying it.
- The teacher or staff member on duty must stay with the student and dial 000.
- A student or available adult must contact the office to obtain assistance.
- First aid staff will locate the student's assigned adrenaline auto-injector (contained in the individual student's Anaphylaxis Kit) from Reception or the Emergency Response First Aid Kit (located at Reception) (which contains an unassigned adrenaline auto-injector) and will take this to the student. *Note: EpiPens are also located at the Canteen and in all College first aid kits.*
- The adrenaline auto-injector should be delivered without delay and the ASCIA Action Plan followed (noting time injection is delivered).
- The student's parent/carer should be contacted.
- A further adrenaline dose may be given if there is no response after five minutes.
- A record of the administration of First Aid including the administration of the student's EpiPen and other medications must be recorded on the student's record.
- An Incident Report is completed.

Additional requirements for Responding to an Anaphylactic Reaction – Camps, Excursions, Sporting and other Special Events

The staff member in charge of the person at risk of anaphylaxis is responsible for knowing the location of the adrenaline auto-injector and ensuring that in the event of an anaphylactic reaction, the ASCIA Action Plan is followed and the adrenaline auto-injector is administered properly.

The day prior to an off-site activity, the teacher in charge of the activity must notify Reception of the names of the particular student anaphylaxis kits to be taken on the activity. On the day of the activity, each individual student anaphylaxis kit is signed out of Reception and signed back into Reception on return from the activity.

If it is indicated on a student's profile that a potentially life-saving medication may be required and the student's medication is not available to be taken by the staff member in charge on the day of departure, that student will not be permitted to attend the trip, excursion, sporting or other event.

Staff must be mindful that they still have a duty of care to the student, even if the student is carrying their own adrenaline auto-injector.

All staff responsible for a group, class or team of students should be aware of any serious medical conditions of students in their groups. The teacher in charge of the activity is responsible for ensuring that student profiles are checked for any information regarding medical conditions of students in their area of activity. This may be delegated to other appropriate staff. Staff in charge of students at risk of anaphylaxis should carry a fully charged mobile phone.

Adrenaline auto-injectors must remain close to students, ie. in a centrally located first aid kit, or in a first aid kit carried by the teacher in charge if the student is participating in a small group activity. Staff must be aware that they still have a duty of care to the student even if the student is carrying their own adrenaline auto-injector. It is important to be aware that during an anaphylactic emergency students' thought processes may be adversely affected and they may be unable to answer questions or administer their own devices.