



ST. MARY'S SCHOOL

ANAPHYLAXIS MANAGEMENT PROCEDURE

OVERVIEW:

1. Staff need to be informed of the students who are anaphylactic.
2. Classroom teachers need to have a plan of the anaphylaxis / allergy specific to the student displayed in their room.
3. Photos of these students are to be displayed in the Principal's office, Deputy Principal's office, main office, staff room, canteen, First Aid room, Library, specialist teachers' rooms, on Emergency Teacher lanyards, on yard duty bum bags and at Outside School Hours Care.
4. The student's EpiPens are kept in the First Aid room. Contacting of parents when pens are due to expire will be overseen by the Office Administration Staff and Deputy Principal.
5. There are individual EpiPen cases labelled with the student's name, photo and plan.
6. A list of expiry dates for EpiPens is displayed in the First Aid room.
7. If an EpiPen is administered the date and time of use needs to be recorded.

OUTSIDE:

****Staff on yard duty must at all times carry a 'First Aid Bum Bag'.**

Upon notification or observation of a possible Anaphylactic reaction the following procedure is to occur:

PERSON ONE :

1. Locate child's card with their photo on it from the front of the Yard Duty Bum Bag.
2. Send the child's card to the office with the instructions: **'This card is to be given to a staff member immediately and say where you are'.**
3. Stay with child at all times. Do not allow the child to walk.
4. Remove other children from the area.

PERSON TWO: (Staff member given the card)

1. Locate the EpiPen and takes it to another staff member who will take the EpiPen to the child.
2. Request assistance from other staff members.
3. Co-ordinate the phoning for a Mica Ambulance on 000. Explains situation.
4. Send a staff member out to assist with playground supervision.
5. Send a person out to meet/direct ambulance

6. Organise for the parents or guardian are contacted.
7. Organise for Principal / Person In Charge to be contacted
8. If required, announce to students and staff to follow the appropriate Emergency Management procedure.

PERSON ONE / ASSISTING STAFF MEMBER:

1. Check that it is the right Epi-pen for the person it will be administered to and that it is "in date".
2. Administer EpiPen.
3. Ensure that the Epi-pen is given to the paramedics noting the time it was administered.

PERSON ONE - Complete First Aid Report

PRINCIPAL / PERSON IN CHARGE: Organises debriefing with staff / Counselling if required

CLASSROOM:

Upon notification or observation of a possible Anaphylactic reaction the following procedure is to occur:

PERSON ONE :

1. Contact office via intercom.
2. Stay with child at all times. Do not allow the child to walk.
3. Remove other children from the area.
4. Call for assistance from the nearest staff member.

PERSON TWO: (Staff member given card / taken call)

1. Locate the EpiPen and takes it to another staff member who will take EpiPen to child.
2. Request assistance from other staff members.
3. Co-ordinate the phoning for Mica Ambulance on 000. Explain situation.
4. Send a staff member out to assist with classroom supervision.
5. Send a person out to meet/direct ambulance
6. Organise for the parents or guardian are contacted.
7. Organise for the Principal / Person In Charge to be contacted.

PERSON ONE / ASSISTING STAFF MEMBER:

1. Check that it is the right Epi-pen for the person it will be administered to and that it is "in date".
2. Administer the EpiPen
3. Ensure that the Epi-pen is given to the paramedics noting the time it was administered.

PERSON ONE: Completes First Aid Report

PRINCIPAL / PERSON IN CHARGE: Organises debriefing with staff / Counselling if require

STAFF

All staff should be made aware of the child, the allergies and the presence of an EpiPen. This includes specialist staff and emergency teachers.

FOOD

Staff know that the student eats only the food they bring to school and doesn't accept food from other students.

In consultation with the parents specific food can be organised for them on special days e.g. birthdays

CANTEEN

All canteen staff should be informed of the child's allergy.
A photograph of student/s should be displayed in the canteen.

CARD SYSTEM

Yard duty teachers carry a bag containing photos of these students and in the event of an emergency assists them in identifying the student and requesting the EpiPen.

EXCURSIONS

Provision must be made for the EpiPen to be taken on excursions. The class teacher must collect and return the EpiPen from the First Aid room.

It is the responsibility of the class teacher to carry the EpiPen at all times if leaving the school with the student.

Should the parent attend the excursion it is acceptable for the parent to have their own EpiPen, however the student must be with the parent so that provision can be made in the event of an emergency.

If an anaphylactic incident occurs Call: 000 and ask for a Mica Ambulance & call parents.

CAMPS

Provision must be made for the EpiPen to be taken on camp. The class teacher must collect and return the EpiPen from the First Aid room.

It is recommended that if students are on camp the closest hospital or medical centre be informed of the student's anaphylaxis and if they have provision for this student in the event of an emergency.

If an anaphylactic incident occurs Call: 000 and ask for a Mica Ambulance or inform closest hospital you are coming and call parents.

EPIPEN EXPIRY

It is the responsibility of the Administration staff to check the use-by-date of the EpiPen and notify parents if they are out of date.

It is the parent's responsibility to replace the EpiPen.

FIRST AID CO-ORDINATOR

It is the responsibility of the First Aid Co-ordinator to ensure that:

- current anaphylaxis plans are laminated and displayed in the First Aid room.
- copies of the current anaphylaxis plans accompany the Epi-pens in the plastic pocket provided.
- a copy of the current anaphylaxis plans are given to class teachers and specialist staff.
- a copy of the current anaphylaxis plans are placed in the red First Aid folder in the First Aid room and in the First Aid folder in the Deputy Principal's office.
- photos of Anaphylactic students are displayed in the First Aid room, on yard duty bum bags, on Emergency Teacher lanyards and in the staff room.
- copies of the photos of Anaphylactic students are given to the Principal, Deputy Principal, Learning Diversity Leader and Specialist, Administration, Canteen, Library and Outside School Hours Care staff, with a request for them to display the photos in an appropriate place.

DISPLAN DRILL

To ensure that procedures work a drill may need to take place.

ADDITIONAL EVENTS - Held Outside of School Hours (8.30 – 3.45pm)

Parents will be notified of food being given/sold at events held at the school outside of school hours.

Parents/Guardians of students who are anaphylactic will be responsible for supplying an epi-pen.

Procedure Review

This procedure will be reviewed every two years to take account of any changed legislation, expectations or practices.

This procedure was last ratified by St. Mary's staff in **AUGUST 2018**.

STEPS FOR ADMINISTERING EPIPEN

1. Check that it is the right Epi-pen for the person it will be administered to and that it is “in date”.
2. Form a fist around the EpiPen (orange tip down)
3. With the other hand, pull off the blue safety cap.
4. Hold the orange tip near the upper outer thigh, brace the person’s legs against your knee then push down hard so the EpiPen is at 90 degree angle to thigh. (listen for click as needle is activated.)
The EpiPen can go through a thin layer of clothing if necessary
5. Hold firmly in thigh, and count slowly to three. (equal to three seconds)
6. Remove the EpiPen from thigh – the 1.5cm needle will be visible.
7. Note the time that the EpiPen was administered.
8. Ensure that the Epi-pen is given to the paramedics noting the time it was administered.

The above information and procedures are based on the guidelines and information from “The Australasian Society of Clinical Immunology and Allergy” (ASCIA)