

## **ANAPHYLAXIS MANAGEMENT POLICY**

### **Basic Belief**

Wodonga Primary School aims to provide a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of schooling.

In order to support students, the school will raise awareness about anaphylaxis and the school's anaphylaxis management policy in the school community. This will assist in engaging with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.

It is important that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

### **Guidelines**

1. DET guidelines will be followed in the treatment of student's at risk of anaphylaxis.
2. Appropriate staff will be trained with accredited Level 2 First Aid and anaphylaxis management. Staff will be briefed yearly on the school's Anaphylaxis management plan, student's diagnosed at risk of anaphylaxis and the use of EpiPens.
3. Every year, parents are required to provide the school with an Anaphylaxis Action Plan, signed and endorsed by a medical practitioner, and the medication for use in conjunction with the Plan. The Action Plan is to be displayed in the First Aid room, Canteen and student's class room.
4. Individual management plans are to be developed in consultation with the student's parents, for any student that has been diagnosed by a medical practitioner as being at risk of anaphylaxis.
5. Medications are to be kept in the First Aid room, clearly labeled with the student's name and easily accessible to all staff. All medication is to be current and that one month's written notification is given to the parent when medication is due to expire.
6. Parents of children attending camps or excursions will provide a signed medical form outlining medical details and giving teachers permission to contact a doctor or ambulance should an instance arise where their child requires medical treatment. Copies of signed medical forms will be taken on camps and excursions, along with all necessary medication.
7. A Register of First Aid trained personnel will be maintained and displayed in the First Aid room at school.
8. Strategies to maintain a consistent whole school Anaphylaxis Management approach will be activated.
9. Parents are required to inform the school of any change in the student's anaphylaxis diagnosis or treatment.

### **Related documentation:**

- Anaphylaxis Guidelines for Victorian Schools (DET)
- Anaphylaxis Action Plan Forms – food allergy & insect allergy
- Medication Authority form
- Camp Medication Plan

*Responsible Committee: OH&S and First Aid Officer*

*Ratified by: School Council 2017*

*Review Date: May 2020*

*This Policy pertains to all programs run/organized by Wodonga Primary School, including Out of School Hours Care, unless a more specific policy applies whereby both policies should be read in conjunction.*