Kamaruka

ABN 82267854859

POLICY/PROCEDURE: 7.01

Anaphylaxis Communication Plan

Kamaruka takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all ***Child Safe Standards as specified in Ministerial Order No. 1359 (2022)***

Purpose:

The Anaphylaxis Communication Plan will ensure all members of the Kamaruka community are aware of the procedures for the prevention and management of anaphylaxis at school, or outside school on school related activities.

Implementation:

Expectations of enrolling parents

At the time of enrolment or (if later) diagnosis, all staff members will familiarise themselves with the medical needs of the student with anaphylaxis. It is expected that parents will advise the school without delay when a student is diagnosed by a medical practitioner as being at risk of anaphylaxis. An Australian Society of Clinical Immunology and Allergy (ASCIA) Anaphylaxis Action Plan will be developed for each student affected by their medical practitioner, and placed in the First Aid areas, Sick Bays, staffroom and classroom.

Publication

This Anaphylaxis Communication Plan will be published on the school's website and on the staff drive. It will also be accessible via the Policy Register and QR Code.

Casual Relief Teachers (CRT) will be made aware of the plan and actions to take in case of an anaphylactic reaction through the CRT and new teacher induction folder, handed to each CRT upon entry to the school. The CRT folder will include a copy of the ASCIA Action Plan (for any students in the class that are at risk of an anaphylactic reaction), which will outline the location of the student's EpiPen and the school's spare.

Communication to all staff:

All staff will be briefed regularly, commencing at the beginning of the year. Student information is continually updated on the school staffdrive and Compass. New students will be discussed at staff meetings and PLC highlighting actions and communication of First Aid.

When new students enter the school or when a current plan is revised relevant school staff will be informed. See below.

Individual Anaphylaxis Action Plans (ASCIA):

The Individual Anaphylaxis Action Plan will be in place as soon as practicable after the student enrols and where possible before their first day of school. This should include:

- information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner);
- strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, for in-school and out-of-school settings including camps and excursions;
- the name of the person/s responsible for implementing the strategies;
- the student's emergency contact details; and
- information on where the student's medication will be stored

Primary Building 38 River Street	
EpiPen	ASCIA Action Plan Location
• In the kitchenette adjacent to Principal's Office. First Aid cabinet in original packaging (Prescribed and General Use) • Including School's spare • Excursion back packs stored in Home Rooms	• Upstairs kitchenette area • Downstairs staffroom • Primary Sick Bay

Secondary Building 52 River Street	
EpiPen	ASCIA Action Plan Location
• Senior School Sick Bay First Aid cabinet in original packaging • (Prescribed and General Use) • Including school's spare • Excursion back packs stored in Home Rooms	• Senior School Sick Bay • Senior School staffroom

<u>Casual relief teacher (CRT) / Non-staff volunteer / Sport or other Activities leader or support</u>

Anaphylaxis information will be included in the manual provided to all CRT and Volunteer staff regarding students and this will be provided by the Office at the beginning of the applicable visit/employment. This information will include an Action Plan for Anaphylaxis which will contain the student's photo, name and date of birth, allergens to be avoided, contact details and the action required if the student has a mild or serious reaction. Information can be found on the school intranet/teacher drive.

Responding to Anaphylaxis:

Classrooms

In the event of an anaphylactic reaction in the classroom, the teacher is to immediately implement the student's ASCIA Action Plan:

- call 000;
- call another staff member to remove other students from the area. This staff member to call the Principal / Office;
- two staff members to bring the student's EpiPen, ASCIA Action Plan, mobile phone and school's spare EpiPen and proceed immediately to the site of emergency;
- staff member trained in the administration of an EpiPen to give injection;
- the teacher is to stay with the student who is experiencing the reaction;
- record the time of administering the EpiPen. Watch to see if signs of anaphylaxis subside or return. If necessary administer the spare EpiPen after 5 minutes; and
- Leadership team will coordinate emergency procedures.

Student Break Areas

Staff members will not leave a student who is experiencing anaphylaxis unattended. The duty staff member will:

- call 000 immediately (if mobile phone available);
- Two staff members are to bring the student's EpiPen, ASCIA Action Plan, mobile phone and school's spare EpiPen and proceed immediately to the student who is having and anaphylactic reaction. At the site of the emergency:
- where possible, a staff member trained in the administration of an EpiPen will give the injection;
- if 000 has not already been called, this is to be done via mobile phone immediately and advise the operator that a student has suffered an anaphylactic/severe allergic reaction and that an EpiPen has been administered;
- the staff member who administered the EpiPen will record the time when the injection was given;
- the staff members to watch to see if signs of anaphylaxis subside or return. If necessary, administer the spare EpiPen after 5 minutes.

The Leadership staff member will coordinate emergency procedures including contacting the student's emergency contact person.

Special Event Days, Excursions and Camps

Prior to leaving the school on an excursion (including camp), the classroom teacher will ensure that the student with anaphylaxis has an up-to-date ASCIA Action Plan and a current EpiPen. The student's EpiPen, ACSIA Action Plan and a spare EpiPen (supplied by parents) will be taken to the off-site event.
In the event of an anaphylactic reaction away from school, the teacher is to immediately implement the student's emergency ASCIA Action Plan, call an ambulance, and then notify the school. The Principal should be notified without delay. They will arrange for parents or guardians to be notified and for appropriate reports to be made.

Post-incident Action

It is expected that after an incident has occurred and has been resolved, that staff members involved will engage in the following activities:

- completion of an Incident / Accident Report form including full details of the event and what occurred;
- collection of the student's personal effects (if the student is transported by ambulance and does not have them) for return to school;
- debrief with students directly involved as witnesses to the event;
- debrief of staff involved;
- communication with the Principal and Leadership Team as appropriate regarding the particulars of the incident, actions taken and outcomes;
- discuss with parents (later) what occurred and ask them to seek medical advice on how it may be prevented in future (the Principal or Leadership Team Member);
- review the student's individual management plan (The Principal/Leadership Team and class teacher
- implement updated risk prevention strategies (where applicable).

Administration of an EpiPen:

- lay person flat, do not stand or walk. If breathing is difficult allow to sit;
- check and administer EpiPen as per training;
- phone ambulance (call 000);
- contact family or emergency contact;
- a further adrenalin dose may be given if there is no response after 5 minutes (use a non-prescription adrenalin auto injector if required); and note the time of administration and advise paramedics when they arrive.
- Hand the paramedics the used EpiPen/s.

EVALUATION

This procedure will be reviewed as per our two-year review cycle or more often, if necessary, due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
April 2026	Principal	April 2028