# Individual Anaphylaxis Management Plan

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| **School** | **Templeton Primary School** | **Phone** | **9801 7450** |
| **Student** |  |
| **DOB** |  | **Year Level:** |  |
| **Severely allergic to:** |  |
| **Other health conditions** |  |
| **Medication at school** | **EPI PEN and antihistamine** |
| EMERGENCY CONTACT DETAILS (PARENT) |
| **Name** |  | **Name** |  |
| **Relationship** |  | **Relationship** |  |
| **Home phone** |  | **Home phone** |  |
| **Work phone** |  | **Work phone** |  |
| **Mobile** |  | **Mobile** |  |
| **Address** |  | **Address** |  |
| EMERGENCY CONTACT DETAILS (ALTERNATE) |
| **Name** |  | **Name** |  |
| **Relationship** |  | **Relationship** |  |
| **Home phone** |  | **Home phone** |  |
| **Work phone** |  | **Work phone** |  |
| **Mobile** |  | **Mobile** |  |
| **Address** |  | **Address** |  |
| **Medical practitioner contact** | **Name** |  |
| **Phone** |  |
| **Emergency care to be provided at school** | FOLLOW ASCIA ANAPHYLAXIS ACTION PLAN |
| **Storage for Adrenaline Autoinjector (device specific) (EpiPen®/ Anapen®)** | 1 X EPIPEN KIT IN SICK BAY ( Individual ASCIA Action Plan, Autoinjector , other prescribed medications as required e.g. Ventolin , spacer, antihistamines etc)1 X EPIPEN AND ACTION PLAN TO BE IN SCHOOL BAG FOR TRAVEL TO AND FROM SCHOOL |
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| This Individual Anaphylaxis Management Plan will be reviewed on any of the following occurrences (whichever happen earlier):* annually
* if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
* as soon as practicable after the student has an anaphylactic reaction at school
* when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the school (eg. class parties, elective subjects, cultural days, fetes, incursions).

I have been consulted in the development of this Individual Anaphylaxis Management Plan.I consent to the risk minimisation strategies proposed.Risk minimisation strategies are available at Chapter 8 – Risk Minimisation Strategies of the Anaphylaxis Guidelines |
| Signature of parent: |  |
| Date: |  |
| I have consulted the parents of the students and the relevant school staff who will be involved in the implementation of this Individual Anaphylaxis Management Plan. |
| Signature of principal (or nominee): |  |
| Date: |  |

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| ENVIRONMENT |
| To be completed by principal or nominee. Please consider each environment/area (on and off school site) the student will be in for the year, e.g. classroom, canteen, food tech room, sports oval, excursions and camps etc. |
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| RISK | Considerations when you have a student at risk of anaphylaxis in your care | Who is responsible |
| Area | **CLASSROOM** |  |
| **Food brought/eaten at school** | * Alert parents and student to strategies that the school has in place and the need for their child/student to not share food and to wash hands prior to eating
* Consider sending out an information sheet to the parent community on severe allergy and the risk of anaphylaxis
* Ensure tables, chairs, bench tops are wiped down after eating
* Liaise with parents/carers and student about food related activities ahead of time
* Products labelled ‘may contain traces of nuts’ should not be served to the students allergic to nuts
 | Teachers, Student, Cleaning Staff |
| **Food rewards** | * Food rewards should be discouraged and non-food rewards encouraged
* Students at risk of food anaphylaxis should eat food that is supplied by their parents or food that is agreed to by parents prior to a given event. If required a clearly labelled “treat box” could be supplied by parents and located in the students classroom
* Treats for the other students in the class must not contain the substance to which the student is allergic. It is recommended to use non-food treats where possible
 | Parents, teachers, students |
| **Class parties/Birthday celebrations** | * discuss these activities with parents of allergic children well in advance
* Suggest that a notice is sent home to all parents prior to the event, discouraging specific food products
* Students at risk of anaphylaxis should not share food brought in by other students. Ideally they should bring their own food
* Students can participate in spontaneous birthday celebrations by parents supplying “treat box” or safe cupcakes/or other stored in freezer in a labelled sealed container
 | ParentsStudentSchool staff |
| **Cooking/Food Technology** | * Engage parents in discussion prior to cooking sessions and activities using food
* Remind all students to not share food they have cooked with others at school
* Students at risk of anaphylaxis/food allergy should have separate utensils
* Encourage **All About Allergens for Schools** online training for food technology staff and students
 | Students, Parents, Classroom teachers, Food Technician  |
| **Science experiments** | * Engage parents in discussion prior to experiments containing foods and do not use food containing the allergen a student is allergic to
 | School staff,Parents,Student |
| **Music** | * Music teachers to be aware of student at risk of anaphylaxis/allergy, there should be no sharing of wind instruments and thorough cleaning of these instruments must occur prior to distribution to students
 | School staffParentsStudent |
| **Art and Craft classes** | * Ensure containers used by students at risk of anaphylaxis do not contain allergens which they are allergic to eg: egg white or egg yolk on an egg carton
 | School staff |
| **Sunscreen** | * Parents of students at risk of anaphylaxis may want to provide their own sunscreen
 | ParentsStudent |
| **Hand washing** | * Where possible and age appropriate, all students should be encouraged to wash their hands after eating to prevent cross contamination
 | StudentsSchool staff |
| **Use of food as counters** | * Non-food counters such as buttons/discs must be used
 | School staffStudent |
| Area | **YARD** |  |
| **Yard duty** | * Staff on yard duty must be trained in the administration of the adrenaline injector device to be able to respond quickly to an anaphylactic reaction if needed
* Yard duty staff must be able to identify those students at risk of anaphylaxis
* Yard duty staff must be able to direct another person to bring the adrenaline injector device to them and should never leave a student who is experiencing an anaphylactic reaction unattended
* A student experiencing an anaphylactic reaction should not be moved
 | School staff |

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| Area | **SPECIAL EVENT DAYS** |  |
| **School fundraising/special events/cultural days** | * Consider children with food allergy when planning any fundraisers, cultural days or stalls for fair/fete days etc. Notices may need to be sent to parent community discouraging specific food products eg: nuts
* Students at risk of anaphylaxis/allergy should be discouraged from eating foods prepared by other parents/families in their home environment due to the risk of cross contamination and the non - governance of food handling in the home environment
 | School staffParentsStudent |
| **Animals in the classroom** | * Some animal feed contains food allergens eg: nuts in birdseed and cow feed, milk and egg in dog food, fish in fish food
* Chickens hatching in classroom – children should be encouraged to wash their hands after touching the incubation box in case of any exposure to residual egg content on it.
* Handling of a hatched chick – as long as no wet feathers are present then handling of the chick can occur as long as they wash their hands immediately after and do not put their fingers in their mouth. Gloves can be worn as a precaution
* All children must wash their hands after touching the chicks in case there is any residue of egg protein, in addition to usual hygiene purposes
 | School staff |
| Area | **TEACHING AND VOLUNTEER STAFF** |  |
| **Teaching Staff** | * All teaching staff will be trained and competencies maintained according to Ministerial Order 706 and associated guidelines for Vic Schools-DET
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| **Casual relief teachers (CRT)** | * Casual relief teachers, who work at the school regularly, will be included in anaphylaxis training to enable them to recognise an allergic reaction and know how to administer the adrenaline injector device
* Adrenaline injector training devices and “How to administer” videos which are device specific, are available to staff (Allergy and Anaphylaxis Australia)
* Daily Organiser/School administration staff to provide CRT’s with a copy of the Schools anaphylaxis briefing and a copy of relevant student’s individual anaphylaxis management plans, outlining risk minimisation strategies and includes the student’s ASCIA action plan
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| Area | **OUT-OF-SCHOOLS SETTINGS** |  |
| **Travel to and from school by bus/public transport** | * School staff should consult with parents/carers of students at risk of anaphylaxis to ensure that appropriate risk assessment management strategies and processes are in place to address an anaphylaxis reaction should it occur on the way to and from school on the bus/public transport
* Discourage eating on buses
* Ensure that the anaphylaxis kit for the student at risk of anaphylaxis is carried on the same bus/train/tram etc as the student
 | Parents staff,Bus service |
| **Excursions, sports carnivals** | * Teachers organising/attending excursions should plan an emergency response procedure prior to the event.
* Planning should include detailing the following: location of event, including melway reference/equivalent or nearest cross street
* Carry mobile phones – consider if mobile phone reception is available otherwise consider other form of emergency communication ie: walkie talkie
* Consider increased supervision depending on size of excursion/sporting event ie: if students are split into groups at large venue eg: zoo or at large sports carnival
* Consider adding a reminder to all parents regarding children with allergies eg: that foods containing nuts should not be brought on the excursion
* Ensure that all teachers are aware of the location of the student’s Anaphylaxis kit containing their adrenaline injector device and ASCIA action plan and also the location of the general use adrenaline injector and ASCIA first aid plan
* If the excursion includes a food related activity, discuss this with the parent in advance
* Ensure that the anaphylaxis kit for the student at risk of anaphylaxis is carried on the same bus/train/tram etc as the student
 | School staffParentsStudent |
| **School camps** | * Parents are requested to provide a minimum of two adrenaline injector devices along with any other required medications whilst the student is on camp
* Advice must be communicated to parents and students prior to camp on what foods are not allowed to be taken and appropriate peer education
* Teachers attending camp must communicate with the Outdoor Education staff the medical needs of the students and ensure risk assessment is completed
* Parents and teachers must communicate about food for the duration of the camp
* Awareness of cross contamination of allergens must be considered when food is stored
* Games and activities must not involve the use of known allergens
* Camp organisers need to consider domestic activities which they assign to

Students’ on camp. It is preferred that the student with food allergies set the table rather than clear plates or clean up* Ensure that the anaphylaxis kit for the student at risk of anaphylaxis is carried on the same bus/train/tram etc as the student
* Consider offering the following training to camp staff: <https://foodallergytraining.org.au/course/index.php?categoryid=6>
 | Parents, StudentSchool staff |
| **Work experience** | * Parents and school staff should liaise with the employer regarding risk management prior to the student at risk of anaphylaxis attending a work experience placement, student to always carry personal adrenaline injector device and ASCIA action plan
 | School staffParentsStudent |

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