



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Policy

Anaphylaxis Management Policy

Purpose

The purpose of this policy is to:

- Ensure, as far as practicable, that Melbourne Grammar School provides a safe environment for all staff/students/visitors
- Provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the students' schooling including residing at the MGS Boarding Houses
- Ensure that staff respond appropriately to an anaphylactic reaction by initiating appropriate treatment when necessary, including competently administering an adrenaline auto-injection device (EpiPen)
- Ensure that staff have adequate knowledge and training about allergens, anaphylaxis and the schools policy in responding to an anaphylactic reaction
- Confirm that the School will purchase and supply "general use" EpiPens to key locations around each School Campus and the Boarding Houses.
- Raise awareness about anaphylaxis by promoting MGS anaphylaxis management policy to the School community
- Assist engagement with parents/guardians of students at risk of anaphylaxis to assess the risks, develop risk minimisation and management strategies for the individual student.

Definitions

Anaphylaxis is a severe, rapidly progressive, allergic reaction that is potentially life threatening. The most common allergens in school-aged children are peanuts, eggs, tree nuts (e.g., cashews), cow's milk, fish and shell fish, wheat, soy, sesame, latex, certain insect stings and medication.

Related Policies and Documents

- Allergy Awareness Policy
- Asthma Policy

Applicable Legislation

Melbourne Grammar School will comply with Ministerial Order 706 and associated guidelines as published from time to time: https://www.education.vic.gov.au/Documents/school/principals/health/Anaphylaxis_Guidelines_FINAL.pdf

Responsibilities

The scope of this policy extends to all permanent, fixed term and casual employees of MGS, who deal directly with students, whether teaching or non-teaching staff. It also extends to contractors working at MGS in student facing roles.

Melbourne Grammar School will not declare itself as a nut-free environment (see Allergy Awareness Policy).



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It is the responsibility of the parents/guardians to:

- Provide the School with a copy of an Action Plan for Anaphylaxis (ASCIA). It is a requirement of Ministerial order 706 to have a signed copy from a medical practitioner.
- Inform the School Nurse/First Aid Officer in writing if their child's medical condition changes and update the student medical records on Synergetic via the parent portal, and the ASCIA action plan if required.
- Provide an up to date student photo for the ASCIA Action plan when it is provided to the school and on annual reviews.
- Ensure their child carries an EpiPen with them to sports, turnout, excursions and camps.
- Provide the school with an in-date Adrenaline Auto injector (EpiPen).

It is the responsibility of the Headmaster, through the School Nurse/First Aid Officer of the relevant campus to:

- Ensure that an Individual Anaphylaxis Management Plan is held by the School for students who have been diagnosed by a medical practitioner as being at risk of anaphylaxis. This plan is to be developed in conjunction with parents and will be held by the School Nurse/First Aid Officer and will form the basis of communication to staff, via Student Medical Alerts. The anaphylaxis management plan will include the following:
 - An Action Plan for Anaphylaxis (ASCIA), as supplied by parents. This plan will provide information of the student's confirmed allergens and plan of treatment. An ASCIA Action plan is a requirement of Ministerial order 706.
 - Any strategies deemed appropriate by the School to minimise the student's exposure to allergens at School or on School activities (including detail of staff responsibilities).
 - Information on where the student's medication will be stored (either carried by the student and/or in the Health Centre/Sick Bay).
 - The student's emergency contact details.
- The Management Plan must be in place as soon as practicable after the student enrolls. It must be reviewed annually in conjunction with the student's parents, or if the School becomes aware that the student's condition has changed or that the students has suffered an anaphylactic reaction.
- Keep Anaphylaxis Educational Posters updated and displayed in Staff Common Rooms and Health Centre/Sick Bay at each campus and at the Boarding Houses.
- Ensure that Student Medical Alerts relevant to each campus are displayed in the Staff Common Room, the Health Centre/Sick Bay at each campus and in the Boarding Houses.
- Send an updated email of student Medical Alerts and EpiPen locations to all teaching staff each semester.
- Regularly check the expiry dates of EpiPens and to monitor the expiry dates of students EpiPens kept in Health Centre/Sick Bay and Boarding Houses. Parents are to be contacted when their child's EpiPen is due to expire so the parent can arrange replacement.
- Ensure that expired EpiPens are discarded appropriately into a sharps bin located at each campus Health Centre/Sick Bay.
- Ensure that staff are be briefed once each semester on anaphylaxis and the school's management policy.
- Develop appropriate communication to staff, students, parents, and other relevant persons regarding anaphylaxis and the School's Anaphylaxis management policy, including on campus and off campus activities. This will include semi - annual staff briefings, discussion with parents, the provision of information posters etc. In addition the Anaphylaxis Management Policy is to be posted on the Schools' portal.
- Prepare for review and signoff by the Headmaster or Head of Campus an annual risk management checklist to monitor compliance with the schools obligations as published and amended by DEECD from time to time.



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In order to ensure that there is appropriate coverage of trained staff at School events (on and off campus) the School Nurse is to arrange for Anaphylaxis Training to be provided to all teaching staff, boarding staff and selected general staff that are responsible for the care of students at risk of anaphylaxis. (e.g., staff who attend camps, excursions, and after school care and provide services at the Boarding Houses). The training will be in compliance with Ministerial Order 706, and will be renewed every 3 years. Bi annual briefings will be held as required by Ministerial Order 706.

Staff responsible for the appointment and induction of casual relief teachers (CRTs) at each campus are to follow the following procedure:

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| Grimwade: | CRT's will be given on arrival a folder containing photos and medical information of all the anaphylactic students at Grimwade
(Responsibility: Deputy Head - Administration & Pastoral Care) |
| Wadhurst: | CRT's will be given on arrival a list of student Medical Alerts when collecting their class timetable
(Responsibility: Deputy Head) |
| Senior School: | CRT's will be given on arrival class lists which identify students with medical conditions including anaphylaxis, asthma, diabetes and epilepsy (Responsibility: Curriculum Administrator) |

Emergency Management Instructions

In the event of an emergency, staff should apply the first aid training provided, consistent with the following general guidelines:

In the event of accidental exposure/ ingestion:

MILD TO MODERATE SYMPTOMS: HIVES, RASH, VOMITING, ABDOMINAL PAIN, FACIAL SWELLING

1. Call School Nurse 9865 7505 (South Yarra) 9865 7814 (Grimwade) if on MGS grounds for assistance and to access students ASCIA Action Plan, or identify first aid officer at off campus location.
2. Give dose of Antihistamine e.g., Zyrtec.
3. Contact Parents.
4. Monitor until symptoms resolve.

SEVERE SYMPTOMS: SWELLING OF TONGUE, BREATHING DIFFICULTY OR COLLAPSE:

1. Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.
2. Give EpiPen or EpiPen Jr to outer thigh muscle.
3. Call 000 for Ambulance or 112 (Mobile).
4. Call School Nurse 9865 7505 (South Yarra) 9865 7814 (Grimwade) if on MGS grounds for emergency assistance and to access students ASCIA Action Plan - please advise School Nurse of your location, or identify first aid officer at off campus location.



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5. Have someone stay with the effected student at all times.
6. Phone family/ emergency contact.
7. Further adrenaline doses may be given if no response after 5 minutes (if another adrenaline auto injector is available).

If in doubt, give adrenaline auto injector.

Commence CPR at any time if person is unresponsive and not breathing normally.

If uncertain whether it is asthma or anaphylaxis, give adrenaline auto injector FIRST, then asthma reliever.

EpiPens are located throughout each Campus, together with Edwin Flack Park and the Boat Shed in easily accessible areas; please ensure you are familiar with these locations.

Student ASCIA Action plans are located in each Health Centre/ Sick bay. Medical alert lists are located in each campus staff common room. ASCIA plans will also be loaded onto Synergetic ("docman") to enable remote access by staff.

Advice received from the Royal Children's Hospital has led the School to conclude that it should not purport to ban allergens (e.g. nuts, sesame seeds, eggs, milk, crustaceans and soy), or declare itself a "nut free school", as this runs a real risk of complacency amongst parents and students. However, neither the School, nor its affiliated bodies will knowingly use nuts or nut products in any of its food preparations that are distributed to students.

Incoming office bearers of Friends of Grammar are to be formally reminded of this matter annually. The School's policy must also be advised formally to the (external) operators of the School's canteens.

The Catering Manager will be provided with details of any boarders suffering from anaphylaxis and will ensure that menu choices for that student are constructed accordingly.

The medical details (including anaphylaxis status) of all participants on the School's outdoor education activities / trips / tours are to be reviewed prior to the student undertaking the activity and appropriate safeguards agreed with the camp /trip / tour leader and parents.

Student anaphylaxis kits, supplied by parents, which include copies of the student's ASCIA plan, are held in each Health Centre / Sick Bay and are to be taken by the student or supervising teacher (as appropriate) on all off site activities

Breaches of this Policy

The School expects that any employees who become aware of a breach of these policies will advise the School Nurse-In-Charge without delay to enable remedial action to be taken.

Further Information

Further information concerning any aspect of this policy may be directed to the School Nurse-In-Charge or Heads of Campus.

Policy Sign Off & Acceptance

Reviewed by: School Nurse-In-Charge

Approved/Signed Off By: Headmaster and Director of Finance & Administration