

# MELBOURNE HIGH SCHOOL

## ALLERGY and ANAPHYLAXIS POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 98260711

### PURPOSE

To explain to Melbourne High School parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Melbourne High School is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management

### SCOPE

This policy applies to:

- x all staff, including casual relief staff and volunteers
- x all students who have been diagnosed with anaphylaxis who may require emergency treatment for an anaphylactic reaction and their parents and carers.

### POLICY

#### School Statement

Melbourne High School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

What are Allergies?

Allergies occur when a person's immune system reacts to substances in the environment that are harmless for most people. This results in the production of antibodies.

What is an Allergic Reaction?

An allergic reaction occurs when someone develops symptoms following exposure to an allergen, such as hives, swelling of the lips, face or eyes, vomiting or wheeze. Only some people with allergy

Melbourne High School currently has 31 students who have Anaphylaxis. This number has increased over the past 10 years and is expected to continue to grow.

## **Anaphylaxis**

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-

## Individual Anaphylaxis Management Plans

All students with a diagnosis of allergy or anaphylaxis must have either one of the following plans  
Action Plan for Allergies mild to moderate (where there is no Epipen) or an ASCIA Action Plan for Anaphylaxis for use with an Epipen; An ASCIA Action Plan for Anaphylaxis for use with an Anapen; or An ASCIA Action Plan for Anaphylaxis for use with an adrenaline (epinephrine) injector

When notified of an anaphylaxis diagnosis, the School Nurse of Melbourne High School is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Melbourne High School where possible, before the student's first day.

Parents and carers must

- x obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- x immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- x provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- x provide the school with a current adrenaline autoinjector for the student that has not expired
- x participate in annual reviews of the student's Plan.

Each student's Individual Anaphylaxis Management Plan must include:

- x information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction including the type of allergies the student has
- x information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- x strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the school
- x the name of the student

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there

The Principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- x the number of students enrolled at Example School at risk of anaphylaxis
- x the accessibility of adrenaline autoinjectors supplied by parents
- x the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as camps, excursions and events
- x the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used prior to expiry
- x the weight of the students at risk of anaphylaxis to determine the correct dosage of adrenaline autoinjector/s to purchase. (3. af a2 43. f a2 43. 1 and 9. 75) - 3. ( 5. 3 ud 1 ( e) - 026 ( 5 e) 1. 3 ( 5) - 3. ar) 33. Ad(



Where possible, schools should consider using the correct dose of adrenaline autoinjector depending on the weight of the student. However, in an emergency if there is no other option available, any device should be administered to the student.

## Communication Plan

Anaphylaxis in Schools Ministerial Order

This policy will be available on Melbourne High School's website and Student Management System, Compasso so that parents and other members of the school community can easily access information about Example School's anaphylaxis management procedures. The parents of students who are enrolled at Melbourne High School and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The Principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's [Anaphylaxis Guidelines](#)

## Staff training

The Principal will ensure that the following school staff are appropriately trained in anaphylaxis management

x School

At Melbourne High School, we are working to comply with the departments requirements\* for anaphylaxis management. Currently we have over 70 staff fully trained in Anaphylaxis. It is the schools endeavour to have all staff trained in anaphylaxis management either through the stand alone anaphylaxis course or through the school's skills set.

When a new student enrolls at Melbourne High School who is at risk of anaphylaxis, the School Nurse will develop a management plan for the student. All staff are trained and briefed on the school's online Emergency Management Plan.

The Principal will ensure that while students at risk of anaphylaxis are under the care of staff outside of normal class activities.

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## FURTHER INFORMATION AND RESOURCES

- x The Department's Policy

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## POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Approved by	P – Dr Tony Mordini
Next scheduled review date	July 2026

The Principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.