This plan is to be read in conjunction with the School’s Anaphylaxis Management Policy

BACKGROUND
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 shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

RATIONALE
All members of the community need to be aware of the duty of care in relations to anaphylaxis. It is important to work with all members of the School’s community to better understand how to provide a safe and supporting environment for all students, including students with severe allergies. All staff must be aware that they have a duty of care to the student even if the child is carrying his/her own epipen.

IMPLEMENTATION

**Raising staff awareness:**

- All staff involved in the care of students at risk of anaphylaxis, including class teachers, crt teachers, office staff, boarding house, swimming pool and all visiting sessional staff will be informed of:
  - the causes, symptoms and treatment of anaphylaxis
  - the identities of students who are at risk of anaphylaxis
  - the preventative strategies in place
  - where EpiPens® are kept
  - the school’s first aid and emergency response procedures
  - their role in responding to a severe allergic reaction.

- All staff complete an approved anaphylaxis training course every 3 years.
- Every year the staff complete an update course in conjunction with CPR and Anaphylaxis Management run by a registered provider.
- At the commencement of each semester, a qualified person conducts a briefing during a scheduled staff meeting.
- Staff to liaise with excursion venues to ascertain potential risk to students with anaphylaxis and contact parent/carer to inform. Parents may choose to minimise potential risk through the provision of protective clothing eg. gloves/masks or abstaining from the event.
- Staff may not give food from outside sources to a student who is at risk from anaphylaxis.
- Staff to be aware of the possibility of the hidden allergens in cooking, food technology, science and visual arts classes.
- A review of the school’s emergency response and management strategies for students at risk of anaphylaxis will be conducted each semester in line with the school’s Emergency Response Plan.
- Staff on Yard Duty will carry a Yard Duty Bag which contains details on students at risk of anaphylaxis.
- Any excursions the staff must have a fully charged mobile phone on them at all times.
- The Co-ordinator of CRT is responsible for informing casual relief teachers of students at risk of anaphylaxis, the steps required for prevention and emergency response. The school’s...
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Anaphylaxis and Emergency Response Plan will be placed inside on the board in the School and Specialist offices.

**LOCATION OF EPIPENS® (OR ANAPENS®) AND STUDENT PHOTO’S**
A current up to date photo and EpiPen® or Anapen® will be provided by the parent. The EpiPen® or Anapen® will be located in the following locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Location EpiPens® or Anapens®</th>
<th>Location of Generic (Spare) EpiPens® or Anapens®</th>
<th>Location of Student Photo List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boarding House</td>
<td>Quiet Room &amp; with Student</td>
<td>Canteen</td>
<td>Dining Room</td>
</tr>
<tr>
<td>Canteen</td>
<td>Quiet Room &amp; with Student</td>
<td>Canteen</td>
<td>Wall</td>
</tr>
<tr>
<td>Food Technology Room</td>
<td>Quiet Room &amp; with Student</td>
<td>Quiet Room</td>
<td>Quiet Room Wall</td>
</tr>
<tr>
<td>Main Office</td>
<td>Quiet Room &amp; with Student</td>
<td>Silent Room</td>
<td>Blue Student Folder</td>
</tr>
<tr>
<td>Music Centre</td>
<td>Quiet Room &amp; with Student</td>
<td>Music Office</td>
<td></td>
</tr>
<tr>
<td>Senior Gymnasium</td>
<td>Senior Gym</td>
<td>Gym Office</td>
<td></td>
</tr>
<tr>
<td>Senior Staff Room</td>
<td>Quiet Room &amp; with Student</td>
<td>Above Photocopier</td>
<td>Yard Duty Bag</td>
</tr>
<tr>
<td>Staff on Yard Duty</td>
<td>Quiet Room &amp; with Student</td>
<td>Admin Centre</td>
<td></td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>Quiet Room &amp; with Student</td>
<td>VCE Centre (Staff Kitchenette near Photocopier)</td>
<td>VCE Centre (Staff Kitchenette near Photocopier)</td>
</tr>
<tr>
<td>VCE Centre</td>
<td>VCE Centre (Staff Kitchenette near Photocopier)</td>
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</tbody>
</table>

**RAISING STUDENT AWARENESS**
It is an important element for all children to be supportive of others at risk of anaphylaxis. Educators will raise awareness by discussing key points with students in class at the commencement of each school year.

- Individual Management Plan will be completed and signed off by the Student and Parent/Guardian.

These points include:
- always take food allergies seriously
- no food sharing
- wash your hands after eating
- know what your friends are allergic to
- if a schoolmate becomes sick, get help immediately

Any attempt to harm a student at risk of anaphylaxis with an allergen will be treated as a serious and dangerous incident and managed accordingly.

**WORKING WITH PARENTS/CAREERS OF STUDENTS AT RISK OF ANAPHYLAXIS**
The School will consult with parents/carers of students at risk of anaphylaxis to ensure that all diagnosed students have a current Individual Anaphylaxis Management Plan that includes:

- Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner)
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- 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 excursions
- The name of the person/s responsible for implementing the strategies
- Information on where the student’s medication will be stored
- The student’s emergency contact details
- An emergency procedures plan (ASCI Action Plan), provided by the parent, that: sets out the emergency procedures to be taken in the event of an allergic reaction; is signed by the medical practitioner who is treating the child on the date the practitioner signs the emergency procedures plan; and includes an up to date photograph of the student

Written permission will be obtained from parents of students at risk of anaphylaxis to administer a generic EpiPen if circumstances require, in line with the school’s Anaphylaxis Emergency Response Plan.

The School will display the student’s name, photograph and relevant treatment details in staff areas, the School Office Quiet Room, Canteen, Senior School Staff Work Room, Music Centre. This information is also included in the emergency kit for the Senior School.

ENGAGE THE BROADER SCHOOL COMMUNITY
The Principal and/or Principal’s nominee will be responsible for communicating information to all staff, students and parents about anaphylaxis and the school’s anaphylaxis management policy through the School Newsletter and School Website in the form of fact sheets, brochures and electronic links to information.

Special event organisers (e.g. fete committee) are alerted to the need to be aware of the possibility of the hidden allergens in different food choices e.g. Barbeques. The school has a nut free policy at all times and all are expected to abide by this.

STRATEGIES IN PLACE AT HUNTINGTOWER SENIOR SCHOOL
Specialist teaching staff have been provided with detailed alert lists. Anaphylaxis action plans and the school’s Anaphylactic Management and Emergency response plan are displayed in the School’s Main Office, the PE Teacher’s Office, the Library office, the Music Room office and the Staffroom. EpiPen alert tags with each child’s photograph, name, current contact details and an anaphylaxis management quick reference card and ASCIA emergency plan are kept in the medication bag on a hook behind the door in the staff office (adjoining the main room).

Generic and current EpiPens are located in the School Quiet Room.

STAFF TRAINING
All staff are trained in First Aid (level 2) which includes CPR and Anaphylaxis Management.

NUT FREE POLICY
Huntingtower is a nut free school. Parents are reminded of this through regular newsletters.