



2019 Individual Anaphylaxis Management Plan

(Department of Education and Training Anaphylaxis Guidelines 2017 Appendix E)

This plan is to be completed by the principal or nominee on the basis of information from the student's medical practitioner (**ASCIA Action Plan for Anaphylaxis**) provided by the parent.

It is the parent's responsibility to provide the school with a copy of the student's ASCIA Action Plan for Anaphylaxis containing the emergency procedures plan (signed by the student's medical practitioner) and an up-to-date photo of the student - to be appended to this plan; and to inform the school if their child's medical condition changes.

School	St Patrick's College Ballarat	Phone	03 5331 1688 (College) 03 5322 4400 (Student Reception)
Student			
DOB		Year level	
Severely allergic to:			
Other health conditions			
Medication at school			
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	<p>By Staff trained in Anaphylaxis Management throughout Term 1</p> <p>By First Aid Officer</p>		
Storage location for adrenaline autoinjector (device specific) (EpiPen®)	Food Technology, Library, Gymnasium, First Aid Office, Science Office, KRC, Boatshed		
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.			
Name of environment/area: General Classroom			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Staff Training	<ul style="list-style-type: none"> All staff are trained in emergency management of anaphylaxis 	<ul style="list-style-type: none"> Manager Risk & Compliance First Aid Officer All Staff 	Twice per annum
Risk of exposure to an allergen in a class room	<ul style="list-style-type: none"> Teachers are to be aware of students that are anaphylactic and their particular allergens Individual Action Plans for anaphylaxis are located within the First Aid Office and the Main Staff Room Prior to any treats/foods/etc, being provided in class, teachers should cross check the individual's allergen's prior to provision In the event of an emergency staff are to contact the First Aid Office or Student Reception to obtain the student's Action Plan and appropriate medication (e.g.: EpiPen and anti-histamine) First Aid Officer or another trained staff member to provide emergency response 	<p>First Aid Officer</p> <p>Teaching Staff</p> <p>Support Staff</p>	<p>Start of each Year (and as required)</p> <p>Start of each Term</p> <p>Start of each Term</p>
Name of environment/area: Food Technology			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?

<p>Risk of exposure to an allergen in the food technology area</p>	<ul style="list-style-type: none"> Teachers and Support Staff are to be aware of students that are anaphylactic and their particular allergens Individual Action Plans for anaphylaxis are located within the First Aid Office, Main Staff Room and Food Technology Parent may liaise with the Head of Food Technology to determine appropriate products Isolate student from allergen by providing appropriate work space Ensuring workspace and equipment are cleaned thoroughly Food Technology Teacher to have regular discussion with students about washing hands, cleaning equipment and responsible sharing of food In the event of an emergency Student Action Plans are located within Food Technology An EpiPen is also located within Food Technology First Aid Officer or another trained staff member to provide emergency response staff are to contact the First Aid Office or Student Reception to relay emergency 	<p>First Aid Officer</p> <p>Teaching Staff</p> <p>Support Staff</p>	<p>Start of Each Year</p> <p>Start of Each Term</p> <p>Start of Each Term</p>
<p>Name of environment/area: Canteen</p>			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
<p>Risk of exposure to allergen in the Canteen</p> <p>Note:</p> <p>The Canteen is not 'nut free.</p>	<ul style="list-style-type: none"> Canteen Manager trained in emergency management of anaphylaxis Parents and students are welcome to familiarise themselves with Canteen products by arranging a time to meet with the Canteen Manager In the event of an emergency, staff are to contact the First Aid Office or Student Reception to obtain the student's Action Plan and appropriate medication (e.g.: EpiPen and anti-histamine) First Aid Officer or another trained staff member to provide emergency response 	<p>First Aid Officer</p> <p>Canteen Manager</p>	<p>Start of each Year</p> <p>Start of each Term</p>

Name of environment/area: College Grounds			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Risk of exposure to an allergen during lunchtime/recess	<ul style="list-style-type: none"> All staff are trained in Anaphylaxis Emergency Management All staff have been briefed on students that are at risk of Anaphylaxis Monitoring of outdoor environment including beehives, wasp nests and pollen producing plants, etc. taking action accordingly Awareness of soft drink containers attracting wasps/bees Awareness not to walk in bare feet outdoors In the event of an emergency staff are to contact the First Aid Office or Student Reception to obtain the student's Action Plan and appropriate medication (e.g.: EpiPen and anti-histamine) First Aid Officer or another trained staff member to provide emergency response 	First Aid Officer All Staff	Twice per Year Stat of each Term
Risk of exposure to an allergen during outdoor classes	<ul style="list-style-type: none"> Teachers are to be aware of students that are anaphylactic and their particular allergens Individual Action Plans for anaphylaxis are located within the First Aid Office and the Main Staff Room Prior to any treats/foods/etc being provided in class, teachers should be cross check the individual's allergens to provision Monitoring of outdoor environment including beehives, wasp nests and pollen producing plants, etc. taking action accordingly Awareness of soft drink containers attracting wasps/bees Awareness not to walk in bare feet In the event of an emergency staff are to contact the First Aid Office or Student Reception to obtain the student's Action Plan and appropriate medication (e.g.: EpiPen and anti-histamine) First Aid Officer or another trained staff member to provide emergency response 	First Aid Officer Teaching Staff Support Staff	Start of Each Year Start of Each Term Start of Each Term
Name of environment/area: Boatshed			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Risk of exposure to an allergen during rowing training/activities	<ul style="list-style-type: none"> Teachers are to be aware of students that are anaphylactic and their particular allergens 	First Aid Officer Rowing Coordinator	Start of each Year Start of each Term

	<ul style="list-style-type: none"> • Individual Action Plans for anaphylaxis are located within the First Aid Office, the Main Staff Room and the Boatshed • Prior to any treats/foods/etc being provided, teachers should be cross check the individual's allergens to provision • Monitoring of outdoor environment including beehives, wasp nests and pollen producing plants, etc. taking action accordingly • Awareness of soft drink containers attracting wasps/bees • Awareness not to walk in bare feet • In the event of an emergency staff are to contact the First Aid Office or Student Reception to obtain the student's Action Plan and appropriate medication (e.g.: EpiPen and anti-histamine) • First Aid Officer or another trained staff member to provide emergency response 	Staff	Start of each Term
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Name of environment/area: Excursions

Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Risk of an allergen on an Excursion	<ul style="list-style-type: none"> • All College staff are trained in Anaphylaxis Emergency Management • All College staff have been briefed on the students that are at risk of Anaphylaxis • When an excursion is being organised, staff are requested to check the Individual Action Plans for those students undertaking the excursion. • A copy of the Individual Anaphylaxis Management Plan is kept with the student's individual EpiPen in the First Aid Office. • Staff will check that the student has their EpiPen in their bag before going on excursion, If not the staff member reserves the right to refuse attendance on the excursion. • Prior to any treats/foods/etc being provided in class, teachers should be cross check the individual's allergens to provision • Monitoring of outdoor environment including beehives, wasp nests and pollen producing plants, etc. taking action accordingly • Awareness of soft drink containers attracting wasps/bees • Awareness not to walk in bare feet • Trained staff member to provide emergency response 	First Aid Officer Excursion Coordinator Staff	Start of each Year Start of each Term Start of each Term

Name of environment/area: Camps			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Risk of an allergen on an Excursion	<ul style="list-style-type: none"> All College staff are trained in Anaphylaxis Emergency Management All College staff have been briefed on the students that are at risk of Anaphylaxis When a Camp is being organised the leader of the camp and staff attending the camp are advised to check to see if they are taking a student who is at risk of anaphylaxis and note the confirmed allergens. A risk assessment of the camp will then be established by the Leader of the Camp. A copy of the Students Individual Anaphylaxis Management Plan is kept with their EpiPen in the First Aid Office Staff will check that the student has their EpiPen in their bag before going on the camp. Staff will also take the student's own EpiPen from the First Aid Office which is clearly labelled with the student's name. Spare EpiPen will be stored in a central location at the Camp for all staff to access. Monitoring of outdoor environment including beehives, wasp nests and pollen producing plants, etc. taking action accordingly Awareness of soft drink containers used outdoors attracting wasps/bees Awareness not to walk in bare feet outdoors Trained staff member to provide emergency response 	First Aid Officer Camp Leader Staff on Camp	Start of each Year When organising Camp Prior to Camp
Name of environment/area: Boarding – If applicable			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Risk of an allergen within the Boarding Precinct	<ul style="list-style-type: none"> All staff are trained in Anaphylaxis Emergency Management All staff have been briefed on students that are at risk of Anaphylaxis Boarding Staff are to be aware of students that are anaphylactic and their particular allergens Individual Action Plans for anaphylaxis are located within the First Aid Office and the Main Staff Room and the Boarding Precinct Reception Area Prior to any treats/foods/etc being provided in class, teachers should be 	First Aid Officer Director of Boarding	Start of each year Start of each year

	<p>cross check the individual's allergen's to provision</p> <ul style="list-style-type: none"> • Boarding Precinct Kitchen aware of allergens • In the event of an emergency in the Boarding Precinct trained staff member to provide emergency response 		
Name of environment/area: Sports			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Risk of an allergen during sports	<ul style="list-style-type: none"> • All College staff are trained in Anaphylaxis Emergency Management • All College staff have been briefed on the students that are at risk of Anaphylaxis • During sport, staff are requested to check the Individual Action Plans for those students in their care. • A copy of the Individual Anaphylaxis Management Plan is kept with the student's individual EpiPen in the First Aid Office. • Staff will check that the students take their own EpiPen with them on all sporting activities, If not the staff member reserves the right to refuse student participation. • Prior to any treats/foods/etc being provided during sport/s, teachers should cross check the individual's allergens. • Monitoring of outdoor environment including beehives, wasp nests and pollen producing plants, etc..taking action accordingly • Awareness of soft drink containers attracting wasps/bees • Awareness not to walk in bare feet • Trained staff member to provide emergency response 	<p>First Aid Officer</p> <p>Head of HAPE</p> <p>Sporting Staff</p>	<p>Start of each Year</p> <p>Start of each Term</p> <p>Start of each Term</p>

ACTION PLAN FOR Anaphylaxis

Name: _____ For use with adrenaline (epinephrine) autoinjectors

Date of birth: _____



Confirmed allergens: _____

Family/emergency contact name(s): _____

Work Ph: _____

Home Ph: _____

Mobile Ph: _____

Plan prepared by medical or nurse practitioner: _____

I hereby authorise medications specified on this plan to be administered according to the plan

Signed: _____

Date: _____

Action Plan due for review – date: _____

SIGNS OF MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

ACTION FOR MILD TO MODERATE ALLERGIC REACTION

- For insect allergy - flick out sting if visible
- For tick allergy seek medical help or freeze tick and let it drop off
- Stay with person and call for help
- Locate adrenaline autoinjector
- Give other medications (if prescribed) _____
- Phone family/emergency contact

Mild to moderate allergic reactions (such as hives or swelling) may not always occur before anaphylaxis

WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Wheeze or persistent cough
- Difficulty talking and/or hoarse voice
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTION FOR ANAPHYLAXIS

1 Lay person flat - do NOT allow them to stand or walk

- If unconscious, place in recovery position
- If breathing is difficult allow them to sit



2 Give adrenaline autoinjector

3 Phone ambulance - 000 (AU) or 111 (NZ)

4 Phone family/emergency contact

5 Further adrenaline doses may be given if no response after 5 minutes

6 Transfer person to hospital for at least 4 hours of observation

If in doubt give adrenaline autoinjector

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

ALWAYS give adrenaline autoinjector FIRST, and then asthma reliever puffer if someone with known asthma and allergy to food, insects or medication has SUDDEN BREATHING DIFFICULTY (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms

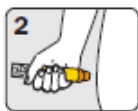
Asthma reliever medication prescribed: Y N

- If adrenaline is accidentally injected (e.g. into a thumb) phone your local poisons information centre.
- Continue to follow this action plan for the person with the allergic reaction.

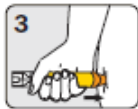
How to give EpiPen® adrenaline (epinephrine) autoinjectors



1 Form fist around EpiPen® and PULL OFF BLUE SAFETY RELEASE



2 Hold leg still and PLACE ORANGE END against outer mid-thigh (with or without clothing)



3 PUSH DOWN HARD until a click is heard or felt and hold in place for 3 seconds REMOVE EpiPen®

EpiPen® is prescribed for children over 20kg and adults. EpiPen®Jr is prescribed for children 10-20kg

Parents please note that this Individual Anaphylaxis Management Plan will be reviewed on any of the following occurrences (whichever occurs 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 (e.g. 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:	