### Treatment

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Review Date:

## Communication Plan

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A complete and upto-date list of students identified as being at risk of anaphylaxis is maintainedateby irst Aid Officerand stored in the First Aid room camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with thei Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

## Step Action

- 1. x Lay the person flat
  - x Do not allow them to stand or walk
  - x If breathing is difficult, allow them to sit
  - x Be calm and reassuring

## **APPENDIX ONE**

# Anaphylaxis- Camps & Excursion processes for teachers - Anajtectors

The following procedures are in place for all camps and excursions:

In preparing for the excursion or camp identify whether the location of the event is considered remote, and whether there will be a need for the group to carry a 'bark' auto-injector in addition to the student's personal prescribed auto-injector. There will always be at least one 'bark' auto-injector for every camp.

Prior to the event the staff member leading the excursion must;

- Have a printed copy of the Compass Event Handbook which lists emergency contact details and medical
  conditions for students attending the event. In the event of an emergency this information must be available
  to staff attending the excursion.
- Collect a First Aid kit from the First Aid room prior to the excursion.
- Check that the First Aid kit contains appropriate Medical Plans for any student listed in the Event Handbook as having a medical condition.
- Ensure that the First Aid Kit contains appropriate medication required; including a student's prescribed auto injector device.

In the case of a student (or students) being identified as being at risk of Anxish, when staff member must also:

- Confirm that there is an ASCIA action plan and prescribed injector device for every student identified as being at risk of anaphylaxis.
- Be aware of the known allergens for each student.
- Ask the student whether the student is carrying their own personal injustrator device, and if so inform the supervisors of the location of this device.
- Confirm whether a second 'backp' auto-injector device is required (in the case of a remote event), and ensure that a second 'backp' auto-injector device is included in the kit.

#### On return from the event;

• Ensure that the First Aid kit is returned to the First Aid room as a matter of priority and then the device is removed from the kit and returned to the correct location.

### NOTE

- A prescribed autonjector device must be included in the First Aid kit and managed by an identified teacher for every student that is identified as at risk of anaphylaxis.
- It is the teacher's esponsibility to ensure that the kit containing the autoector device is always accessible during the course of the event.
- This applies even when the student is known to be carrying their own personal rejector device.
- First aid kits will only contain 'back up' generic airtipectors in the following cases:
  - o Camps
  - Where defined as a requirement in the student's Individual Management Plan
  - When an event is held at a remote location

# APPENDIX TWO

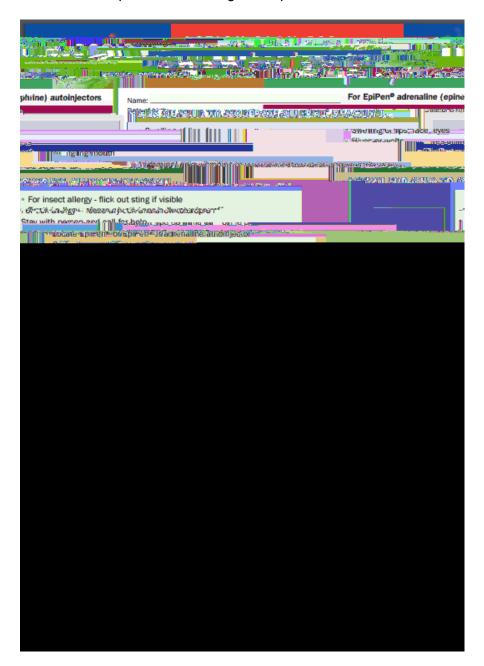
# Anaphylaxis - Guidelies for Volunteers and Casual Reliefats

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially differing. 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.

Eltham High School has in place first aid and emergency response procedures that allow staff to react quickly if an anaphylactic reaction occurs, for both school and out of school settings.

All students at risk of anaphylaxis have an ASCIA management plan and imjector device that is held at school. A list of students and the individual students' autimjector, is located in the First Aid room which is adjacent to the general office.

Below is a sample ASCIA management plan that outlines the reactions observed in anaphylaxis.



A copy of the school's Emergency Response Plan for managing an anaphylaxis is on the back