

## **G.A.T.E.WAYS ANAPHYLAXIS MANAGEMENT POLICY**

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### **RATIONALE**

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. The most common allergens in school-aged children are eggs, peanuts, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, certain insect stings and medications. Allergic reactions are common, but severe, life-threatening reactions are not. The key to prevention of anaphylaxis is knowledge, awareness and planning.

The *Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008* came into effect on 14 July 2008 (the beginning of term 3, 2008). This requires any school that has a student or students at risk of anaphylaxis must by law have the following in place:

- o An Anaphylaxis Management Plan for each student, developed in consultation with the student's parents/carers and medical practitioner.
- o Prevention strategies for in-school and out-of-school settings.
- o A communication plan to raise staff, student and school community awareness about severe allergies and the school's policies.
- o Regular training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen®

*Ministerial Order 90 Anaphylaxis- Anaphylaxis Management in Schools* clearly outlines the matters that schools need to ensure are included in their anaphylaxis management policies.

Given that many anaphylactic children attend G.A.T.E.WAYS programs, and that G.A.T.E.WAYS presenters, supervisors and other staff have a duty of care to these children, a formal policy is required.

### **RESPONSIBILITIES OF G.A.T.E.WAYS ADMINISTRATION**

#### **Communication with schools and parents:**

G.A.T.E.WAYS will:

- o Request that parents who have an anaphylactic child attach the child's current Action Plan signed by a doctor to his /her child's profile on the online portal
- o Request parents send medication and child's Action Plan in a clearly labelled insulated container in the child's schoolbag on the day of the program. Notify parents in advance that if the child comes without medication, they will not be able to join the program.
- o Request that parents do not send any nut products in their child's lunchbox (given that nuts are the most common, although not the only, allergen)
- o Where a student at risk of anaphylaxis is to attend an On Location program where students have the opportunity to purchase food, **we must get written permission prior to the day.**

### **Communication with and between presenters and supervisors**

G.A.T.E.WAYS office staff who are responsible for administering a given program (e.g. Eureka, Journeys, Brainwaves, Festivals etc) will:

- o Contact a parent of an anaphylactic child to request a copy of a current Action Plan be uploaded on our system if we are aware the child is at risk of anaphylaxis
- o Designate on the presenters' and supervisors' copies of the rolls which children are anaphylactic and carry an EpiPen
- o Include the parent/carer's contact phone numbers on the rolls in case they need to be contacted quickly in an emergency
- o Attach copies of an anaphylactic child's Action Plan to the above rolls
  - At least two days prior to a given program inform presenters and supervisors by email or phone of the presence in a program of a child who is anaphylactic. This allows them time to revise information and procedures
- o Contact host venue to determine the location of a generic EpiPen (as well as instructions to be given to an ambulance for entry to the school), and advise supervisor via a document in the venue box

### **Communication with On Location venues:**

G.A.T.E.WAYS will advise all On Location venues in advance of the children who have been diagnosed as at risk of anaphylaxis and who will be carrying an EpiPen on the days of the program. Where a venue does not hold a generic EpiPen, G.A.T.E.WAYS will provide a supervisor with one.

### **Communication with parents and children on the day of a program**

- o At registration parents who have an anaphylactic child will be requested to speak to the person in charge to confirm that the child has his/her medication and Action Plan on the day. If the child does not have his/her medication parents will be informed that the child cannot participate unless the parent can go home to collect it. The child cannot be admitted to the classroom without an EpiPen
- o Person in charge should check that the EpiPen has not expired and that the content has not gone brown or cloudy.
- o During registration anaphylactic children and their parent will be informed of the following procedure regarding their medication:
  - o Anaphylactic child will introduce him/herself to the presenter or person in charge of registration and will hand over the medication for safekeeping. This will be kept in a colour coded bag and kept in the child's classroom.
  - o At break times the presenter will give his/her medication to the playground supervisor who will return it to the presenter at the end of the break.
- o During the introduction, if an anaphylactic child is present at a program, all children will be reminded that food should not be shared

## **RESPONSIBILITIES OF G.A.T.E.WAYS PRESENTERS AND SUPERVISORS**

### **General Education and Training**

In line with our duty of care, it is the responsibility of all presenters and supervisors to be adequately informed about:

- o Strategies to minimise the risk of exposure in the classroom
- o Signs and symptoms of moderate and severe reaction to an allergen
- o How to use an auto adrenaline injecting device

### *Provision of Education and Training*

It is G.A.T.E.WAYS policy that all contractors and employees who work in schools must complete a **face to face** training course dedicated to anaphylaxis management. In Victoria, this is currently the Certificate of Anaphylaxis Management 22300VIC. Covering anaphylaxis management in a general first aid course is insufficient. The training can be done via the Royal Children's Hospital or any other registered health care training organisation. Certification remains current for 3 years.

The completion of an online refresher course annually is recommended.

G.A.T.E.WAYS has a training CD and trainer EpiPens which presenters and supervisors can access on request.

Further information can be accessed on the following websites:

- o [www.allergyfacts.org.au](http://www.allergyfacts.org.au) – Anaphylaxis Australia website
- o <http://www.education.vic.gov.au/childhood/providers/health/pages/anaphylaxis.aspx>  
Victorian Dept of Education
- o [www.rch.org.au](http://www.rch.org.au) – Dept of Allergy and Immunology, Royal Children's Hospital

### **Presenter's Responsibilities at a G.A.T.E.WAYS Program**

- o Presenters must make a note on the risk assessment section of their contract if any foods whatsoever are to be used in a program. This gives program co-ordinators the opportunity to put a warning on program information or to advise that students with allergies won't be able to enrol in a given program.
- o Presenters should ensure that in the preparation of their programs that none of the foods containing common allergens or their containers (e.g. cereal boxes, egg cartons) are used. This includes wheat products and peanut oil.
- o Where a presenter wishes to give prizes or treats, it is preferable to give stickers or similar, rather than sweets or chocolate
- o Where a presenter has been advised prior to the day of a program, that an anaphylactic child will be present, he/she must make him/herself available in the registration area at least 10 minutes prior to the formal welcome to read the child's Action Plan which will be attached to the rolls, sight the child and speak to his/her parent/guardian, if necessary, before the workshops commence
- o Presenter must make sure that the bag containing the anaphylactic child's medication is in their possession during class time.

- o Presenters should organise an EpiPen handover procedure for break times in consultation with the playground supervisor
- o Presenters should have a mobile phone with the supervisor's number programmed in case of emergency and in order to call an ambulance
- o Presenter should identify which host school children they would send for help in an emergency
- o If no host child is present, presenters should nominate a helper and show that person where the office is in case of an emergency
- o Presenters should ensure that medication is returned to the child at the end of the session/day
- o If any incident occurs in the classroom, and a child begins to have symptoms, they must advise the supervisor **immediately**.

### **Supervisor's Responsibilities at a G.A.T.E.WAYS Program**

- o Where the supervisor has been advised prior to the day that an anaphylactic child will be present, on arrival at the host school, the supervisor should touch base with the office about the location of the school's generic EpiPen (all schools are requested to have one of these. This is in case a second dose is required).
- o Where a supervisor has been advised that an anaphylactic child will be present, he/she must make him/herself available in the registration area at least 10 – 15 minutes prior to the formal welcome to read the child's Action Plan which will be attached to the rolls, sight the child and speak to his/her parent/guardian, if necessary, before the workshops commence
- o Supervisor should always carry a charged mobile phone and wear the fluoro vest provided at break times
- o Supervisors should organise an EpiPen handover procedure for break times in consultation with the presenter
- o If returning an EpiPen to a child, double check that it is being returned to the right child.

### **FIRST AID MANAGEMENT OF AN ALLERGIC REACTION**

#### **In the classroom:**

In the case of a child displaying the symptoms of anaphylaxis, a presenter should react immediately (but don't panic – you will have 5 minutes to complete the action - a long time in an emergency!). The following steps should be taken:

- o Presenter should ring the supervisor for assistance immediately
- o **Presenter should send** one host school (or other) child to the office or the closest classroom to alert the school and ask for assistance and one child to the staffroom to call **for the help** of the G.A.T.E.WAYS supervisor if he/she does not have access to a phone. Make sure the student knows the room name or number
- o Presenter should advise the students to stay in their seats and await the arrival of another adult while the sick child is being attended
- o **If signs and symptoms warrant, presenter should** lie the child flat and elevate legs. If breathing is difficult, allow to sit but do not stand. **Administer the auto-adrenaline device** into the fleshy part of the thigh. It can be administered through light clothing if necessary, but directly into the skin is preferable. After holding the device to the skin for 3 seconds, return the EpiPen carefully to the container. **Write down the time of administration**
- o On the way to the classroom, supervisor should collect the school's generic EpiPen
- o **Presenter or supervisor (if arrived) should call the ambulance on 000** – stay on the line if possible, to give instructions regarding access and student's progress
- o Presenter or supervisor should contact family/carer
- o A further dose may be given if there is no response in 5 minutes under instructions from an ambulance paramedic - school's generic device available

- o The supervisor should meet the ambulance at the entrance of the school to escort them immediately to the child

Once the child is in the care of the paramedics:

- o Call the G.A.T.E.WAYS office to report the event
- o Supervisor/Presenter to complete an Illness/Incident Report
- o The report should be signed by a parent (if that parent has come to the school rather than going straight to hospital) and the supervisor should make two copies of the report – one for the school records and one to be sent to the parents. The original should be forwarded to G.A.T.E.WAYS

**The presenter may need to multi-task or may use the assistance of the supervisor and school/office staff when they arrive. The supervisor should take over the supervision of other children in the workshop, removing them from the classroom if it is deemed appropriate.**

**Please note: In the case of an undiagnosed student appearing to have a severe allergic reaction, ring 000, follow basic first aid procedure and call parents. Another child's EpiPen cannot be used.**

**In the playground:**

In the case of a child displaying the symptoms of anaphylaxis, a supervisor should react immediately (but don't panic – you will have 5 minutes to complete the action - a long time in an emergency). The following steps should be taken:

- o **Send** one host school or other child to the office to alert the school and ask for assistance and one child to call the second G.A.T.E.WAYS playground supervisor in the case of a Eureka program. If a second supervisor is not present in the playground, send two children to the office/staffroom for help and to ask that an adult bring the school's generic EpiPen
- o Check the child's Action Plan
- o **Supervisor should** lie the child flat and elevate legs. If breathing is difficult, allow to sit but do not stand. **Administer the EpiPen** into the fleshy part of the thigh. The EpiPen can be administered through light clothing if necessary, but directly into the skin is preferable. After holding the EpiPen to the skin for 3 seconds, return the EpiPen carefully to the container. **Write down the time of administration**
- o **Call the ambulance on 000** – stay on the line if possible, to give instructions regarding access and student's progress
- o The second supervisor should collect the school's generic EpiPen if they have one
- o Supervisor should contact family/carer
- o A further EpiPen dose may be given under instruction from an ambulance paramedic if there is no response in 5 minutes using school's generic EpiPen if available
- o One of the supervisors should meet the ambulance at the entrance of the school to escort them immediately to the child

Once the child is in the care of the paramedics Presenter/Supervisor should:

- o Call the G.A.T.E.WAYS office to report the incident
- o Complete an Incident Report
- o The report should be signed by a parent (if that parent has come to the school rather than going straight to hospital) and the supervisor should make two copies of the report – one for the school records and one to be sent to the parents. The original should be forwarded to G.A.T.E.WAYS

**Please note: In the case of an undiagnosed student appearing to have a severe allergic reaction, ring 000, follow basic first aid procedure and call parents. Another child's EpiPen cannot be used.**

## Appendix

From the Victorian Dept of Education website

### Anaphylaxis management

#### *Education and care services (National Quality Framework)*

The following requirements for anaphylaxis management apply under the *Education and Care Services National Regulations 2011* (National Regulations).

Anaphylaxis management training must include training in the following:

- nature of severe allergic conditions:
- signs, symptoms and management of anaphylactic shock including administration of an adrenaline auto-injection device; and
- risk minimisation and management strategies for allergic reactions and anaphylaxis appropriate for children.

Accredited anaphylaxis management courses recognised by the Department which meet the above requirements include:

- Course in Anaphylaxis Awareness (10313NAT)
- Course in First Aid Management of Anaphylaxis (22099VIC) or (22300VIC)
- Apply Advanced First Aid (HLTFA412A)
- Provide an Emergency First Aid Response in an Education and Care Setting (HLTAID004)
- Course in Emergency Asthma and Anaphylaxis Management (80969ACT)
- Course in Anaphylaxis Management (30728QLD)
- Ensure the Health and Safety of Children (CHCCN301B), (CHCCN301C) or (CHCECE002)
- Anaphylaxis E-Training for Australasian Childcare provided by the Australasian Society of Clinical Immunology and Allergy (ASCIA)
- Anaphylaxis training for NSW Childcare or WA Childcare provided by the Australasian Society of Clinical Immunology and Allergy (ASCIA).
- Course in Anaphylaxis Management in WA Education and Care Services provided by the Department of Education WA
- Management and Prevention of Allergy and Anaphylaxis provided by the Royal Children's Hospital Melbourne
- Anaphylaxis E-Learning Program provided by the NSW Department of Education and Communities