

## Fact Sheet for Parents:

### MGS Anaphylaxis Policy

#### **Purpose**

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The purpose of the MGS Anaphylaxis Policy is to:

- Ensure, as far as practicable, that Melbourne Grammar School provides a safe environment for all staff/students/visitors
- Provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the students' schooling
- Ensure that staff respond appropriately to an anaphylactic reaction by initiating appropriate treatment when necessary, including competently administering an adrenaline auto-injection device (EpiPen)
- Ensure that staff have adequate knowledge and training about allergens, anaphylaxis and the schools policy in responding to an anaphylactic reaction
- Confirm that the School will purchase and supply "general use" EpiPens to key locations around each School Campus
- Raise awareness about anaphylaxis by promoting MGS anaphylaxis management policy to the School community
- Assist engagement with parents/guardians of students at risk of anaphylaxis to assess the risks, develop risk minimisation and management strategies for the individual student.

#### **Definitions**

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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 shell fish, wheat, soy, sesame, latex, certain insect stings and medication.

#### **Applicable Legislation**

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Melbourne Grammar School will comply with Ministerial Order 706 and associated guidelines as published from time to time:

<http://www.education.vic.gov.au/school/principals/health/pages/anaphylaxisschools.aspx#link71>

#### **Responsibilities**

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The scope of this policy extends to all permanent, fixed term and casual employees of MGS, who deal directly with students, whether teaching or non-teaching staff. It also extends to contractors working at MGS in student facing roles.

Melbourne Grammar School will not declare itself as a nut-free environment (see MGS Nut Policy).

#### **It is the responsibility of the parents/guardians to:**

- Provide the School with a copy of the emergency procedures action plan (ASCIA). It is a requirement of Ministerial order 706 to have a signed copy from a medical practitioner.

- Inform the School Nurse/First Aid Officer in writing if their child's medical condition changes and update the student medical records on Synergetic via the parent portal, and the ASCIA action plan if required.
- Provide an up to date student photo for the ASCIA Action plan when it is provided to the school and on annual reviews.
- Ensure their child carries an EpiPen with them to sports, turnout, excursions and camps. Grimwade students collect their EpiPen from the School Nurse and will give the EpiPen to the supervising teacher of the sport, excursion or camp.
- Provide the school with an Adrenaline Auto injector (EpiPen) that is current and not expired for their child.

**It is the responsibility of the Headmaster, through the School Nurse/First Aid Officer of the relevant campus to:**

- Ensure that an anaphylaxis management plan is held by the School for students who have been diagnosed by a medical practitioner as being at risk of anaphylaxis. This plan is to be developed in conjunction with parents and will be held by the School Nurse/First Aid Officer and will form the basis of communication to staff, via Student Medical Alerts. The anaphylaxis management plan will include the following:
  - An action plan (ASCIA), as supplied by parents, which includes an up to date photograph of the student. This plan will provide information of the student's confirmed allergens and plan of treatment. An ASCIA Action plan is a requirement of Ministerial order 706.
  - Any strategies deemed appropriate by the School to minimise the student's exposure to allergens at School or on School activities (including detail of staff responsibilities).
  - Information on where the student's medication will be stored (either carried by the student and/or in the Health Centre/Sick Bay).
  - The student's emergency contact details.
- The Management Plan must be in place as soon as practicable after the student enrolls. It must be reviewed annually in conjunction with the student's parents, or if the School becomes aware that the student's condition has changed or that the students has suffered an anaphylactic reaction.
- Keep Anaphylaxis Educational Posters updated and displayed in Staff Common Rooms and Health Centre/Sick Bay at each campus.
- Ensure that Student Medical Alerts relevant to each campus are displayed in the Staff Common Room and Health Centre/Sick Bay at each campus.
- Send an updated email of student Medical Alerts and EpiPen locations to all teaching staff each semester.
- Regularly check the expiry dates of EpiPens and to monitor the expiry dates of students EpiPens kept in Health Centre/ Sick Bay. Parents are to be contacted when their child's EpiPen is due to expire so the parent can arrange replacement.
- Ensure that expired EpiPens are discarded appropriately into a sharps bin located at each campus Health Centre/Sick Bay or returned to Ogg's pharmacy.
- Ensure that staff are trained in the appropriate accredited course and briefed once each semester on anaphylaxis and the schools management policy.

- Develop appropriate communication to staff, students, parents, and other relevant persons regarding anaphylaxis and the School's Anaphylaxis management policy, including on campus and off campus activities. This will include semi - annual staff briefings, discussion with parents, the provision of information posters etc. In addition the Anaphylaxis Management Policy is to be posted on the Schools' portal.
- Prepare for review and signoff by the Headmaster an annual risk management checklist to monitor compliance with the schools obligations as published and amended by DEECD from time to time.

In order to ensure that there is appropriate coverage of trained staff at School events (on and off campus) the School Nurse is to arrange for Anaphylaxis Training to be provided to all teaching staff and selected general staff that are responsible for the care of students at risk of anaphylaxis. (e.g., staff who attend camps, excursions, and after school care). The training will be in compliance with Ministerial Order 706, and will be renewed every 3 years. Bi annual briefings will be held as required by Ministerial Order 706.

### **Emergency Management Instructions**

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In the event of an emergency, staff should apply the first aid training provided, consistent with the guidelines contained within the Anaphylaxis Policy published for MGS Staff, located on the School's portal.

### **Further Information**

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Further information concerning any aspect of this policy may be directed to the School Nurse-In-Charge or Heads of Campus.