

Help for nonEnglish speakers

If you need help to understand the information in this policy please contact your child's House Admin Assistant or their Mentor Teacher.

PURPOSE

To explain to Blackburn High School parents, carers, staff and students the processes and procedures in place to

The Principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- x the number of students enrolled at Blackburn High School at risk of anaphylaxis
- x the accessibility of adrenaline autoinjectors supplied by parents
- x the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events
- x the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry
- x

	<p>Administer an Anapen® 500, Anapen® 300, or Anapen® Jr.</p> <ul style="list-style-type: none"> x Pull off the black needle shield x Pull off grey safety cap (from the red button) x Place needle end firmly against the student's outer thigh at 90 degrees (with or without clothing) x Press red button so it clicks and hold for 3 seconds x Remove Anapen® x Note the time the Anapen is administered x Retain the used Anapen to be handed to ambulance paramedics along with the time of administration
3.	Call an ambulance (000)
4.	If there is no improvement or severe symptoms progress (as described in the Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.
5.	Contact the student's emergency contacts.

If a student appears to be having a severe allergic reaction but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 as above.

Schools can use either the EpiPen® and Anapen® on any student suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.

Where possible, schools should consider using the correct dose of adrenaline autoinjector depending on the weight of the student. However, in an emergency if there is no other option available, any device should be administered to the student.

Communication Plan

This policy will be available on Blackburn High School's website so that parents and other members of the school community can easily access information about the school's anaphylaxis management procedures. The parents and carers of students who are enrolled at Blackburn High School and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The Principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Blackburn High School's procedures for anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

The Principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's [Anaphylaxis Guidelines](#)

Staff training

The Principal will ensure that the following school staff are appropriately trained in anaphylaxis management

- x School staff who conduct classes attended by students who are at risk of anaphylaxis

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- x School staff who conduct specialist classes, all canteen staff, admin staff, first aiders and any other member of school staff as required by the Principal based on a risk assessment.

Staff who are required to undertake training must have completed:

- x an approved face-to-face anaphylaxis management training course in the last three years
- x an approved online anaphylaxis management training course in the last two years.

Blackburn High School uses the following training courses: ASCIA eTraining course (with 22579VIC, or 22578VIC or 10710 NAT).

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (the first briefing to be held at the beginning of the school year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years including the School Nurse. Each briefing will address:

- x this policy
- x the causes, symptoms and treatment of anaphylaxis
- x the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located
- x how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector
- x the school's general first aid and emergency response procedures
- x the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

When a new student enrolls at Blackburn High School who is at risk of anaphylaxis, the Principal will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.

A record of staff training courses and briefings will be maintained by the School Nurse in the First Aid Office. The Principal will ensure that while students at risk of anaphylaxis are under the care or supervision of the school outside of normal class activities including

