

Janet Clarke Hall

The University of Melbourne COLLEGE POLICIES AND PROCEDURES

Document title:	Anaphylaxis Management Policy	
Applies to:	All students and staff	
Confidentiality:	N/A	
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The purpose of this document is to outline the Management of Anaphylaxis within Janet Clarke Hall. It is distributed to all students and staff including contract catering staff.

All students and staff need to be careful of contamination of other foods or surfaces with potential allergens. eg. leaving peanut butter containers and used knives on the benches or tables.

Any student or staff member who becomes aware that a student or staff member may be suffering potential anaphylactic symptoms should immediately contact a senior staff member. If in any doubt about the severity of the symptoms, that person should immediately call 000 for an ambulance.

1. Introduction

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

Causes: The most common allergens are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication. It is important to note that anything can be a potential allergen for some people.

Symptoms at the mild-moderate end may include: swelling and itching of the lips, face and eyes; hives or welts; and abdominal pain and/or vomiting. Severe allergic reaction can include: difficulty breathing; swelling of tongue and throat; difficulty talking; wheeze or persistent cough; dizziness or collapse.

Symptoms usually develop within 10 minutes to several hours after exposure to an allergen, but can appear within a few minutes.

Treatment: Adrenaline given through an auto-adrenaline injecting device (for example Epipen®) to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis. Use of antihistamines may also be appropriate depending on an individual's Anaphylaxis Management Plan. Prevention of anaphylaxis in College requires that individuals who have been diagnosed as at risk take responsibility for their wellbeing and safety, in part through awareness of triggers (allergens), and in part by taking adequate preventative steps to avoid exposure to these triggers.

Janet Clarke Hall expects all residents at risk of anaphylactic reactions to manage their health requirements with the support of external health professionals.

The College is not an allergen free environment. Students with anaphylaxis must therefore take responsibility for avoiding known allergens. They are expected actively to engage with college staff to confirm if allergens are present in any given situation.

All kitchen staff will be allergy aware and will cater for individual dietary needs. However, a strict safe food handling protocol is adhered to, ensuring that students with food allergies do not come in contact with allergens.

2. Policy

It is the College's aim:

- To provide, as far as practicable, a safe and supportive environment for students at risk of anaphylaxis.
- To empower students at risk of anaphylaxis to take responsibility in managing their allergy and communicating with the Chef, kitchen staff and student leaders in regards to the contents of meals
- To raise awareness about anaphylaxis in the residential community.
- To ensure that staff members have adequate knowledge about allergies, anaphylaxis and the College's policy and procedures in responding to an anaphylactic reaction.

The Deputy Principal is responsible for:

- ensuring that all Anaphylaxis Management Plans (including photos) are communicated to staff as appropriate and displayed in the Deputy Principal's office and the College kitchen.
- educating appropriate staff on the causes, symptoms and treatment of anaphylaxis, where the medication is located, usage of an auto-adrenaline injecting device, and the College's first aid and emergency response procedures.

The College's anaphylaxis management policy is included in the student and tutor handbooks. All students living in residence receive a copy of the anaphylaxis management policy via the student portal and are required to read the document prior to entering into residence. The Anaphylaxis Management Policy can also be accessed via the College webpage.

3. Procedures

It is a College requirement that a student diagnosed at risk of an anaphylactic reaction must provide an Anaphylaxis Action Plan filled out and signed by the treating medical practitioner, and a current auto-adrenaline injecting device prior to entering into residence.

Returning students must provide an updated Anaphylaxis Action Plan signed by the treating medical practitioner upon re-entry to College. All students at risk of anaphylaxis are required to carry a second prescribed auto-adrenaline injecting device on their person.

On the day of arrival, the student is required to meet with the Deputy Principal and Chef Manager to discuss their risk management plan. It is the responsibility of the individual to engage in a conversation with kitchen staff to ascertain if allergens exist in the food they are consuming.

Storage and use of an auto-adrenaline injecting devices or Epipens: The auto-adrenaline injecting devices, clearly labeled with the student's name, will be stored in the pigeonhole in the deputy Principal's Office. The College does not have a generic Epipen® for backup.

A second auto-adrenaline injecting device must always be carried by the student at risk of anaphylaxis. The student is responsible for ensuring the auto-adrenaline injecting devices do not

expire throughout the year.

Auto-adrenaline injecting devices are to be used in accordance with instructions on the auto-adrenaline injecting devices and the Anaphylaxis Action Plan.

4. Staff Training and Reporting

The Deputy Principal is responsible for ensuring that staff will be briefed as appropriate on the following:

- The College's Anaphylaxis Management Policy
- The causes, symptoms and treatment of anaphylaxis
- The identities of students diagnosed at risk of anaphylaxis
- How to use an auto-adrenaline injecting device (Epipen®).
- The College's first aid and emergency response procedures

All Residential Tutors must complete a certificated first aid course upon arrival in college, which includes the use of Epipens.

All kitchen staff in contact with students at risk of anaphylaxis are briefed in safe food handling and anaphylaxis management.

The Principal, the Deputy Principal, College Chef and, where appropriate, the Duty Tutor must be informed of an anaphylaxis incident and an incident report must be completed by the staff involved in the case of an anaphylactic reaction.