

Anaphylaxis Policy

At STEM Zone, our commitment to staff and client safety is our top priority. This policy aims to minimise the risk of anaphylaxis for all individuals with this condition. This document outlines STEM Zone's policy and procedures for the management of individuals with anaphylaxis when they are at STEM Zone or when they are undertaking approved activities with us.

Anaphylaxis is a severe allergic reaction that is potentially life threatening. Common allergens include (but are not limited to) nuts, eggs, shellfish, dairy, bee/wasp stings and medication.

Signs and Symptoms of Anaphylaxis:

- Difficulty breathing or noisy breathing
- Swelling of the tongue
- Swelling/tightness in the throat
- Difficulty talking and/or a hoarse voice
- Wheezing or persistent coughing
- Rash/welts
- Loss of consciousness and/or collapse
- Young students may appear pale and floppy

1. Identification of individuals with Anaphylaxis / Management Plans

The Directors will ensure that all individuals enrolled in a program at STEM Zone will be required to detail any allergens that are known to cause anaphylaxis for any individual who has been diagnosed by a medical practitioner as being at risk of anaphylaxis. This will form part of the enrolment and employment process. The parents/carers of all students with diagnosed anaphylaxis will be asked to share their ASCIA action plan prior to commencing at the program.

<https://www.allergy.org.au/hp/ascia-plans-action-and-treatment>

It is the responsibility of the parent to:

- provide the ASCIA Action Plan
- inform STEM Zone in writing if their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction changes and, if relevant, provide an updated ASCIA Action Plan as necessary
- provide their child with an Adrenaline Autoinjector that is current and not expired, for use if required at STEM Zone.

2. Prevention Strategies

Food provided on premises (including catered events)

STEM Zone requests that parents, students, and members of staff do not bring in foods with known allergens for consumption at STEM Zone.

STEM Zone will not use, provide nor prepare foods containing known allergens for consumption or use at STEM Zone, but may stock those labelled "may contain traces of nuts".

All catering provided by STEM Zone is allergy aware.

No outside food is allowed to be brought in for parties and other programs, with the exception of Birthday cakes for the parties at STEM Zone.

STEM Zone will keep an Adrenaline Autoinjector on site that is current and not expired and carry this with the first aid kit for excursions.

Employees and Contracted staff

The Directors will ensure that there are procedures in place to inform employees and contracted staff of students at risk of anaphylaxis and the location of the individual Anaphylaxis Management Plans.

These procedures will include:

- the inclusion of appropriate Management Plans in student/staff files
- ensuring that the Directors have current Anaphylaxis management training
- briefing these staff on our emergency response procedures and the location of the student/s and general use Adrenaline Autoinjector/s.

General Off-site Management

Parents will be requested to complete new medical forms prior to any overnight excursion or STEM Tour. For day excursions, medical information must also be provided on the permission form.

The following procedure will then apply to all off-site activities:

- Where anaphylaxis is indicated, the Management Plan will be checked and included in the excursion documentation and the risk documented on the excursion Risk Assessment Register.
- All supervising staff must be made aware of the potential for anaphylaxis, the location of the Management Plan and the general use Adrenaline Autoinjector.
- All accompanying staff will be briefed on the student/s with Anaphylaxis and be able to identify them before the excursion departs.
- At least one staff member on the excursion must have undertaken Anaphylaxis Management Training.
- The student at risk must carry their own personal use Adrenaline Autoinjector provided by the parent/guardian.

3. Emergency Response

All staff/tutors of a child with a significant allergen causing anaphylaxis must be familiar with the child's Action Plan and Environment Risk Assessment, and be familiar with the location and use of the general use Adrenaline Autoinjectors at STEM Zone.

In the Event of an Anaphylactic reaction at STEM Zone or on off-site activities run by STEM Zone where the students are within our care, the supervising staff member should:

- Leave student lying down (do not relocate the student)
- If on-site, contact a director/manager, alert them to the anaphylaxis diagnosis of the child and request the immediate attendance of the first aid officer and if necessary, ask them to bring general use or the child's Adrenaline Autoinjecting device and Management Plan. Alternatively, access the child's or the closest general use Adrenaline Autoinjecting device and the child's Management Plan.
- If off-site, access the child's or the closest general use Adrenaline Autoinjecting device and the child's Management Plan (contained in the first aid kit carried with the excursion).
- Ring 000 and request an ambulance. Remain with student until help arrives
- If the student has an Adrenaline Autoinjector with them or a general use one is accessed, this should be administered by a trained staff member, where possible.

NOTE: When the STEM Zone program is at a school or organisation, the duty of care lies with the school or organisation. STEM Zone staff can assist where possible.

Any child on a camp will keep their Adrenaline Autoinjector in the group's first aid kit, although older students, particularly adolescents, may carry their own Adrenaline Autoinjector on camp. All staff on tours/camps must be aware of students with anaphylactic conditions, and ensure that a spare Adrenaline Autoinjector is taken.

One staff member per trip is to be designated as the First Aid Officer before departure and appropriately informed about students with anaphylaxis.

Whenever an Adrenaline Autoinjector is used an ambulance must be called, immediately. Adrenaline lasts for a maximum of only 20 minutes. A general use Adrenaline Autoinjector can be administered to a child with a documented allergy having a severe allergic reaction. Where a child's Adrenaline Autoinjector has been used, it must be replaced before the child returns to STEM Zone. Staff must not administer one student's Adrenaline Autoinjector to another student. An allergen that has affected one student may also affect another. Staff must call 000 and follow the operator's instructions.

Staff must also remove, under supervision, any other child at risk of anaphylaxis from the area in which the incident is taking place. Where possible, only staff with training in the administration of the Adrenaline Autoinjector should administer the Adrenaline Autoinjector. However, the Adrenaline Autoinjector is designed for general use and in the event of an emergency; it may be administered by any person following the instructions in the student's ASCIA Action Plan.

Regular review

This policy will be reviewed every two years and following significant incidents if they occur.

Date of last review: 25/04/2024

Date of next review: 25/04/2026