

Emergency Anaphylaxis Management Protocol

For Classroom, School Yard, Excursions and Camp

1. General Preparation (Applies to All Settings)

1.1. Individual Medical Plans

- Each student with anaphylaxis must have an **ASCIA Action Plan** signed by a medical professional.
- Ensure the plan and **up-to-date emergency contact information** are accessible.
- Identify known allergens and avoid exposure (e.g. food restrictions, insect awareness).

1.2. Medication and Equipment

- Each student must have at least **one in-date adrenaline autoinjectors** (e.g., EpiPen, Anapen):
 - One stored in a central, clearly labelled **First Aid/Emergency Kit**.
 - One may be carried **on the student (age-appropriate)** or kept **with the classroom teacher**.

1.3. Staff Training

- All staff trained to:
 - Recognise signs of anaphylaxis
 - Use adrenaline autoinjectors
 - Respond calmly in emergencies
 - Apply basic life support (CPR)

2. Emergency Response – Quick Reference Table

Location	Action Summary
Classroom	Teacher calls first aid/office to bring autoinjector immediately, Nurse or teacher administers autoinjector, calls 000 or asks another staff member to, lays student down, monitors
School Yard	Yard duty teacher uses a mobile/runner to alert the office/first aid, nurse or first aid officer will bring and administer the autoinjector immediately.
Excursion/Camp	Nearest staff administers EpiPen, calls 000, notifies leader, triggers protocols

3. Recognising Anaphylaxis Symptoms

Mild to Moderate Symptoms

- Swelling (face, lips, eyes)
- Hives, itchy skin
- Abdominal pain or vomiting (especially insect allergy)

Severe Symptoms (Anaphylaxis)

- Difficulty breathing, wheezing
- Swelling of tongue or throat
- Dizziness, collapse, or unconsciousness
- Hoarse voice or persistent cough
- Pale and floppy (young children)

4. Step-by-Step Emergency Procedures

A. IN THE CLASSROOM

1. **Recognise symptoms** – check the student's ASCIA plan.
2. **Call First aid or office to bring the autoinjector**
3. **Administer adrenaline autoinjector** immediately.

4. **Call for help:** Use classroom phone or mobile to call **000**.
5. **Lay the student flat** (or in the recovery position if unconscious).
6. **Monitor breathing** and prepare a second EpiPen if needed.
7. Record:
 - Time of injection
 - Student's name
 - Observations to give to paramedics
8. **Call parents/guardians** after an ambulance is on its way.
9. Stay with the student until paramedics arrive.
10. Complete incident report after event.

B. IN THE SCHOOL YARD

1. **Recognise symptoms** and check alert status.
2. **Call First aid or office to bring the autoinjector**
3. **Administer adrenaline autoinjector** immediately.
4. **Alert other staff:**
 - Use **mobile phone**, or send a **runner** to Call **000**
5. **Lay the student flat** in a safe area.
6. **Monitor and prepare a second EpiPen** if symptoms persist after 5 minutes.
7. Office/staff to:
 - Escort ambulance to student
 - Notify parents/guardians
8. Complete incident report after event.

C. ON EXCURSIONS & CAMPS

1. **Recognise symptoms** – act according to ASCIA plan.
2. **Administer adrenaline autoinjector** (student's or backup).
3. **Call 000 immediately** – give exact location (e.g., "Camp Name, Cabin X").

4. **Notify camp leader or teacher-in-charge.**
5. **Lay the student flat** (don't allow to walk or stand).
6. **Monitor closely**, give a second autoinjector if no improvement in 5 minutes.
7. **Staff to:**
 - Meet ambulance
 - Call parents/guardians
8. Complete post-incident documentation and review.

5. After Any Anaphylaxis Event

- Ensure the **student is always transported to hospital by ambulance**, even if they appear to recover.
- **Do not leave the student unattended** at any stage.
- **Notify parents/carers** as soon as possible.
- Complete a full **incident report and debrief** with all involved staff.
- **Replace used adrenaline autoinjectors** as soon as possible.
- Review and revise the student's medical plan if necessary.

6. Roles and Responsibilities

Role	Responsibilities
Nurse (10:30-2:45) Teacher (other times)	Immediate first responder, administers autoinjector
First Aid Officer	Provides support, monitors student, liaises with paramedics
Office Staff	Calls ambulance (if not done), contacts parents, supports
Principal/Leader	Oversees response, ensures protocols are followed
Other Staff	Clears space, supervises others, relays communication

7. Emergency Equipment Checklist

- ☐ Adrenaline autoinjectors (1 per at-risk student, general use autoinjectors)
- ☐ Laminated ASCIA Action Plans (classroom, first aid room, student's medical boxes)
- ☐ First Aid Kits (portable for yard, excursions)
- ☐ Staff emergency contact list
- ☐ Charged mobile phones