



Anaphylaxis Management Policy

1. Introduction

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

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 a residential college requires that individuals who have been diagnosed 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.

University College 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. No guarantee is given that prepared or introduced food or meals are allergen free. 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.

2. Policy

It is the College's aim:

- To empower students at risk of anaphylaxis to take responsibility in managing their allergy
- To ensure that all students engage with either the college Food Services Manager, Head Chef or Trade Cooks on duty to ensure clear verbal communication in regards to the contents of each meal and the awareness of potential allergens
- To provide, as far as practicable, a safe and supportive environment for students at risk of anaphylaxis
- To raise awareness about anaphylaxis in the residential community
- To implement risk management strategies
- To ensure that staff members have adequate knowledge about allergies, anaphylaxis and the College's policy and procedures in responding to an anaphylactic reaction
- To ensure that students at risk of anaphylaxis engage with students responsible for organizing college functions

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 an auto-adrenaline injecting device prior to entering into residence.

Returning students must provide an updated Anaphylaxis Action Plan updated and signed by the treating medical practitioner upon re-entry to College.

A student at risk of anaphylaxis is required to provide the College with 1 auto-injecting device.

If a student does not provide a current auto-adrenaline injecting device upon arrival to College, the student will not be permitted to live in residence.

All students at risk of anaphylaxis are required to carry a second prescribed auto-adrenaline injecting device on their person at all times.

The University College kitchen is not allergen free. Potential allergens such as nuts, cow's milk, fish and shellfish, wheat, soy, sesame are used in the kitchen. All kitchen staff will be allergy aware and will cater for individual dietary needs. The kitchen is not classified as an allergen free zone. However, a strict safe food handling protocol is adhered to, ensuring that students with food allergies do not come in contact with allergens.

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.

3 Communication Plan

The Dean of Students is responsible for the distribution of individual anaphylaxis management plans. Copies of each anaphylaxis management plan are kept on display in the kitchen and in the Dean of Student's office.

The Dean of Students is responsible for ensuring that all Anaphylaxis Management Plans are communicated to staff as appropriate.

The College's anaphylaxis management policy is included in the student handbook. All students living in residence receive a copy of the anaphylaxis management policy via the College Website and are required to read the document prior to entering into residence. The Anaphylaxis Management Policy is also available on the College Intranet.

All students in residence are given the opportunity to view an anaphylaxis emergency response instructional video upon entering University College via the student Facebook page or via <https://www.facebook.com/AnaphylaxisAustralia/videos/1170307983024928/>

The Dean of Students will address 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.

A photographed identified list of all students diagnosed at risk of anaphylaxis is made available to all staff. The photographic list, as well as the individual Anaphylaxis Action Plans, is displayed in the Dean of Student's office, the Reception First Aid cupboard and the College kitchen.

4. Procedures

Enrolment/diagnosis

Prior to admission of a student, or following a diagnosis, all students at risk of anaphylaxis are required to inform the College that they have had a potential anaphylactic reaction to an allergen.

Prior to commencement at the College, or on diagnosis, the student must supply the Dean of Students with an Anaphylaxis Action Plan signed by the treating medical practitioner and an auto-adrenaline injecting device(s) and any other medication.

Upon arrival students at risk of Anaphylaxis must present their auto-adrenaline devices, any other relevant medication and their current Anaphylaxis Management Plan when collecting their room key.

On day one of arrival, the student is required to meet with the Dean of Students and Food Services Manager or Head Chef to discuss their risk management plan.

Storage of an auto-adrenaline injecting devices or other medication

All students at risk of anaphylaxis are required to provide the college with an auto-adrenaline injecting device. The auto-adrenaline injecting devices will be stored in the first aid kit in Reception. Use of auto-adrenaline injecting devices are to be used in accordance with instructions.

A second auto-adrenaline injecting device must always be carried by the student. The student is responsible for ensuring the auto-adrenaline injecting device does not expire throughout the year.

Use of an auto-adrenaline injecting devices

Auto-adrenaline injecting devices are to be used in accordance with instructions on the auto-adrenaline injecting devices and the Anaphylaxis Action Plan. All auto-adrenaline injecting devices are to be labeled with the student's name, and spare auto-adrenaline injecting devices are to be clearly marked as such.

The College does not have a generic EpiPen® for backup.

Staff training

The Dean of Students 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 and where their medication is located
- How to use an auto-adrenaline injecting device (EpiPen®)
- The College's first aid and emergency response procedures

All members of the residential tutor team complete a certificated first aid course upon arrival in college.

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

The student Anaphylaxis management plan will be followed when responding to an anaphylactic reaction.

The Head of College, Dean of Students, Food Services Manager and the Resident Tutor on Duty must be informed of an anaphylaxis incident.

An incident report must be completed by the staff involved in the case of an anaphylactic reaction.

Food Handling and Preparation

The Food Services Manager is responsible for ensuring that reasonable adjustments are implemented and maintained to accommodate persons with anaphylaxis. These adjustments include:

- Advice to residents and guests that no guarantee is given that prepared or introduced food or meals are allergen free
- The provision of accurate information in respect of any relevant ingredients or allergens that may be present, directly or indirectly, in food being provided
- Notification by sign or label where ingredients contain:
 - Peanuts
 - Eggs
 - Tree nuts (e.g. cashews)
 - Cow's milk
 - Fish and shellfish
 - Wheat
 - Soy
 - Sesame
 - Other allergens made known through student engagement
- Food services staff are fully and accurately informed of the ingredients used for each meal
- Proper processes are established to ensure that meals are prepared and served in accordance with resident's special dietary requirements, including minimising cross-contamination.

5. Conference Guests and Visitors

Guests and Visitors who have been diagnosed 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.

University College expects all persons 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. No guarantee is given that prepared or introduced food or meals are allergen free. Individuals 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.

The College Food Services team makes reasonable adjustments in preparing meals for guests and visitors (see Food Handling and Preparation).

6. Responsibility

The Dean of Students, Food Services Manager and Conference Manager will oversee this policy.

Revision Control

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1.0	17/02/2017	Original	Sean Portelli BM	Jennifer McDonald HOC
1.1	24/04/2017	AnaphylaxisAustralia/videos link inserted	Sean Portelli BM	Sean Portelli BM

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