



Anaphylaxis Policy

Introduction

Sacred Heart College seeks to facilitate the safe participation of all students in the educational experiences offered by the College. Where students are known to be at risk of anaphylaxis, parents/guardians/carers are required to provide relevant information to the College to enable us to carry out our duty of care obligations.

For each student diagnosed with a medical condition relating to an allergy and the potential for anaphylaxis, the College requires the active engagement of parents/guardians/carers in the provision of up to date Anaphylaxis Management Plans (ASCIA Action Plan) that comply with Ministerial Order 706: Anaphylaxis Management in Victorian Schools.

The Principal at all times ensures the College complies with Ministerial Order 706: Anaphylaxis Management in Victorian Schools. The College will also comply with the associated guidelines as published and amended by the Department of Education (DE) to support implementation of Ministerial Order 706 in Victorian schools. The College's processes are documented in the management of anaphylaxis procedures in line with the Anaphylaxis Policy for MACS Schools.

Purpose

This policy ensures that the College, in collaboration with parents/guardians/carers and students, provides as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis are provided with reasonable adjustments for their participation in school programs and activities.

Policy Coverage

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for anaphylactic reaction
- parents/guardians/carers of students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for anaphylactic reaction.

Definitions

The Act is the Education and Training Reform Act 2006 (Vic).

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, lupin, and certain insect stings (particularly bee stings).

ASCIA is an acronym, short for Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.

ASCIA Action Plan is the plan that is nationally recognised for anaphylaxis, developed by ASCIA. These plans are device specific; that is, they list the student's prescribed adrenaline autoinjector (e.g. EpiPen® or Anapen®) and must be completed by the student's medical practitioner. This plan is one of the components of the student's Individual Anaphylaxis Management Plan.

Autoinjector is an adrenaline autoinjector device, approved for use by the Australian Government Therapeutic Goods Administration, which can be used to administer a single pre-measured dose of adrenaline to those experiencing a severe allergic reaction (anaphylaxis).

The Department is the Victorian Department of Education and Training.

The Guidelines are the Anaphylaxis Guidelines – A resource for managing severe allergies in Victorian schools, published by the Department of Education and Training for use by all schools in Victoria and updated from time to time.

Online training course is the ASCIA Anaphylaxis e-training for Victorian schools approved by the Secretary pursuant to clause 5.5.4 of Ministerial Order 706.

Ministerial Order 706 is Ministerial Order 706 - Anaphylaxis Management in Victorian schools which outlines legislated requirements for schools and key inclusions for their Anaphylaxis Management Policy.

Policy Statement

1. Individual Anaphylaxis Management Plans

The Health Centre Coordinator (HCC) will ensure that all students who have been diagnosed by a medical practitioner as being at risk of anaphylaxis have an Individual Anaphylaxis Management Plan developed, in consultation with the student's parents/guardians/carers. These plans will be reviewed:

- annually
- when the student's medical condition changes
- as soon as possible after a student has an anaphylactic reaction at the College
- when a student is to participate in an off-site excursion or special event organised or attended by the College.

Sacred Heart College will require the plan to be in place as soon as practicable after the student is enrolled, where possible prior to the first day of school. An interim management plan will be developed by the HCC, in consultation with parents/guardians/carers and put into place for a student who is diagnosed with anaphylaxis after beginning at the College until the ongoing plan is developed. Training and briefings with staff will occur as soon as possible after the interim plan is developed.

The Individual Management Plan will comply with Ministerial Order 706 and record:

- student allergies
- locally relevant risk minimisation and prevention strategies
- names of people responsible for implementing risk minimisation and prevention strategies
- storage of medication
- student emergency contact details
- student ASCIA Action Plans

It is the responsibility of the parent/guardian/carer to:

- inform the College on enrolment or on diagnosis of their child's medical condition.
- provide the ASCIA Action Plan in coloured print, to the HCC and upload it to their child's medical profile.
- provide a current medical profile for their child reflecting an anaphylaxis diagnosis and have the most recent ASCIA Action Plan attached to the profile.
- provide the College with an in-date adrenaline autoinjector and any other medication listed on the ASCIA Action Plan. The autoinjector and medication must be replaced before their expiry or when used. If the autoinjector or medication is not supplied or has expired, students will not be permitted to leave the College premises on an excursion or camp, until this is rectified.
- ensure their child is supplied an autoinjector to be carried to and from the College in their child's College backpack.
- meet with and assist the school to develop the student's Individual Anaphylaxis Management Plan, including risk minimisation and management strategies.

2. Risk minimisation and prevention strategies

Risk minimisation and prevention strategies for anaphylaxis are everyone's responsibility and are in place for all relevant in College and out-of-College settings which include (but are not limited to) the following:

- during classroom activities (including class rotations, specialist, and elective classes)
- between classes and other breaks (including corridors, toilets, locker spaces etc)
- in canteens
- during recess and lunchtimes
- before and after school where supervision is provided
- special events including incursions, sports, class parties, excursions and camps

Sacred Heart College will not ban certain types of food (e.g. nuts) as it is not practical to do so and is not a strategy recommended by the Department or the Royal Children's Hospital. However, the College will avoid the use of nuts-based products in College activities. The canteen and food technology areas (Year 7-9) will eliminate or reduce the likelihood of such allergens.

The HCC will regularly review the risk minimisation strategies outlined in *Risk minimisation strategies for schools*, considering the information provided by parents/guardians/carers related to the risk of anaphylaxis.

3. Register of students at risk of anaphylactic reactions

The HCC maintains an up-to-date register of students at risk of an anaphylactic reaction. This information is shared with all staff through student's SIMON medical profiles and medical notes, anaphylactic students are flagged on the SIMON teacher roll marking system and staff receive a twice-yearly medical briefing

4. Location of Plans, storage and accessibility of autoinjectors

Students' Individual Anaphylaxis Management Plans are stored electronically on student's SIMON profiles. Students' ASCIA Action Plans are located on individual medical profiles and are inside the insulated autoinjector storage pouches.

The HCC will ensure that the College has purchased a number of additional adrenaline autoinjector(s) for General Use as a back up to those supplied by parents. In doing so, the HCC will take into consideration the following:

- the number of students enrolled at the College who have been diagnosed as being at risk of anaphylaxis.
- the accessibility of the parent provided adrenaline autoinjectors of students who have been diagnosed as being at risk of anaphylaxis.
- the availability and sufficient supply of adrenaline autoinjectors for General Use in specified locations at the College, including in the College yard, on excursions and camps and special events conducted or organised by the College.
- A student with an ASCIA Action Plan should have two autoinjectors, one at the College and one in their school bag always. When the expiry date is reached, the autoinjector must be replaced immediately by the parent/guardian/carer.

Student's autoinjectors are to be kept in:

- General Reception in an individual insulated storage pouch with their ASCIA Action Plan and antihistamine (if required)
- in their own College bag for travel to and from the College, and also for excursions and camps.

General Use Autoinjectors are stored in:

- General Reception
- The Cafeteria
- Frayne Hospitality
- Library
- All Yard Duty bags

The adrenaline autoinjectors for General Use have a limited life, usually expiring within 12- 18 months, and will need to be replaced at the College's expense, either at the time of use or expiry, whichever is first. The HCC keeps a record of the expiry dates of the College's adrenaline autoinjectors for General Use and the student supplied autoinjector through EpiClub.

4.1 When to use an Autoinjector for General Use

Autoinjectors for General Use will be used when:

- a student's prescribed autoinjector doesn't work, is misplaced, is out of date or has already been used.
- instructed by a medical officer after calling 000 for a first-time anaphylactic reaction.

5. Emergency response to an anaphylactic reaction In the classroom/school building/school yard

- Call First Aid on Ext 333 or General Reception on Ext 200 or 201 or on an external mobile/phone call 5421 1200 and select 7.
- Also send another student to First Aid/General Reception, letting them know that it is an anaphylactic emergency and the affected student's full name must be given.
- A staff member must stay with the student.
- The HCC and/or the First Aider will attend with the student's autoinjector and a College General Use Autoinjector. Staff may also have a General Use Autoinjector near their location, this could be sourced for faster Autoinjector administration.
- Staff will follow the Student's Anaphylactic Action Plan
- 000 will be called
- The parents will be called
- Post incident support to those students involved will be offered through the College's Wellbeing Team.
- Post-incident support for staff involved will be offered through AccessEAP.

On school Excursions and Camps

All excursions and camps where a student at risk of anaphylaxis is attending must have three autoinjectors - one in the student's backpack, the student's own from General Reception and a College General Use Autoinjector, these are stored along with the First Aid bag. Staff members must check if they have a student at risk of anaphylaxis attending, if so, they must then put the following procedures in place.

- Staff should familiarise themselves with students' allergens, action plans and treatment plan.
- Staff members organising the excursion and/or camp should look at the possible risks, undertake a risk assessment and put measures in place to minimise the risk of the student being exposed to a known allergen.
- Staff to ensure students have their own autoinjector from home prior to leaving for the excursion. If not, the teacher reserves the right to refuse attendance on the excursion.
- On the day of the excursion, it is the staff member attending's responsibility to sign for and collect the General Use College Autoinjector and the student's individual autoinjector that is kept in General Reception. These autoinjectors are to be attached to the First Aid bag and must be in a place that is easy to access by all staff members attending the excursion.

- A staff member must follow the Anaphylaxis Action Plan of the student when dealing with exposure to the allergen.
- All students' Anaphylaxis Action Plans are kept in the insulation storage pouches with the student's autoinjector that is signed out from First Aid. They are also on individual students' medical profiles.
- Post-incident support to students involved will be offered through the College's Wellbeing Team.
- Post- incident support for the staff involved will be offered through AccessEAP.

Special events - sports days etc.

1. If the event is within college grounds during school times, refer to procedure for classroom/school building/school yard. A General Use Autoinjector would be in the first aid kit in a prominent place at the designated first aid station.
2. If the event is a whole school sports day, off the campus, then the excursion/camp procedure should be adhered to.

6. Staff Training

In compliance with Ministerial Order 706, it is recommended that all Victorian school staff undertake one of the three accredited training options:

Option 1. The Principal will identify two staff members at the College to become School Anaphylaxis Supervisors. The school Anaphylaxis Supervisor will have completed the Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC – this training is valid for 3 years and is at no cost to Victorian Catholic schools and is provided by HERO HQ.

Other staff will complete the online ASCIA Anaphylaxis e-training for Victorian Schools and have their competency in using an autoinjector tested by the school Anaphylaxis Supervisor in person within 30 days of completing the course, this training is valid for two years.

Option 2. School staff undertake a face-to-face training Course in First Aid Management of Anaphylaxis 22578VIC every three years.

Option 3. School staff undertake a face-to-face training Course in Allergy and Anaphylaxis Awareness 10710NAT every three years.

Sacred Heart College requires all teaching staff to participate in training to manage an anaphylaxis incident. Other staff will undertake training to manage an anaphylaxis incident if they:

- Conduct classes attended by students with a medical condition related to allergy and the potential for anaphylactic reaction.
- Are specifically identified and requested to do so by the Principal, based on the Principal's assessment of the risk of an anaphylactic reaction occurring while a student is under that staff member's care, authority or supervision.

Sacred Heart College will consider where appropriate whether casual relief teachers, education support officers and volunteers should also undertake training.

The Health Centre Coordinator and Director of Staff will determine and implement an appropriate anaphylaxis training strategy to ensure that staff are adequately trained in the management of anaphylaxis.

6.1 Twice Yearly Staff Briefing

The HCC will ensure that twice yearly anaphylaxis management briefings are conducted, with one briefing held at the start of the year. The briefing will be conducted by the Anaphylaxis Supervisor or another staff member who has completed the Anaphylaxis Management Course in the previous two years. The school will use the Anaphylaxis Management Briefing Template provided by the Department of Education for use in Victorian schools.

The briefing will include information about the following:

- the school's legal requirements as outlined in Ministerial Order 706
- the school's anaphylaxis management policy
- causes, signs and symptoms of anaphylaxis and its treatment
- names and pictures of students at risk of anaphylaxis, details of their year level, allergens, medical condition and risk management plans including location of their medication
- relevant anaphylaxis training requirements
- ASCIA Action Plan for Anaphylaxis and how to use an autoinjector, including practicing with a trainer autoinjector
- the school's general first aid and emergency responses
- location of and access to autoinjectors that have been provided by parents or purchased by the school for general use.

All school staff are required to attend these briefings or if absent, need to review and acknowledge that they have read and understood the medical briefing presentation. The medical briefing presentation is made available for all staff.

7. Anaphylaxis communication plan

To Staff:

The Communication Plan at the College is outlined below:

It is the responsibility of the HCC and Director of Staff to ensure that College staff are adequately trained and briefed twice per calendar year on the students who are at risk of anaphylaxis, and also on how to administer autoinjectors.

School Staff will be updated:

At the commencement of their employment and throughout the school year, on the following:

- Who are the students at risk of Anaphylaxis.
- Where to access the Anaphylaxis Policy
- Where the autoinjectors are stored
- When new students and new staff are identified as having Anaphylaxis during the year.
- Casual Relief Teachers will be updated during their induction.

To the Parents:

The HCC keeps a record of the students' autoinjector expiry dates through EpiClub. EpiClub generates reminders of autoinjector expiry dates held at the College, one month and two months prior to expiry. The HCC will forward these reminders onto parents via email. If after these two reminders the autoinjector expires, the student concerned will not be able to leave the College premises on any excursion/camp until an in-date autoinjector is received.

Annual review

The HCC must complete the Annual Anaphylaxis Risk Management Checklist for Schools at the start of each year to monitor their compliance with Ministerial Order 706, The Guidelines and their legal obligations.

Anaphylaxis Support Resources

[Department of Education Victoria Anaphylaxis Guidelines](#)

[ASCIA Action Plans and First Aid Plans for Anaphylaxis](#)

Related Documents

First Aid, Injury and Illness Policy

Medication Policy

Medical Management Policy

Version	Comments	Date Released	Next Review	Author	Approved
1		2008	June 2020	HCC	DP Wellbeing
2		June 2020	July 2021	HCC	DP Wellbeing
3		July 2021	July 2022	HCC	DP Wellbeing
4		July 2022	July 2023	HCC	DP Wellbeing
5	No major changes, edited to align with the MACS template.	Sept 2023	Sept 2024	HCC	DP Wellbeing
6	Formatting to align with current template	Aug 2024	Aug 2025	HCC	Principal