



Anaphylaxis Policy

Purpose

Sacred Heart College Kyneton seeks to provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis are provided with reasonable adjustments. The school seeks to facilitate the safe participation of all students in the educational experiences offered by the school. Where students are known to be at risk of anaphylaxis, Sacred Heart College Kyneton requires parents/guardians/carers to provide relevant information to enable them to carry out their duty of care obligations. Sacred Heart College Kyneton 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. Sacred Heart College Kyneton's processes reflect the associated guidelines published by the Victorian government to support implementation of Ministerial Order 706 in all Victorian schools.

The Victorian guidelines on anaphylaxis management include information on anaphylaxis including:

- legal obligations of schools in relation to anaphylaxis
- school Anaphylaxis Management Policy
- staff training
- Individual Anaphylaxis Management Plans
- risk minimisation and prevention strategies
- school management and emergency responses
- adrenaline autoinjectors for general use
- Communication Plan
- Risk Management Checklist

Scope

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 and terms

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 a nationally recognised action plan 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.

1. Individual Anaphylaxis Management Plans

The Health Centre Coordinator 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 updated:

- 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 organized 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 the first day of school. An interim management plan will be put into place for a student who is diagnosed with anaphylaxis after beginning at the College until the Plan is developed. The Health Center Coordinator will develop an interim plan in consultation with parents. Training and a briefing 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, insofar as it relates to allergy and the potential for anaphylactic reaction.
- provide the ASCIA Action Plan in coloured print, to the Health Centre Coordinator 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 an up-to-date photo for the ASCIA Action Plan when that plan is provided to the College and when it is reviewed.
- 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 expired, students will not be permitted to leave the College premises on an excursion or camp.

- 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 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 setting which include (but are not limited to)

The following:

- during classroom activities (including class rotations, specialist, and elective classes)
- between classes and other breaks
- 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 Health Centre Coordinator 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 Health Centre Coordinator 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 at the 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, inside the insulated autoinjector storage pouches and are on display in the staffroom.

The Health Centre Coordinator will ensure that the College has purchased adrenaline autoinjector(s) for General Use as a back up to those supplied by parents.

The Health Centre Coordinator will ensure that the College has a number of additional adrenaline autoinjector(s) for General Use. In doing so, the Health Centre Coordinator will consider the following relevant considerations:

- the number of students enrolled at the College who have been diagnosed as being at risk of anaphylaxis.
- the accessibility of adrenaline autoinjectors that have been provided by parents 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 at the College. When the expiry date is reached, the autoinjector must be replaced immediately.

Student's autoinjectors are to be kept in:

- General Reception in an individual insulation 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

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 Health Centre Coordinator keeps a record of the expiry dates of the College's adrenaline autoinjectors for General Use 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, out of date or has already been used
- when instructed by a medical officer after calling 000 first time reaction to be treated with adrenaline before calling 000.

5. Emergency response to an anaphylactic reaction

In the classroom/school buildings/gymnasium

- Call First Aid on Ext 333 or General Reception for urgent assistance on Ext 200 or 201 or dial 9 on the keypad. Also send another student to First Aid/General Reception, letting them know that it is an anaphylactic emergency and the affected student's name must be given. A staff member must stay with the student.
- The Health Centre Coordinator and/or the First Aider will attend with the student's autoinjector and also a College General Use Autoinjector.
- General Use Autoinjectors are located in General Reception, Frayne Hospitality, the Cafeteria, the Library and in all Yard Duty Bags.
- if in gymnasium, then locate the spare autoinjector in the Cafeteria
- Staff will follow the Student's Anaphylactic Action Plan
- The parents will be called after the ambulance

Staff will follow the Student's Anaphylactic Action Plan.

- 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.

In the school yard

- Send someone to the closest phone to call First Aid on Ext 333 or General Reception on Ext 200 or 201 or dial 9 from the keypad. Also send another student to First Aid/General Reception letting them know that it is an anaphylactic emergency and the ill student's name must be given. A staff member must stay with the student.
- The Health Centre Coordinator and/or First Aider will attend with the students autoinjector and also a

College General Use Autoinjector.

- If Cafeteria or Hospitality is the closest point, then the spare autoinjector should be accessed there.
- Staff will follow the Student's Anaphylactic Action Plan
- The parents will be called after the ambulance
- Staff will follow the Student's Anaphylactic Action Plan
- 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

All excursions where a student at risk of anaphylaxis is attending must have three autoinjectors – One in their backpack, the student's own from General Reception and a College General Use Autoinjector.

- 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.
 1. Staff members organising the excursion should look at possible risks on the particular excursion.
 2. Staff to ensure students have their own autoinjector from home on the day of the excursion. If not, the teacher reserves the right to refuse attendance on the excursion with a first aid bag.
 3. The student's autoinjector from General Reception will be signed out to accompany them on their excursion
 4. On the day of the excursion, the staff member must pick up a General Use College Autoinjector and the student's individual autoinjector that is kept in General Reception. These autoinjectors must be in a place that is easy to access by all the staff members attending the excursion.
- A staff member must follow the Anaphylaxis Action Plan of the student when dealing with an 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 General Reception. 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 staff involved will be offered through AccessEAP.

On school Camps

- All Camps where a student at risk of anaphylaxis is attending must have three adrenaline autoinjectors – One in their backpack, the student's own from General Reception and a College General Use Auto Injector.
- Staff members/Camp Coordinator must check If they have a student at risk of anaphylaxis, they must then put the following procedures in place.
 1. Camps Coordinator must do a risk assessment of the camp and put measures in place to minimize the risk of a reaction.
 2. Talk to the parents of the student/s and ascertain if their plan has changed in any way.
 3. Staff are to ensure that students are carrying their own autoinjector in their College backpack on the day of the camp, if not, the teacher reserves the right to refuse attendance on the camp.
 4. On the day of the camp, the staff member must pick up a College General Use Autoinjector and the student's individual autoinjector that is kept in General Reception.
 5. These autoinjectors must be in a place that is easy to access by all the staff members attending the camp.
- A staff member must follow the Anaphylaxis Action Plan of the student when dealing with an exposure to the allergens.
- All students' Anaphylaxis Action Plans are kept in the insulation storage pouches with the student's autoinjector that is signed out of General Reception. 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 staff involved will be offered through AccessEAP.

Special events - sports days etc.

1. If the event is within College grounds during school times, the normal procedure should be followed. First Aider's station will have an autoinjector.
2. If the event is outside of the normal school times, then the excursion procedure should be followed.
3. If the event is a whole school sports day on the school grounds, then a General Use Autoinjector would be in the first aid kit in a prominent place at the first aid station.

4. If the event is a whole school sports day, off the campus, then the excursion procedure should be adhered to.

Post incident support to students involved will be offered through the College's Wellbeing Team. Post-incident support for staff involved will be offered through AccessEAP.

8. 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. All school staff 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. The school Anaphylaxis Supervisor will have completed Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC – at no cost for Victorian Catholic schools from HERO HQ. Staff are required to complete the ACSIA online training every two years.

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

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

Sacred Heart College will require all staff to participate in training to manage an anaphylaxis incident.

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 and volunteers should also undertake training.

Sacred Heart College staff will:

successfully complete an approved anaphylaxis management training course in compliance with Ministerial Order 706, and

participate in the school's twice-yearly briefings conducted by the school's anaphylaxis supervisor or another person nominated by the Principal, who has completed an approved anaphylaxis management training program in the past two years.

A range of training programs are available, and the Health Centre Coordinator and Director of Staff will determine an appropriate anaphylaxis training strategy and implement this for staff. Health Centre Coordinator and Director of Staff will ensure that staff are adequately trained, and that a sufficient number of staff are trained in the management of anaphylaxis, noting that this may change from time to time dependent on the number of students with ASCIA plans.

The Principal will identify two staff members at the College to become School Anaphylaxis Supervisors. A key role will be to undertake competency checks on all staff who have successfully completed the ASCIA online training course. To qualify as a School Anaphylaxis Supervisor, the nominated staff members will need to complete an accredited short course that teaches them how to conduct a competency check on those who have completed the online training course i.e., Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC. At the end of the online training course, participants who have passed the assessment module will be issued a certificate which needs to be signed by the School Anaphylaxis Supervisor to indicate that the participant has demonstrated their competency in using an adrenaline autoinjector device.

School staff who complete the online training course will be required to repeat that training and the adrenaline autoinjector competency assessment every two years.

Hero HQ has been contracted by the Catholic Education Commission of Victoria to deliver training in the Course in Verifying the Use of Adrenaline Injector Devices 22579VIC at no cost to Catholic schools. Training

in this course is current for three years.

Sacred Heart College notes that Course in First Aid Management of Anaphylaxis 22578VIC and Course in Allergy and Anaphylaxis Awareness 10710NAT are face-to-face courses that comply with the training requirements outlined in Ministerial Order 706. School staff who have completed these courses will have met the anaphylaxis training requirements for the documented period of time.

6.1 Twice Yearly Staff Briefing

The Health Centre Coordinator 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 an 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
- ASCIA Action Plan for Anaphylaxis and how to use an autoinjector, including practising 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 should be briefed on a regular basis about anaphylaxis and the school's anaphylaxis management policy.

9. Anaphylaxis communication plan

To Staff:

The Communication Plan at the College is outlined below:

It is the responsibility of the Health Centre Coordinator and Director of Staff to ensure that relevant school 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 and throughout the school year, as to the students who are at risk of Anaphylaxis.
- Where to access the Anaphylaxis Policy
- On where the autoinjector's 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 Health Centre Coordinator 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 HealthCentre Coordinator 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.

10. Procedures

Schools must provide to staff the actions and procedures to be undertaken in the school to ensure that the requirements of the MACS policy are enacted.

1. Register of students with anaphylaxis

- how this information will be recorded, what will be included
- where it is located and
- who will maintain and update the register

2. Location, storage and accessibility of autoinjectors

- where the plans and autoinjectors will be located – student and those for general use
- procedures for camps, excursions and special activities

3. Emergency Response

- a complete and up-to-date list of students identified at risk of anaphylaxis and where this is located
- details of Individual Anaphylaxis Management Plans and ASCIA action plans and their locations within the school and during off site activities or special events
- location and storage of autoinjectors, including those for general use
- how appropriate communication with staff, students, parents is to occur

4. Staff training

- expectations in the school for training and how this will be done.
- how the records of training will be maintained and by whom.
- who are the anaphylaxis supervisors in the school

5. Communication plan

outline the practices within the school for the following:

- raising staff awareness – arrangements for twice yearly briefing, regular briefings, induction of new staff, CRT staff, etc.
- raising student awareness – Use of fact sheets, posters with messages about anaphylaxis, peer support, etc.
- working with parents – developing open, cooperative relationships with parents/guardians/carers, how information will be shared; requesting and updating medical information
- methods for raising school community awareness – e.g. Newsletter, website, information nights, assemblies

Annual review

The Health Centre Coordinator 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 Policies

First Aid, Injury, and Illness Policy

Medication Policy

Medical Management Policy

Ratified by: Principal - Dr Darren Egberts

Signature:



Date: 1/12/2023

Review History

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					