

Anaphylaxis Management Policy

RATIONALE

Emmanuel College has a responsibility, as far as practicable, to provide a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the school's teaching and learning program.

SCOPE

This policy relates to all staff, volunteers, students, and parents/guardians of students.

DEFINITION

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. The most common allergens are eggs, peanuts, tree nuts (eg cashews), cow's milk, fish and shellfish, wheat, soy, certain insect stings and medications.

Adrenaline autoinjector is a device, approved for use by the Commonwealth 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). These may include EpiPen, EpiPen Jr, Anapen 500, Anapen 300, or Anapen Jr.

POLICY STATEMENT

Anaphylaxis is a serious health issue and the key to preventing an anaphylactic reaction by a student is knowledge, awareness, and planning. The College acknowledges its legal responsibility to develop and maintain procedures for the management of anaphylaxis, and will therefore fully comply with [Ministerial Order 706](#) and the associated guidelines published and amended by the Victorian Government's Department of Education and Training (DET) from time to time.

GUIDING PRINCIPLES

1. The [DET Anaphylaxis Guidelines](#) will be used as a resource to assist the College with meeting its duty of care to students at risk of anaphylaxis as well as other legislative requirements and mandatory directions.
2. The keys to prevention of anaphylaxis are planning, risk minimisation, awareness, and education. Policies and procedures will be put in place to ensure the risks associated with severe allergies are minimised, so that all students can feel safe while at school.
3. The College is committed to raising awareness about allergies and anaphylaxis in the school community, and to actively involve the parents/guardians of each student at risk of anaphylaxis in assessing the risks, developing risk minimisation and management strategies for students.
4. Anaphylaxis falls within the definition of disability for the purposes of both the Equal Opportunity and Disability Discrimination legislation, therefore the College must ensure that it does not unlawfully discriminate, either directly or indirectly, against students with anaphylaxis.
5. Every staff member will receive adequate training and knowledge of allergies, anaphylaxis, and emergency procedures.

STAFF TRAINING

All school staff will undertake the Australasian Society of Clinical Immunology and Allergy (ASCIA) e-training course at least once every two years. The course is free of charge for all Victorian school staff and can be accessed at <https://etrainingvic.allergy.org.au/>.

The course will take approximately one hour to complete, and participants who pass the assessment module will be issued with a certificate that needs to be signed by a School Anaphylaxis Supervisor after demonstrating competency in using an adrenaline autoinjector.

Staff will need to have their competency in using an adrenaline autoinjector tested in person within 30 days of completing the ASCIA e-training course. A minimum of two staff from each campus will need to complete the accredited [Course in Verifying the Use of Adrenaline Injector Devices](#) that teaches them how to conduct a competency check on those who have completed the online training course.

These staff will perform the role of School Anaphylaxis Supervisor and be the contact for anaphylaxis management requirements in the school, including leading the twice yearly school briefings.

Staff briefings will be conducted twice each calendar year on:

- the College's legal requirements as outlined in Ministerial Order 706;
- the Anaphylaxis Management Policy;
- the identities of students at risk of anaphylaxis, their allergens, year levels, and risk management plans that are in place;
- signs and symptoms of anaphylaxis;
- relevant anaphylaxis training;
- ASCIA Action Plan for Anaphylaxis and how to administer an EpiPen and an Anapen;
- the College's First Aid Policy and emergency response procedures;
- the location of, and access to, adrenaline autoinjectors that have been provided by parents/guardians or purchased by the school for general use; and
- how to access ongoing support and training.

In the event that the relevant training and briefing has not occurred, the Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the parents/guardians of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction. Training will be provided to staff as soon as practicable after the student enrolls, and preferably before the student's first day at school.

A template presentation for staff briefings can be downloaded from the [DET website](#).

INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

The Principal is responsible for ensuring that an Individual Anaphylaxis Management Plan is developed, in consultation with the student's parents/guardians, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis.

The Individual Anaphylaxis Management Plan will be in place as soon as practicable after the student enrolls, and where possible before their first day of school.

The Individual Anaphylaxis Management Plan will set out the following:

- information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has and the signs and symptoms the student might exhibit in the event of an allergic reaction (based on a written diagnosis from a medical practitioner);
- strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of staff, for in-school and out-of-school settings including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the College;
- the name of the person(s) responsible for implementing the strategies which have been identified in the Plan;
- information on where the student's medication will be stored;
- the student's emergency contact details; and
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

A template of an Individual Anaphylaxis Management Plan can be downloaded from the [DET website](#).

The [ASCIA Action Plan for Anaphylaxis](#) is the recognised form for emergency procedure plans that is provided by medical practitioners to parents/guardians when a child is diagnosed as being at risk of anaphylaxis.

Office staff will implement and monitor the student's Individual Anaphylaxis Management Plan as required.

The student's Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student's parents/guardians in all of the following circumstances:

- annually at the start of each school year;
- if the student's medical condition (relating to allergy and the potential for anaphylactic reaction), changes;
- as soon as practicable after the student has an anaphylactic reaction at school; and
- when the student is to participate in an off-site activity.

It is the responsibility of parents/guardians to:

- obtain the ASCIA Action Plan from the student's medical practitioner and provide a copy to the College as soon as practicable;
- immediately inform the College in writing if there is a change in their child's medical condition, relating to allergy and the potential for anaphylactic reaction, and if relevant obtain an updated ASCIA Action Plan;
- provide an up-to-date photo of the student for the ASCIA Action Plan when that plan is provided to the College and each time it is reviewed;
- provide the College with an adrenaline autoinjector that is current and not expired for their child; and
- participate in annual reviews of their child's plan.

RISK MINIMISATION STRATEGIES

The minimisation of the risk of anaphylaxis is everyone's responsibility within the College community.

Staff have a duty of care to take all reasonable steps to protect a student in their care from the risk of injury that are reasonably foreseeable. In some circumstances, volunteers engaged in school activities also have a duty of care to students, eg where volunteers have a direct supervision role with a student at risk of anaphylaxis, and where there are no staff present.

In relation to anaphylaxis management, the College and its staff have a **duty to take reasonable steps to inform themselves as to whether an enrolled student is at risk of anaphylaxis.**

Risk minimisation and prevention strategies that the College will put in place for identified students with anaphylaxis in all relevant in-school and out-of-school 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;
- in canteens;
- during recess and lunchtimes;
- before and after school periods during which yard supervision is provided; and
- special events, including incursions, sports days, excursions, and camps.

A range of risk minimisation and prevention strategies can be found in the [Resources tab](#) of the [Anaphylaxis Guidelines](#).

SCHOOL PLANNING AND EMERGENCY RESPONSE

The College will maintain a complete and up-to-date list of students identified as being at risk of anaphylaxis. Details of the Individual Anaphylaxis Management Plans and ASCIA Action Plans will be held in set locations, including:

- in the student files;
- in the McAuley and Rice campus sick bays with the students' adrenaline autoinjector;
- online access via Operoo and SIMON under student notes; and
- on school camps, excursions, and other out-of-school activities.

In the event of an anaphylactic reaction, the Emergency Response Procedures listed in Appendix A must be followed, together with the College's general first aid and emergency response procedures and the student's ASCIA Action Plan.

Communication with staff, students and parents/guardians about the College's Anaphylaxis Management Policy will occur in accordance with the Communication Plan listed in Appendix B.

The Principal will ensure there are a sufficient number of school staff trained, according to the Ministerial Order, present when a student with a medical condition that relates to allergy and the potential for anaphylactic reaction, is under the care or supervision of the College outside of normal class activities, including in the school yard, on camps and excursions, or other events conducted, organised or attended by the school.

ADRENALINE AUTOINJECTORS FOR GENERAL USE

The Principal is responsible for arranging the purchase of additional adrenaline autoinjectors for general use, as a back up to adrenaline autoinjectors supplied by parents/guardians of students who have been diagnosed as being at risk of anaphylaxis. The additional adrenaline autoinjectors for general use can also be used on other students previously undiagnosed for anaphylaxis, where they have a first-time reaction.

The Principal will determine the type of adrenaline autoinjector to purchase for general use. There are currently two adrenaline autoinjector devices available in Australia, and these are the EpiPen and the Anapen. Adrenaline autoinjectors are designed so that anyone can use them in an emergency.

The Principal will also need to determine the number of additional adrenaline autoinjectors required. In doing so, the Principal should take into account the following relevant considerations:

- the number of students enrolled at the College who have been diagnosed as being at risk of anaphylaxis;
- the weight of the students at risk of anaphylaxis to determine the correct dosage of adrenaline autoinjector/s to purchase;
- the accessibility of adrenaline autoinjectors that have been provided by parents/guardians 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 school yard and at excursions, camps and special events conducted, organised or attended by the school;
- the adrenaline autoinjectors for general use have a limited life, and will usually expire 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; and
- the expiry date of adrenaline autoinjectors should be checked regularly to ensure they are ready for use.

Adrenaline autoinjectors for general use are supplied to staff teaching PE classes and located in the sick bays, canteens, food technology classrooms, and staffrooms at the McAuley and Rice campuses, plus in the Emmanuel Centre first aid room, College bus, McAuley library, and the Goold building staff office.

It is recommended that adrenaline autoinjectors for general use are used when:

- a student's prescribed adrenaline autoinjector does not work, is misplaced, out-of-date or has already been used; or
- a student is having a suspected first-time anaphylactic reaction and does not have a medical diagnosis for anaphylaxis; or
- when instructed by a medical officer after calling 000.

Schools can use either the EpiPen and Anapen on any student suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan. Where possible, the correct dose of adrenaline autoinjector depending on the weight of the student should be used, however in an emergency if there is no other option available, any device should be administered to the student.

ASCIA advises that no serious harm is likely to occur from mistakenly administering adrenaline to an individual who is not experiencing anaphylaxis. Further information is available at the [ASCIA website](#), and adrenaline autoinjectors for general use can be purchased at any chemist and no prescriptions are necessary.

COMMUNICATION PLAN

The Principal is responsible for ensuring that a Communication Plan is developed to provide information to all staff, students and parents/guardians about anaphylaxis and the College's Anaphylaxis Management Policy.

The Communication Plan listed in Appendix B includes strategies for advising staff, students, and parents/guardians about how to respond to an anaphylactic reaction of a student in various environments, including:

- during normal school activities including in the classroom, in the school yard, in all school buildings and sites including gymnasiums and halls; and
- during off-site or out-of-school activities, including on excursions, school camps and at special events conducted, organised or attended by the College.

The Communication Plan includes procedures to inform volunteers and casual relief staff of students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to an anaphylactic reaction by a student in their care.

The Principal will ensure that all school staff are trained and briefed at least twice per calendar year in accordance with the Ministerial Order.

ANNUAL RISK MANAGEMENT CHECKLIST

The Principal will complete an annual [Risk Management Checklist](#) as published by the Department of Education and Training (DET) to monitor compliance with the College's obligations.

POLICY REVIEW

This policy will be reviewed each year and will be made available on the College intranet.

RELATED DOCUMENTS/LINKS

[Ministerial Order 706 – Anaphylaxis Management in Schools](#)

[Department of Education and Training – Anaphylaxis Guidelines](#)

[Australasian Society of Clinical Immunology and Allergy \(ASCIA\) e-training course](#)

[Allergy & Anaphylaxis Australia](#)

Appendix A – Emergency Response Procedures (*including list of Emmanuel students with Anaphylaxis and Action Plan for Anaphylaxis – not for external publication*)

Appendix B – Communication Plan

First Aid Policy

REVIEW HISTORY

Version	Date released	Next review	Author	Approved
1.0	February 2021	February 2022	Principal's Assistant	College Management Team
2.0	February 2022	February 2023	Principal's Assistant	College Management Team
3.0	March 2023	February 2024	Principal's Assistant	College Management Team
4.0	February 2024	February 2025	Principal's Assistant	College Management Team