

## ANAPHYLAXIS MANAGEMENT POLICY AND PROCEDURES

*Ministerial Order No. 706*

### **Care, safety and welfare of students – Anaphylactic Shock Management Policies and Procedures:**

Anaphylactic Shock Management  
Adrenaline Autoinjectors – Purchase, Storage and Use  
Communication Plan (Appendix A)  
Emergency Response Procedures  
Risk Minimisation Strategies  
Anaphylaxis Training and Briefings

### **Anaphylactic Shock Management**

#### **Source of Obligation**

The Education and Training Reform Act 2006 (s 4.3.1 (6)(c)) requires all Colleges to develop an anaphylaxis management policy, where the College knows or ought to reasonably know, that a student enrolled at the College has been diagnosed as being at risk of anaphylaxis.

'Ministerial Order No. 706: Anaphylaxis Management in Victorian Colleges' prescribes specific matters that Colleges applying for registration and registered Colleges in Victoria must contain in their anaphylaxis management policy for the purposes of section 4.3.1 (6)(c) of the Act.

#### **The Hazard – Anaphylaxis**

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 and certain insect stings (particularly bee stings).

The key to prevention of anaphylaxis in schools is knowledge of the student who has been diagnosed as at risk, awareness of allergens, and prevention of exposure to those allergens. Partnerships between schools and parents/carers are important in helping the student avoid exposure.

Adrenaline given through an adrenaline (epinephrine) autoinjector (such as an EpiPen® or EpiPen® Jr) into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

It is important to remember that minimisation strategies to help reduce the risk of anaphylaxis are everyone's responsibility, including the

Principal and all College staff, parents/guardians, students and the broader College community.

### **CBC St Kilda's Policy**

CBC St Kilda is committed to providing a safe learning environment for all our students and complying with the current Ministerial Order No.706 and the Department of Education and Training's Anaphylaxis Guidelines as amended by the Department from time to time (Guidelines).

The College recognises that it cannot achieve a completely allergen free environment. It is our policy:

- To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of schooling
- To raise awareness of food and insect allergy and the risk of anaphylaxis and the College's anaphylaxis management policy in the College community
- To engage with parents/guardians of each student at risk of anaphylaxis when assessing risks and developing risk minimisation strategies for the student
- To ensure that staff have knowledge about allergies, can recognise an allergic reaction including anaphylaxis and understand the College's policy and guidelines and emergency procedures in responding to anaphylaxis.

### **Safe Work Practices**

College has developed the following work practices and procedures for managing the risk of anaphylaxis:

- Adrenaline Autoinjectors – Purchase, Storage and Use
- Communication Plan (Appendix A)
- Emergency Response Procedures
- Risk Minimisation Strategies
- Risk Management Checklist

### **Risk Management Checklist**

The Deputy Principal completes an annual Risk Management Checklist included in the Anaphylaxis Guidelines for Victorian Colleges, to monitor our obligations.

We regularly check the Department of Education and Training's Anaphylaxis Management in Colleges page to ensure the latest version of the Risk Management Checklist is used.

### **The College's Anaphylaxis Supervisors**

The Guidelines recommend that the Principal nominates a staff member to undertake appropriate training to be able to verify the correct use of autoinjector (trainer) devices and lead the twice-yearly briefings on the school's anaphylaxis management policy (Anaphylaxis Supervisor). It is recommended that at least two Anaphylaxis Supervisors per school.

These may include:

- a first aid coordinator;

- a health and wellbeing coordinator or other health and wellbeing staff; and/or
- a senior/leading teacher.

CBC St Kilda has appointed the following staff members as its Anaphylaxis Supervisors:

- David Joyce, Outdoor Education Convenor
- Rachel Locke, First Aid Officer – Sick Bay (Main Campus)

Refer to Roles and Responsibilities: College Anaphylaxis Supervisor below for more information.

## Key Definitions

### **Adrenaline Autoinjector**

An adrenaline autoinjector 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® or EpiPen® Jr.

Refer to *Adrenaline Autoinjector*.

### **Anaphylaxis Management Training Course**

This means a course in anaphylaxis management training:

- that is accredited as a VET accredited course in accordance with Part 3 of the National Vocational Education and Training Regulator Act 2011 (Cth) that includes a competency check in the administration of an Adrenaline Autoinjector;
- accredited under Chapter 4 of the Act by the Victorian Registration and Qualifications Authority that includes a competency check in the administration of an Adrenaline Autoinjector;
- endorsed and delivered by a tertiary level specialist allergy service within a tertiary level academic teaching hospital that includes a competency check in the administration of an Adrenaline Autoinjector; or
- any other course including an Online Training Course.

### **ASCIA**

Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.

### **ASCIA Action Plan for Anaphylaxis**

This plan 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 (EpiPen® or EpiPen® Jr) and must be completed by the student's medical practitioner. Should a different Adrenaline Autoinjector become available in Australia, then a

different ASCIA Action Plan specific to that device would be developed. This plan is one of the components of the student's Individual Anaphylaxis Management Plan.

### **Communication Plan**

A plan developed by CBC St Kilda which provides information to all school staff, students and parents about anaphylaxis and this policy.

Refer to *Communication Plan (Appendix A)*.

### **Online Training Course**

Means the course called ASCIA Anaphylaxis e-training for Victorian Schools.

### **Roles and Responsibilities:**

#### **Principal**

Section 9 of the Guidelines sets out the role and responsibilities of the Principal. The Principal must:

- ensure that the College develops, implements and routinely reviews this policy in accordance with Ministerial Order No. 706 and the Guidelines;
- actively seek information to identify students with severe life-threatening allergies or those who have been diagnosed as being at risk of anaphylaxis, either at the time of enrolment or at the time of diagnosis (whichever is earlier);
- ensure that parents/carers provide an ASCIA Action Plan for Anaphylaxis which has been completed and signed by the student's medical practitioner and contains an up-to-date photograph of the student;
- ensure that an Individual Anaphylaxis Management Plan is developed in consultation with the student's parents/carers for any student that has been diagnosed by a medical practitioner with a medical condition relating to allergy and the potential for an anaphylactic reaction, where the College has been notified of that diagnosis;
- ensure students' Individual Anaphylaxis Management Plans are appropriately communicated to all relevant staff;
- ensure that the canteen provider and all of its employees can demonstrate satisfactory training in the area of food allergy and anaphylaxis and its implications for food-handling practices;
- ensure that parents/carers provide the College with an Adrenaline Autoinjector for their child that is not out of date and a replacement Adrenaline Autoinjector when requested to do so;
- ensure that an appropriate Communication Plan is developed (see Appendix A);
- ensure there are procedures in place for providing information to college volunteers and casual relief staff about students who are at risk of anaphylaxis, and their role in responding to an anaphylactic reaction of a student in their care;

- ensure that relevant college staff have successfully completed an approved Anaphylaxis Management Training Course and that their accreditation is current;
- ensure that college staff who are appointed as Anaphylaxis Supervisor(s) are appropriately trained in conducting autoinjector competency checks and that their accreditation is current;
- ensure that all college staff are briefed at least twice a year by the Anaphylaxis Supervisor (or other appropriately trained member of the college staff);
- allocate time, such as during staff meetings, to discuss, practise and review this policy;
- encourage regular and ongoing communication between parents and college staff about the current status of the student's allergies, the College's policies and their implementation.
- ensure the Risk Management Checklist for anaphylaxis is completed and reviewed annually; and
- arrange to purchase and maintain an appropriate number of Adrenaline Autoinjectors for general use to be part of the College's first aid kit, stored with a copy of the general ASCIA Action Plan for Anaphylaxis (orange).

**Roles and Responsibilities:**

**College Anaphylaxis Supervisor**

The Anaphylaxis Supervisor must complete the School Anaphylaxis Supervisor Checklist in conjunction with the Principal and other college staff to ensure that responsibilities, training requirements and tasks relating to anaphylaxis are being met by the College.

Section 9 of the Guidelines sets out the role and responsibilities of the College Anaphylaxis Supervisor.

The Anaphylaxis Supervisor must:

- work with the Principal to develop, implement and regularly review this policy;
- obtain regular training in how to recognise and respond to an anaphylactic reaction, including administering an Adrenaline Autoinjector;
- verify the correct use of Adrenaline Autoinjector (trainer) devices by other college staff undertaking an Online Training Course through completion of the School Supervisors' Observation Checklist;
- provide access to the Adrenaline Autoinjector (trainer) device for practice by college staff;
- send reminders to staff or information to new staff about anaphylaxis training requirements and liaise with the Principal to maintain records of training undertaken by staff at the college;
- lead the twice-yearly anaphylaxis college briefing;
- develop school-specific scenarios to be discussed at the twice-yearly briefing to familiarise staff with responding to an emergency situation requiring anaphylaxis treatment, for example;

- a bee sting occurs on college grounds and the allergic student is conscious; or
- an allergic reaction where the student has collapsed on college grounds and the student is not conscious;
- keep an up-to-date register of students at risk of anaphylaxis;
- keep a register of Adrenaline Autoinjectors, including a record of when they are 'in' and 'out' from the central storage point. For instance, when they have been taken on excursions, camps etc;
- work with the Principal, parents/carers and students to develop, implement and review each Individual Anaphylaxis Management Plan in accordance with this policy;
- provide advice and guidance to college staff about anaphylaxis management in the College, and undertake regular risk identification and implement appropriate minimisation strategies;
- work with college staff to develop strategies to raise their own, students and college community awareness about severe allergies; and
- provide or arrange post-incident support (e.g. counselling) to students and college staff, if appropriate.

**Roles and Responsibilities:**

Section 9 of the Guidelines sets out the role and responsibilities of the College staff.

**Staff**

The college staff must:

- know and understand the requirements of this policy;
- know the identity of students who are at risk of anaphylaxis, know their face and if possible what their specific allergy is;
- understand the causes, symptoms, and treatment of anaphylaxis;
- obtain regular training in how to recognise and respond to an anaphylactic reaction, including administering an Adrenaline Autoinjector;
- know where to find a copy of each student's ASCIA Action Plan for Anaphylaxis quickly, and follow it in the event of an allergic reaction;
- know the College's general first aid and emergency response procedures, and understand their role in relation to responding to an anaphylactic reaction;
- know where students' adrenaline autoinjectors and the adrenaline autoinjectors for general use are kept;
- plan ahead for special class activities (e.g. cooking, art and science classes), or special occasions (e.g. excursions, incursions, sport days, camp, cultural days, fetes and parties), either at the college, or away from the college;
- avoid the use of food treats in class or as rewards, as these may contain allergens;
- work with parents/carers to provide appropriate treats for students at risk of anaphylaxis, or appropriate food for their child if the food the college/class is providing may present an allergy risk;

- be aware of the possibility of hidden allergens in foods and of traces of allergens when using items such as egg or milk cartons in art or cooking classes;
- be aware of the risk of cross-contamination when preparing, handling and displaying food;
- make sure that tables and surfaces are wiped down regularly and that students wash their hands before and after handling food; and
- raise student awareness about allergies and anaphylaxis, and the importance of each student's role in fostering a college environment that is safe and supportive for their peers.

**Roles and Responsibilities:**

Section 9 of the Guidelines sets out the role and responsibilities of the parents/carers of a student at risk of anaphylaxis.

**Parents/Guardians**

Parents/carers must:

- inform the College in writing, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed as being at risk of anaphylaxis;
- obtain and provide the College with an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner that details:
  - their condition;
  - any medications to be administered; and
  - any other relevant emergency procedures;
- immediately inform college staff in writing of any changes to the student's medical condition and if necessary, obtain and provide an updated ASCIA Action Plan for Anaphylaxis;
- provide the College with an up to date photo for the student's ASCIA Action Plan for Anaphylaxis when the plan is reviewed;
- meet with and assist the College to develop the student's Individual Anaphylaxis Management Plan, including risk minimisation and management strategies;
- provide the College with an Adrenaline Autoinjector and any other medications that are current and not expired;
- replace the student's Adrenaline Autoinjector and any other medication as needed, before their expiry date or when used;
- assist college staff in planning and preparation for the student prior to camps, field trips, incursions, excursions or special events (e.g. class parties, cultural days, fetes or sport days);
- if requested by college staff, assist in identifying and/or providing alternative food options for the student when needed;
- inform college staff in writing of any changes to the student's emergency contact details.

**Worker Responsibilities**

All staff must follow the anaphylaxis management guidelines set out in this policy.

**Signage**

ASCIA Action Plans are posted in the staffroom with first aid procedures.



With permission from parents/carers, it may be appropriate to have a student's name, photo and the foods they are allergic to, displayed in other locations around the college.

**Implementation**

This policy is implemented through a combination of:

- College premises inspections (to identify wasp and bee hives);
- staff training and supervision;
- maintenance of student medical records;
- effective incident notification procedures;
- effective communication procedures with the students' parents/carers; and
- initiation of corrective actions where necessary.

**Discipline for Breach of Policy**

Where a staff member breaches this policy, CBC St Kilda may take disciplinary action.

**Related Documents**

- Facilitator Guide for Anaphylaxis Management
- Anaphylaxis Management Briefing Presentation
- Risk Management Checklist
- College Anaphylaxis Supervisor Checklist
- College Supervisors' Observation Checklist
- Risk Minimisation strategies for Colleges Template

## Individual Anaphylaxis Management Plans

**Identification of Students at Risk**

Parents/guardians are requested to notify the College of all medical conditions including allergies. Refer to our Medical Records (Student) policy.

Students who are identified as being at risk of anaphylaxis are considered high risk. (This includes students with ASCIA Action Plans for Anaphylaxis and ASCIA Action Plans for Allergic Reactions). For each of these students an Individual Anaphylaxis Management Plan should be developed, regularly reviewed and updated.

The College maintains a complete and up-to-date list of students identifying as having a medical condition that relates to allergy and the potential for anaphylaxis. It is the responsibility of the College Registrar and the Education Support Officer Admin/Reception to keep this list up to date. This list is kept on the staff collaboration site and a copy kept at Reception/Student Services (both Campuses).

For students who are showing signs of an allergic reaction or anaphylaxis for the first time, and do not otherwise have an individual ASCIA Action Plan for Anaphylaxis or Allergic



Reactions, the College should follow the Allergy Awareness policy.

If a teacher or other staff member administering first aid is required to use an adrenaline autoinjector for general use in the College first aid kit they should refer to the [ASCIA Action Plan for Anaphylaxis for General Use](#) (Orange), stored with it, for instructions on administering an adrenaline autoinjector.

Individuals with an allergy that have only ever had mild/moderate allergic reactions are at low risk of having an anaphylaxis (not no risk but low risk). They are often not prescribed an adrenaline autoinjector but should have an [ASCIA Action Plan for Allergic Reactions](#) (Green).

Individuals that have had a previous severe allergic reaction/anaphylaxis to triggers (other than medications) and those deemed to be at high risk by their medical practitioner are prescribed an adrenaline autoinjector and given an [ASCIA Action Plan for Anaphylaxis](#) (Red).

Those with an [ASCIA Action Plan for Allergic Reactions](#) (Green) must still have strategies implemented to reduce risk as detailed on their Individual Management Plan.

### **Preparing an Individual Anaphylaxis Management Plan**

Where the College has been notified, the Principal or College Anaphylaxis Supervisor is responsible for developing an Individual Anaphylaxis Management Plan 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 should be in place as soon as practicable after the student is enrolled, and where possible, before their first day at the College.

The template **Individual Anaphylaxis Management Plan** included in the Anaphylaxis Guidelines for Victorian Colleges should be used to complete a student's Individual Anaphylaxis Management Plan.

CBC St Kilda has also developed a **flowchart** that outlines our practices for enrolled students or students presenting for enrolment.

### **Plan Contents**

Individual Anaphylaxis Management Plans must include the following:

- information on allergen/s
- information on other health conditions
- medication prescribed

- emergency contact details of parent/guardian and alternate person
- medical practitioner contact details
- emergency care to be provided at the College
- where the student's adrenaline autoinjector will be stored
- strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of the College
- name of the person(s) responsible for implementing the risk management strategies
- the current ASCIA Action Plan.

### **Review of Plan**

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

- annually
- if the student's condition changes
- as soon as practicable after the student has an anaphylaxis
- when the student participates in an off-site activity or a special event organised by the College.

Parents/guardians are required to inform the College if their child's medical condition changes, and if relevant, provide an updated ASCIA Action Plan. The ASCIA Action Plan must be completed and signed by a medical practitioner. The ASCIA Action Plan needs to be renewed at least every 18–24 months (most students renew their ASCIA Action Plan with each new prescription of adrenaline autoinjector as they expire every 12–16 months). If staff and parents/guardians have difficulty agreeing on management strategies, communication with the student's medical practitioner or Royal Children's Hospital Anaphylaxis Advice and Support service (1300 725 911) should be considered.

The Individual Anaphylaxis Management Plan must be signed off by the parent/guardian and a designated staff member.

### **Responsibilities in Relation to Plan**

The College Anaphylaxis Supervisor will work with the Principal, parents/guardians and students to develop, implement and review each Individual Anaphylaxis Management Plan to:

- ensure that the student's emergency contact details are up-to-date
- ensure that the student's ASCIA Action Plan for Anaphylaxis matches the student's supplied adrenaline autoinjector
- regularly check that the student's adrenaline autoinjector is not out-of-date, such as at the beginning or end of each term, and record this information in the register of adrenaline autoinjectors

- inform parents/guardians in writing that the adrenaline autoinjector needs to be replaced one month prior to the expiry date, and follow up with parents/guardians if the autoinjector is not replaced
- ensure that the student's adrenaline autoinjector is stored correctly (at room temperature and away from light) in an unlocked, easily accessible place
- ensure that a copy of each student's ASCIA Action Plan for Anaphylaxis is stored with that student's adrenaline autoinjector.

## **Location of Plan**

Individual Anaphylaxis Management Plans are kept at Reception/Student Services in the students Anaphylaxis Medication Kit. Copies of the Anaphylaxis Management Plans are also kept at the following locations:

- College staffroom notice board
- Electronically via the Staff Collaboration site

Individual ASCIA Action Plans are kept at Reception/Student Services (both Campuses). Copies of the ASCIA Action Plans are also kept at the following locations:

- College staffroom on notice board
- Staff collaboration site
- Student management system (SIMON)

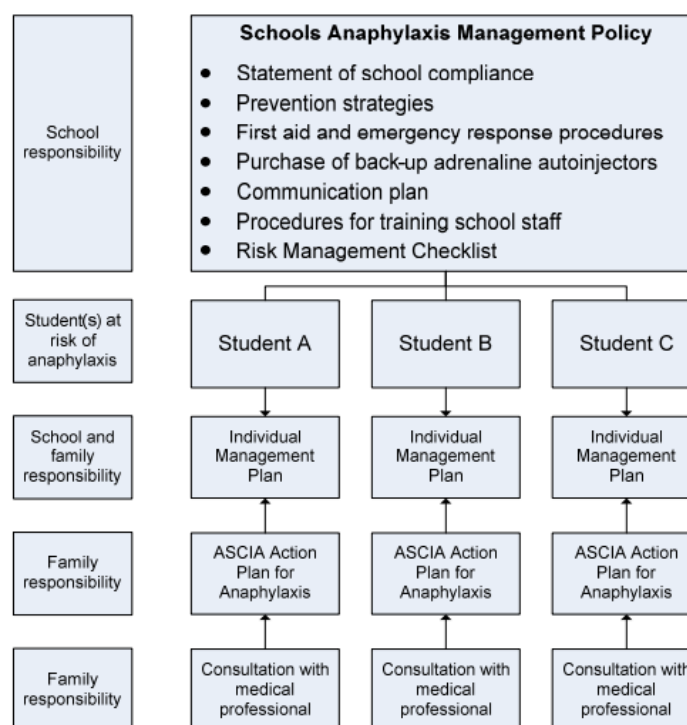
The ASCIA Action Plan for Anaphylaxis or Allergic Reactions is part of the Individual Anaphylaxis Management Plan and details emergency management/emergency response of an allergic reaction including anaphylaxis.

There are two ASCIA Action Plans available from the [ASCIA website](#):

- the ASCIA Action Plan for Allergic Reactions is green and is for students allergic to common allergens (food and insects for example) that have not been prescribed an adrenaline autoinjector
- the ASCIA Action Plan for Anaphylaxis is red and is for individuals who have been prescribed an adrenaline autoinjector

## **Interactions between the Plan and this Policy**

The interaction between the College's anaphylaxis management policy and each student's Individual Anaphylaxis Management Plan is represented below, including the responsibilities of the Principal and the student's family.



## Adrenaline Autoinjectors – Purchase, Storage and Use

### Adrenaline Autoinjectors for General Use

In accordance with their responsibilities set out in the Anaphylactic Shock Management Policy, CBC St Kilda purchases Adrenaline Autoinjectors for general use.

Adrenaline Autoinjectors for general use refer to back-up or unassigned Adrenaline Autoinjectors and they are additional to the prescribed Adrenaline Autoinjectors for individuals provided by parents/carers. These Adrenaline Autoinjectors are not a substitute for individuals at high risk of anaphylaxis having their own prescribed auto-injectors.

General use adrenaline autoinjectors are used when:

- a student's prescribed autoinjector cannot be administered, is misplaced, has been misfired, is out of date or has already been used, or the individual needs a second dose
- a student is having a suspected first-time anaphylaxis
- instructed by a medical officer after calling 000.
- The number and type of adrenaline autoinjectors are purchased considering:
- the number of students enrolled who have been diagnosed as being at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors that have been provided by parents/guardians
- the availability of a sufficient supply of adrenaline autoinjectors for general use in specified locations at the

College (e.g. College yard, at excursions, camps and special events)

- that adrenaline autoinjectors have a limited life, usually expire within 12–18 months, and will need to be replaced either at the time of use or expiry, whichever is first
- that currently the only Adrenaline Autoinjector available in Australia is EpiPen®
- that children under 20 kilograms are prescribed a smaller dosage of adrenaline, through an EpiPen® Jr
- adrenaline autoinjectors are designed so that anyone (i.e. people without medical training) can use them in an emergency.

Even when there are no students enrolled with a diagnosed risk of anaphylaxis, CBC St Kilda should consider purchasing an autoinjector for general use for students who may experience their first anaphylactic reaction while at the college.

### **Key Definitions**

Please refer to Anaphylactic Shock Management for these.

### **Storage and Location of Adrenaline Autoinjectors**

All Adrenaline Autoinjectors and medication must be stored according to a student's ASCIA Action Plan for Anaphylaxis and checked regularly to ensure that they have not expired, become discoloured or sediment is visible.

Adrenaline Autoinjectors and other medication must be stored in various locations which are easily accessible to staff but not accessible to students. A copy of the student's ASCIA Action Plan for Anaphylaxis must also be stored with their medical kit.

The following procedures will be followed for storage of Adrenaline Autoinjectors:

- Adrenaline Autoinjectors for individual students, or for general use, are stored correctly and able to be accessed quickly;
- Adrenaline Autoinjectors are stored in an unlocked, easily accessible place away from direct light and heat but not in a refrigerator or freezer;
- each Adrenaline Autoinjector is clearly labelled with the student's name and stored with a copy of the student's ASCIA Action Plan for Anaphylaxis;
- an Adrenaline Autoinjector for general use will be clearly labelled and distinguishable from those for students at risk of anaphylaxis and stored with a general ASCIA Action Plan for Anaphylaxis (orange); and
- Adrenaline Autoinjector trainer devices (which do not contain adrenaline or a needle) are not stored in the same location due to the risk of confusion.

Whenever Adrenaline Autoinjectors are taken and returned to/from their usual location, such as for camps and excursions, this must be clearly recorded.

CBC St Kilda maintains Adrenaline Autoinjectors and other relevant medication in the following location/s:

- Reception/Student Services – both Campuses
- Excursion First Aid Kits – General Excursions, Outdoor Education, ACC Sport and VCAL
- Science Laboratory Prep Rooms
- School Canteen

All staff should be aware of these locations.

### **Review of Adrenaline Autoinjectors**

The College will undertake regular reviews of students' adrenaline autoinjectors, and those for general use, to ensure the requirements of this policy are being met. If the Supervisor or other designated College staff member identifies any adrenaline autoinjectors which are out of date or cloudy/discoloured, they should:

- immediately send a written reminder to the student's parent/carer to replace the Adrenaline Autoinjector as soon as possible (and follow this up if no response is received from the parent/carer or if no replacement Adrenaline Autoinjector is provided).

## **Communication Plan**

### **Plan Contents**

The Principal will be responsible for developing a Communication Plan to provide information to all staff, students and parents/carers about anaphylaxis and the development of the College's anaphylaxis management strategies.

The Communication Plan includes the following information:

- strategies for how to respond to an anaphylactic reaction during normal college activities;
- strategies for how to respond to an anaphylactic reaction during off-site or out of school activities;
- procedures to inform volunteers and casual relief staff on arrival at the College if they are caring for a student at risk of anaphylaxis and their role in responding to an anaphylactic reaction;
- procedures to communicate with and raise awareness among staff, students, parents and the college community; and
- the responsibility of the Principal for ensuring that college staff who conduct classes attended by students at risk of anaphylaxis are trained and briefed at least twice per calendar year. See
- Anaphylaxis Training and Briefings.

### **Key Definitions**

Refer to Anaphylactic Shock Management

**Raising Staff Awareness**

The Communication Plan must include arrangements for relevant college staff to be briefed at least twice per year by the College's Anaphylaxis Supervisor or a staff member who has successfully completed current anaphylaxis management training.

The College's Anaphylaxis Supervisor or other designated staff member(s) should brief all volunteers and casual relief staff, and new college staff (including administration and office staff, canteen staff, sessional teachers, and specialist teachers) on the above information and their role in responding to an anaphylactic reaction experienced by a student in their care.

**Raising Student Awareness**

The College will promote student awareness of the risk of anaphylaxis. The following methods may be used as appropriate:

- discussion by class teachers;
- acknowledging that a student at risk of anaphylaxis may not want to be singled out or seen to be treated differently; and
- dealing with any bullying or attempt to harm a student in accordance with the college's
- Student Discipline Policy.

**Location of Plan**

The College's Communication Plan (Appendix A) is kept at Reception/Student Services and on the College public website.

## Emergency Response Procedures

**Plan Contents**

Generally, the College promotes allergy awareness. Refer to our Allergy Awareness Policy. In the event that a student suffers an anaphylactic reaction the student will be managed in accordance with the College's Critical Incident (Emergency Situations) Response Policy which sets out how to respond to an incident. Student health incidents which do not require treatment for anaphylaxis are managed through our First Aid Policy.

The procedures set out in the Critical Incident (Emergency Situations) Response Policy and a student's ASCIA Action Plan for Anaphylaxis will be followed when responding to an anaphylactic reaction.

**Key Definitions**

Refer to Anaphylactic Shock Management



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|--|--|
| <b>List of Students with Allergy Related Condition</b>     | CBC St Kilda maintains a complete and up to date list of students identifying as having a medical condition that relates to allergy and the potential for anaphylactic reaction. It is the responsibility of the College Registrar to keep this list up to date. The list is kept at Reception/Student Services, on the secure Staff Collaboration site, in the Staff Room and a summary copy in each excursion First Aid Kit.   |
| <b>Location of Individual ASCIA Action Plans</b>           | Refer to Individual Anaphylaxis Management Plans Individual ASCIA Action Plans are kept on the College Staff Collaboration site, on the College CareMonkey program, on display in the staffroom and a summary kept in first aid kits.  |
| <b>Storage &amp; Location of Adrenaline Auto-Injectors</b> | Refer to Adrenaline Autoinjectors – Purchase, Storage and Use for storage and location details of Adrenaline Autoinjectors at the College.   |
| <b>Communication Plan</b>                                  | Refer to the Communication Plan (Appendix A) for information on how to communicate an emergency to the College community.  |
| <b>Planning for an Emergency</b>                           | <p>The College regularly undertakes drills to test the effectiveness of our Emergency Response Procedures, including responding to anaphylaxis.</p> <p>Staff should refer to the <a href="#">Anaphylaxis Guidelines for Victorian Schools</a> to plan for and respond to anaphylaxis, including information on:</p> <ul style="list-style-type: none"> <li>• administration of an adrenaline autoinjector</li> <li>• responding to an incident</li> <li>• procedures to follow in the College and out-of-College environments</li> <li>• how to administer an EpiPen</li> <li>• steps to follow when an adrenaline autoinjector is administered</li> <li>• first-time reactions</li> <li>• post-incident support.</li> </ul> |
| <b>Review Procedures</b>                                   | <p>After an anaphylactic reaction has taken place that has involved a student in the College's care and supervision, the following procedures will be followed:</p> <ul style="list-style-type: none"> <li>• the Adrenaline Autoinjector must be replaced as soon as possible, by either the parent/carer or the College if the Adrenaline Autoinjector for general use has been used; and</li> <li>• the student's ASCIA Individual Anaphylaxis Management Plan should be reviewed in consultation with the student's parent/carer.</li> </ul>  |

## Risk Minimisation Strategies

### **Risk Minimisation Strategies**

CBC St Kilda may also employ some or all of the following risk minimisation strategies that are designed to identify allergens, prevent exposure to them and enhance our response in case of an anaphylactic reaction.

Staff should determine which strategies are appropriate after consideration of factors such as:

- the age of the student at risk
- what the allergy is to (e.g. food, insect etc)
- facilities and activities available at the College
- College activities away from the College location
- the likelihood of that student's exposure to the relevant allergen/s whilst at the College
- the general College environment.

Staff should also consult the Risk Minimisation strategies for Colleges included in the Anaphylaxis Guidelines for Victorian Colleges.

### **Key Definitions**

Refer to Anaphylactic Shock Management

### **Principal Responsibilities**

It is the College's policy that the Principal is to ensure that while the student is under the care of the College, including on excursions, camps, special event days such as sports carnivals, there is a sufficient number of College staff present who have successfully completed an Anaphylaxis Management Training Course.

### **In the Classroom**

In the classroom, teachers should:

- ensure they are aware of the identity of any students who are considered to be a high risk of having an anaphylactic reaction;
- be familiar with the student's ASCIA Action Plan for Anaphylaxis and have it readily accessible;
- be familiar with staff who are trained to deal with an anaphylactic reaction if they are not;
- liaise with parents/carers about food related activities ahead of time;
- use non-food treats where possible. If food treats are used in class, it is recommended that parents/carers provide a box of safe treats for the student at risk of anaphylaxis. Treat boxes should be clearly labelled. Treats for the other students in the class should be consistent with the College's Anaphylactic Shock Management Policy;
- never give food from outside sources to a student who is at risk of anaphylaxis;

- be aware of the possibility of hidden allergens in cooking, food technology, science and art classes (e.g. egg or milk cartons);
- consider whether to have a student's Adrenaline Autoinjector in class, depending on the speed or severity of previous anaphylactic reactions;
- have regular discussions with students about the importance of washing hands, eating their own food and not sharing food; and
- brief casual/relief teachers and provide them with a copy of the student's ASCIA Action Plan for Anaphylaxis.

### **In the Canteen**

In the canteen:

- in the event we use an external/contracted food service provider, the provider should be able to demonstrate satisfactory training in the area of anaphylaxis and its implications on food handling;
- canteen staff (including volunteers), should be briefed about students at risk of anaphylaxis, preventative strategies in place and the information in their ASCIA Action Plans for Anaphylaxis;
- the College may have the student's name, photo and the foods they are allergic to displayed in the canteen as a reminder to staff;
- food banning is not recommended (refer to our Anaphylactic Shock Management Policy), however we may choose not to stock peanut and tree nut products (including nut spreads);
- products labelled 'may contain traces of peanuts/tree nuts' should not be served to the student known to be allergic to peanuts/tree nuts;
- staff should be aware of the potential for cross contamination when storing, preparing, handling or displaying food; and
- staff should ensure tables and surfaces are wiped clean regularly.

### **In the College yard**

In the College yard:

- a student with anaphylactic responses to insects should wear shoes at all times;
- where possible, outdoor bins should be kept covered;
- a student with anaphylactic responses should keep open drinks (e.g. drinks in cans) covered while outdoors;
- staff trained to provide an emergency response to anaphylaxis should be readily available during non-class times (e.g. recess and lunch);
- the general use Adrenaline Autoinjector should be easily accessible; and

- staff on duty need to be able to communicate that there is an anaphylactic emergency without leaving the child experiencing the reaction unattended.

**During On-site Events (e.g. sporting events, in College activities, class parties)**

During on-site events:

- class teachers should consult parents/carers in advance to either develop an alternative food menu or request the parents/carers to send a meal for the student;
- parents/carers of other students should be informed in advance about foods that may cause allergic reactions in students at risk of anaphylaxis as well as being informed of our Anaphylactic Shock Management Policy;
- party balloons should not be used if a student is allergic to latex;
- latex swimming caps and goggles should not be used by a student who is allergic to latex;
- staff must know where the Adrenaline Autoinjector is located and how to access it if required; and
- for sporting events, generally the student's Adrenaline Autoinjector should be taken to the event. Ensure that the Adrenaline Autoinjector is stored in accordance with prescribed temperatures and conditions.

**During Off-site College settings – camps, excursions**

During camps and day excursions:

- the student's Adrenaline Auto-injector (two are recommended), ASCIA Action Plan for Anaphylaxis and means of contacting emergency assistance must be taken;
- one or more staff members who have been trained in the recognition of anaphylaxis and administration of the Adrenaline Autoinjector should accompany the student on field trips or excursions. All staff present during the field trip or excursion need to be aware if there is a student at risk of anaphylaxis;
- staff should develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction;
- parents/carers should be consulted in advance to discuss issues that may arise, to develop an alternative food menu or request the parent/carer to send a meal (if required);
- parents/carers may wish to accompany their child on field trips and/or excursions. This should be discussed with parents/carers as another strategy for supporting the student; and
- consider the potential exposure to allergens when consuming food on buses.

**During Off-site  
College settings –  
camps and remote  
settings**

During College camps and overnight excursions:

- when planning college camps and overnight excursions, risk management plans for students at risk of anaphylaxis should be developed in consultation with parents/carers and camp managers;
- camp site/accommodation providers and airlines should be advised in advance of any student at risk of anaphylactic shock;
- staff should liaise with parents/carers to develop alternative menus or allow students to bring their own meals;
- camp providers should avoid stocking peanut or tree nut products, including nut spreads. Products that 'may contain' traces of peanuts/tree nuts may be served, but not to the student who is known to be allergic to peanuts/tree nuts;
- use of other substances containing allergens (e.g. soaps, lotions or sunscreens containing nut oils) should be avoided;
- the student's Adrenaline Autoinjector (two are recommended), ASCIA Action Plan for Anaphylaxis and a mobile phone must be taken on camp;
- a team of staff who have been trained in the recognition of anaphylaxis and the administration of the Adrenaline Autoinjector should accompany the student on camp. However, all staff present need to be aware if there is a student at risk of anaphylaxis;
- staff should develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction;
- staff should be aware of what local emergency services are in the area and how to access them. Liaise with them before the camp;
- the Adrenaline Autoinjector should remain close to the student at risk of anaphylaxis and staff must be aware of its location at all times. It may be carried in the college's first aid kit, although the College can consider allowing students, particularly adolescents, to carry it on their person. Remember, staff still have a duty of care towards the student even if they carry their own Adrenaline Autoinjector;
- students with allergies to insect venoms should always wear closed shoes when outdoors;
- cooking and art and craft games should not involve the use of known allergens; and
- consider the potential exposure to allergens when consuming food on buses/airlines and in cabins.

## Anaphylaxis Training and Briefings

### Staff Training

The following staff members will be appropriately trained in accordance with Ministerial Order No. 706:

- staff who have any education or supervisory role of students at risk of anaphylaxis
- staff identified by the Principal, based on a risk assessment of anaphylaxis occurring while a student is under the care or supervision of the College
- staff identified by the Principal to become College Anaphylaxis Supervisors (two are recommended).

The staff members identified above must undertake the following training:

- a face-to-face anaphylaxis management training course at least once every three years
- an online anaphylaxis management training course at least once every two years.

### Key Definitions

Refer to Anaphylactic Shock Management.

### Face-to-Face Anaphylaxis Training

A face-to-face anaphylaxis training course can be a course in anaphylaxis management training that is:

- accredited as a VET course
- accredited under Chapter 4 of the Education and Training Reform Act 2006 by the VRQA
- endorsed and delivered by a tertiary level specialist allergy service within a tertiary level academic teaching hospital
- any other course approved and advertised by the Department of Education and Training.

All face-to-face courses must be attended by the staff member in person and must include a competency check in the administration of an adrenaline autoinjector.

### Online Anaphylaxis Training

Under the online model for anaphylaxis training developed by the Department of Education and Training, it is recommended that all Victorian College staff undertake an online training course, but remains at the discretion of the College.

The College Anaphylaxis Supervisor will undertake a competency check on the administration of an adrenaline autoinjector within 30 days of a relevant member of the College staff completing the online training course.

### Autoinjector Competency Check Training

Staff members identified as College Anaphylaxis Supervisors must also undertake autoinjector competency check training at least once every three years.

Autoinjector competency check training means the Course in Verifying the Use of Adrenaline Autoinjector Devices 22303 VIC delivered by the Asthma Foundation.

## **Anaphylaxis Briefings**

All College staff must also participate in anaphylaxis briefings. Briefings must occur twice per year, with the first to be held at the beginning of the College year.

Anaphylaxis briefings are conducted by:

- the College Anaphylaxis Supervisor
- a staff member who has successfully completed an Anaphylaxis Management Training Course (either face-to-face or online as listed above) in the two years prior.

The anaphylaxis briefing covers:

- our Management of Students at Risk of Anaphylaxis policy
- the causes, symptoms and treatment of anaphylaxis;
- the identities of students with an allergy at risk of an anaphylactic reaction, and where their medication is located;
- how to use an Adrenaline Autoinjector, including hands on practice with a trainer Adrenaline Autoinjector;
- our general first aid and emergency response procedures; and
- the location of, and access to, Adrenaline Autoinjectors provided by parents or purchased by the College for general use.

Also refer to the following documents for the briefing:

- Facilitator Guide for Anaphylaxis Management
- Anaphylaxis Management Briefing Presentation

## **Training Requirements**

Staff must successfully complete anaphylaxis training within three years prior to supervising a student at risk.

An interim plan must be developed with parents/guardians of any affected student at risk of anaphylaxis, if training and briefing has yet to occur. Training must occur as soon as possible after the student is enrolled at the College, and preferably before the student's first day at the College.

It is the College's policy that the Principal is to ensure that while the student is under the care of the College, including on excursions, camps and special event days such as sports carnivals, there are a sufficient number of College staff present who have successfully completed an Anaphylaxis Management Training Course.



## Allergy Awareness

### The Hazard – Allergies

Allergies occur when the immune system reacts to substances (allergens) in the environment, which are usually harmless. Examples include proteins, pollens, dust mites and insect venoms. Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. For details on how we manage anaphylaxis in our College refer to our Anaphylactic Shock Management Policy.

### CBC St Kilda's Policy

CBC St Kilda is committed to providing a safe learning environment for all our students and in particular to minimise the risk of allergen exposure. It is our policy:

- To provide, as far as practicable, a safe and supportive environment in which students at risk of allergies can participate equally in all aspects of the student's Collegeing;
- To raise awareness about allergies and the College's allergy management and Anaphylactic Shock Management Policy in the College community;
- To engage with parents/carers of each student at risk of allergies when assessing risks and developing risk minimisation strategies for the student; and
- To ensure that staff have knowledge about allergies, anaphylaxis and the College's guidelines and procedures in responding to an anaphylactic reaction.

### Safe Work Practices

CBC St Kilda has developed the following work practices and procedures to increase allergy awareness:

### Identification of Students at Risk

Parents/carers are requested to notify the College of all medical conditions including allergies. Refer to our Medical Records (Student) Policy.

Students who are identified as suffering from severe allergies that may cause anaphylactic shock are considered high risk and are managed through our Anaphylactic Shock Management Policy.

### Being Allergy Aware

Given the number of foods to which a student may be allergic to, it is not possible to remove all allergens.

It is better for the CBC St Kilda community to become aware of the risks associated with allergies and for the College to implement practical, age appropriate strategies to minimise exposure to known allergens.

At CBC St Kilda we do not promote that we either 'ban nuts' or are 'nut-free'. Promoting a College as 'nut-free' is not recommended for the following reasons:

- It is impractical to implement and enforce;
- There is no evidence of effectiveness;
- It does not encourage the development of strategies for avoidance in the wider College community; and
- It may encourage complacency about risk minimisation strategies (for teachers, students and parents/carers) if a food is banned.

We consider that being 'allergy aware' is a more appropriate term.

Whilst we do not claim to be 'nut-free', minimising exposure to particular foods such as peanuts and tree nuts can reduce the level of risk. This can include removing nut spreads and products containing nuts from the College canteen, but does not include removing products that 'may contain traces' of peanuts or tree nuts.

We may also choose to request that parents/carers of classmates of a young student (K-7) do not include nut spreads in sandwiches or products containing nuts in their lunch box.

### **Raising Peer Awareness**

Peer support and understanding is important for the student at risk of allergies (in particular anaphylaxis).

Staff can raise awareness through fact sheets or posters displayed in hallways, canteens and classrooms or in class lessons.

Class teachers can discuss the topic with students in class, with a few simple key messages:

- Always take food allergies seriously – severe allergies are no joke;
- Don't share your food with friends who have food allergies or pressure them to eat food that they are allergic to;
- Not everyone has allergies – discuss common symptoms;
- Wash your hands before and after eating;
- Know what your friends are allergic to;
- If a Collegemate becomes sick, get help immediately; and
- Be respectful of a Collegemate's medical kit.

It is important to be aware that some parents/carers may not wish their child's identity be disclosed to the wider College community, this may also apply to the student themselves. It is therefore recommended that this be discussed with the student and their parents/carers and written consent be obtained to display the student's name, photograph and relevant treatment details in staff areas, canteens and/or other common areas.

### **Bullying Prevention**

A student at risk of allergies can have an increased risk of bullying in the form of teasing, tricking a student into eating a particular food or threatening a student with the substance that they are allergic to, such as peanuts.

CBC St Kilda seeks to address this issue through raising peer awareness so that the students involved in such behaviour are aware of the seriousness of allergic reactions.

### **Raising General College Community Awareness**

CBC St Kilda takes active steps to raise awareness about allergies and anaphylaxis in the College community so that parents/carers of all students have an increased understanding.

These steps include providing information about our allergy awareness strategy to the broader College community through newsletters, fact sheets, posters and other publications.

### **Developing Strong Communications with Parents/Carers of High Risk Students**

Parents/carers of a student who is at risk of allergies (in particular anaphylaxis) may experience high levels of anxiety about sending their child to College.

It is important to encourage an open and cooperative relationship with parents/carers so that they feel confident that appropriate risk minimisation strategies are in place. In addition to implementing risk minimisation strategies, the anxiety that parents/carers and the student may feel can be considerably reduced by keeping them informed of the increased education, awareness and support from the College community.

#### Workers' Responsibility

All workers must be allergy aware and actively promote CBC St Kilda as an allergy aware College.

#### Signage

Allergy awareness signage is posted in the staffroom and in other locations around the College.

#### **Implementation**

This policy is implemented through a combination of:

- CBC St Kilda premises inspections (to identify wasp and bee hives);
- Staff training and supervision;
- Maintenance of medical records;
- Effective incident notification procedures;
- Effective communication procedures with the student's parents/carers; and
- Effective communication procedures with the broader College community.

#### **Discipline for Breach of Policy**

Where a staff member breaches this policy CBC St Kilda may take disciplinary action.



# Anaphylaxis Communication Plan

### RAISING STAFF AWARENESS

All staff are to undertake ASCIA approved online training to be updated every two years.

Staff Anaphylaxis briefings will be held twice yearly to include information on:

- The College Anaphylactic Shock Management Policy.
- Causes, symptoms and treatment of anaphylaxis.
- Identity of students diagnosed at risk of anaphylaxis and the storage location of medication.
- How to use an adrenaline auto-injector – EpiPen.
- Discouraging the sharing of food in order to reduce the risk of an anaphylactic reaction.
- The College emergency response and first aid procedures, including communication.
- The location of lists and photos of students with severe medical conditions.

Location of lists and photos of students with severe medical conditions:

Reception/Student Services (each campus), staffroom noticeboard, staff collaboration site and student management system (SIMON).

***Note: ALL STAFF in charge of students at risk of anaphylaxis need to read and be familiar with their student's ASCIA Action Plan and individual management plan.***

#### Casual Relief Teachers

The Director of Staff will ensure casual relief teachers (CRTs) are provided with a document including photos identifying students diagnosed at risk of anaphylaxis, serious medical issues and the College's emergency response procedures. College employed CRTs are directed to complete the ASCIA online training in anaphylaxis management.

### RAISING STUDENT AWARENESS

Education from teaching staff will reinforce the importance of:

- Hand washing
- Not sharing food
- Raising peer group awareness of serious allergic reactions and encouraging care amongst student groups

An ASCIA Action Plan for general use will be on display in the College in prominent locations.

### WORKING WITH PARENTS

Parents/carers upon student commencement and every year thereafter are required to:

- Provide the College with an emergency procedures plan (ASCIA Action Plan) which includes a current colour photo of their child. This will be stored electronically on the staff collaboration site. The original document will be stored with individual student

medications in a clearly labelled bag at Reception/Student Services (both Campuses).

- By providing the abovementioned emergency procedures plan, parents give permission for their child's photo to be displayed in key staff areas around the College.
- Supply the College with their child's adrenaline auto-injector and ensure it has not expired.
- In conjunction with College staff, complete an Individual Anaphylaxis Management Plan for their child.

Parents are encouraged to:

- Supply a second adrenaline auto-injector for the student to carry at all times while at the College and while travelling to and from the College.

### Student Anaphylaxis Kits

The College prepares and updates annually an 'anaphylaxis kit' for each CBC St Kilda student at risk of anaphylaxis, which is stored at Reception/Student Services at the student's 'home' campus. The kit is labelled with the student's full name, year level, homeroom and a photo of the student, and contains the student's adrenaline auto-injector (together with any other prescribed anaphylaxis medication) provided by their parent, the student's ASCIA Action Plan provided by their parent, and a copy of the student's Individual Anaphylaxis Management Plan.

## **EMERGENCY RESPONSE PROCEDURE**

### **Responding to an Anaphylactic Reaction**

- Lay the student down. Do not allow them to stand or walk. If breathing is difficult, allow the student to sit.
- For an insect allergy, flick out the sting, if it is visible.
- Administer the student's personal adrenaline auto-injector, if the student is carrying it.
- The teacher or staff member on duty must stay with the student and dial 000.
- A student or available adult must contact the office to obtain assistance.
- First aid staff will locate the student's assigned adrenaline auto-injector (contained in the individual student's Anaphylaxis Kit) from Reception/Student Services or the Emergency Response First Aid Kit (located at Reception/Student Services) (which contains an unassigned adrenaline auto-injector) and will take this to the student.  
*Note: EpiPens are also located at the Canteen and in all College first aid kits.*
- The adrenaline auto-injector should be delivered without delay and the ASCIA Action Plan followed (noting time injection is delivered).
- The student's parent/carer should be contacted.
- A further adrenaline dose may be given if there is no response after five minutes.
- A record of the administration of First Aid including the administration of the student's EpiPen and other medications must be recorded on the student's record.
- An Incident Report is completed.

### **Additional requirements for Responding to an Anaphylactic Reaction – Camps, Excursions, Sporting and other Special Events**

The staff member in charge of the person at risk of anaphylaxis is responsible for knowing the location of the adrenaline auto-injector and ensuring that in the event of an anaphylactic reaction, the ASCIA Action Plan is followed and the adrenaline auto-injector is administered

properly.

The day prior to an off-site activity, the teacher in charge of the activity must notify Reception/Student Services of the names of the particular student anaphylaxis kits to be taken on the activity. On the day of the activity, each individual student anaphylaxis kit is signed out of Reception/Student Services and signed back into Reception/Student Services on return from the activity.

**If it is indicated on a student's profile that a potentially life-saving medication may be required and the student's medication is not available to be taken by the staff member in charge on the day of departure, that student will not be permitted to attend the trip, excursion, sporting or other event.**

Staff must be mindful that they still have a duty of care to the student, even if the student is carrying their own adrenaline auto-injector.

All staff responsible for a group, class or team of students should be aware of any serious medical conditions of students in their groups. The teacher in charge of the activity is responsible for ensuring that student profiles are checked for any information regarding medical conditions of students in their area of activity. This may be delegated to other appropriate staff. Staff in charge of students at risk of anaphylaxis should carry a fully charged mobile phone.

Adrenaline auto-injectors must remain close to students, ie. in a centrally located first aid kit, or in a first aid kit carried by the teacher in charge if the student is participating in a small group activity. Staff must be aware that they still have a duty of care to the student even if the student is carrying their own adrenaline auto-injector. It is important to be aware that during an anaphylactic emergency students' thought processes may be adversely affected and they may be unable to answer questions or administer their own devices.

## Appendix B Sample Individual Anaphylaxis Management Plan



A School Reimagined

### 2020 Individual Anaphylaxis Management Plan

Respondent

02:21



Respondent 1



Time to complete

#### 1. Student full name \*

SAMPLE

#### 2. Full name of Parent/Guardian completing this form \*

SAMPLE

#### 3. Email address of Parent/Guardian completing this form \*

SAMPLE

#### 4. Student Date of Birth \*

16/04/2020



#### 5. Student Year level \*



0

6. Severely allergic to \*

SAMPLE

7. Other health conditions \*

SAMPLE

---

Medication

8. Please detail below the NAME and DOSAGE of each of your child's Anaphylaxis medication/s: \*

*For example:*

*EpiPen - as needed*

*Fexofenadine (antihistamine) - 1 tablet daily as needed*

SAMPLE

9. Current medication has been provided to the school \*

Yes



## Emergency Contact Details Parent/Guardian

10. Parent/Guardian 1 - full name \*

SAMPLE

11. Relationship to student \*

SAMPLE

12. Mobile number \*

*(please don't include spaces)*

0

**13. Address \***

SAMPLE

14. Parent/Guardian 2 - full name \*

SAMPLE

15. Relationship to student \*

SAMPLE

16. Mobile number \*

*(please don't include spaces)*

0

17. Address \*

SAMPLE

---

## Emergency Contact Details (Alternate)

18. Full Name \*

SAMPLE

19. Relationship to student \*

SAMPLE

20. Mobile number \*

*(please don't include spaces)*

0

## 21. Address

SAMPLE

## 22. Medical practitioner contact details \*

SAMPLE

---

## Emergency Care Approval

It is a requirement that an updated Anaphylaxis Action Plan is submitted to the College at the commencement of each school year.

Parents and guardians (via their medical practitioner) can access the most recent ASCIA Action plan from:  
<http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis>  
(<http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis>)

## 23. I have provided the College my abovenamed child's 2020 Anaphylaxis Action Plan with an updated photo \*

☒

Yes

☐

No (please ensure you email your child's 2020 Anaphylaxis Plan to [admin@cbcstkilda.com](mailto:admin@cbcstkilda.com)  
(<mailto:admin@cbcstkilda.com>) as soon as possible)

## 24. I acknowledge that emergency care will be provided at school by staff trained in Anaphylaxis Management and First Aid Officers. \*

☒

Parent/Guardian confirmation

**25. I acknowledge that my child's adrenaline autoinjector (EpiPen), Individual Anaphylaxis Management Plan and Anaphylaxis Action Plan (the Anaphylaxis Pack) will be stored at the relevant Campus Reception (except when my child takes their Anaphylaxis Pack to an off-campus school activity). \***

☒ Parent/Guardian confirmation

**26. I acknowledge the following storage locations of school adrenaline autoinjectors (EpiPens): Food Technology, Canteen, Science Lab Prep Room, Physical Education, Design & Technology and school first aid kits. \***

☒ Parent/Guardian confirmation

---

## Environment

To be completed by the principal or nominee. Please consider each environment/area (on and off site) the student will be in for the year, e.g classroom, canteen, food tech room, sports oval, excursions and camps, etc.

### **27. Name of environment/area: General Classroom**

*Risk identified:*

- *Staff Training*

*Actions required to minimise the risk:*

- *All staff are trained in Emergency Management of Anaphylaxis*

*Who is responsible?*

- *Deputy Principal*

- *Compliance Manager*

- *First Aid Officer*

- *All staff*

*Completion date?*

- *Twice per Year*

*Risk Identified:*

- Risk of exposure to an allergen in a class room

*Actions required to minimise the risk:*

- Teachers are to be aware of students that are anaphylactic and their particular allergens
- Individual Action Plans for anaphylaxis are located at the relevant Campus Reception Staff Room
- Prior to any treats/foods/etc, being provided in class, teachers should cross check the individual's allergen's prior to provision
- In the event of an emergency, staff are to contact the First Aid Officer or Student Reception to obtain the student's Action Plan and appropriate medication (e.g EpiPen and anti-histamine)
  - First Aid Officer or another trained staff member to provide emergency response

*Who is responsible?*

- First Aid Officer
- Teaching staff
- Support staff

*Completion date?*

- Start of each Year and as required
- Start of each Term

## **28. Name of environment/area: Food Technology**

*Risk Identified:*

- Risk of exposure to an allergen in the food technology area

*Actions required to minimise the risk*

- Teachers and Support Staff are to be aware of students that are anaphylactic and their particular allergens
- Individual Action Plans for anaphylaxis are located within the relevant Campus Reception, Staff Room and Food Technology
- Parents may liaise with the staff member in charge of Food Technology to determine appropriate products
- Isolate student from allergen by providing appropriate work space
- Ensuring workspace and equipment are cleaned thoroughly
- Food Technology Teacher to have regular discussion with students about washing hands, cleaning equipment and responsible sharing of food
- In the event of an emergency Student Action Plans are located within Food Technology
- An EpiPen is also located within Food Technology
- First Aid Officer or another trained staff member to provide emergency response

- Staff are to contact the First Aid Officer or Student Reception to relay emergency

*Who is responsible?*

- First Aid Officer
- Teaching Staff
- Support Staff

*Completion date?*

- Start of each Year

## **29. Name of environment/area: Canteen**

*Risk Identified:*

*NOTE: the Canteen is not nut free.*

- Risk of exposure to allergen in the Canteen

*Action required to minimise the risk:*

- Canteen Manager trained in emergency management of anaphylaxis
- Parents and students are welcome to familiarise themselves with Canteen products
- In the event of an emergency, canteen staff are to contact Student Reception to obtain the student's Action Plan and appropriate medication (e.g EpiPen and anti-histamine)
- First Aid Officer or another trained staff member to provide emergency response

*Who is responsible?*

- First Aid Officer
- Canteen Manager

*Completion date?*

- Start of each Year

## **30. Name of environment/area: College Grounds**

*Risk Identified:*

- Exposure to an allergen during lunchtime/recess

*Actions required to minimise the risk?*

- All staff are trained in Anaphylaxis Emergency Management
- All staff have been briefed on students that are at risk of Anaphylaxis



- Monitoring of outdoor environment including beehives, wasp nests and pollen producing plants, etc. taking

action accordingly

- Awareness of soft drink containers attracting wasps/bees

- Awareness not to walk in bare feet outdoors

- In the event of an emergency, staff are to contact the First Aid Officer or Student Reception to obtain the

student's Action Plan and appropriate medication (e.g EpiPen and anti-histamine)

- First Aid Officer or another trained staff member to provide emergency response

*Who is responsible?*

- First Aid Officer

- Maintenance Officer

- All staff

*Completion date?*

- Twice per Year

*Risk identified:*

- Risk of exposure to an allergen during outdoor classes

*Actions required to minimise the risk:*

- Teachers are to be aware of students that are anaphylactic and their particular allergens

- Individual Action Plans for Anaphylaxis are located within the relevant Campus Reception and Staff Room

- Prior to any treats/foods/etc being provided in class, teachers should cross check the individual's allergens to

provision

- Monitoring of outdoor environment including beehives, wasp nests and pollen producing plants, etc. taking

action accordingly

- Awareness not to walk in bare feet

- Awareness of soft drink containers attracting wasps/bees

- In the event of an emergency, staff are to contact the First Aid Officer or Student Reception to obtain the

student's Action Plan and appropriate medication (e.g EpiPen and anti-histamine)

- First Aid Officer or another trained staff member to provide emergency response

*Who is responsible?*

- First Aid Officer

- Teaching Staff

- Support Staff

*Completion date?*

- Start of each Year

### **31. Name of environment/area: Excursions**

*Risk identified:*

- *Risk of an allergen on an Excursion*

*Actions required to minimise the risk:*

- *All College staff are trained in Anaphylaxis Emergency Management*
- *All College staff have been briefed on the students that are at risk of Anaphylaxis*
- *When an excursion is being organised, staff are requested to check the Individual Action Plans for those students undertaking the excursion*
- *A copy of the Individual Anaphylaxis Management Plan is kept with the student's individual EpiPen in Student Reception*

- *Staff will check that the student has their EpiPen in their bag before going on excursion - if not the the staff member reserves the right to refuse attendance on the excursion*
- *Prior to any treats/foods/etc being provided as part of the excursion, teachers should cross check the individual's allergens to provisions*
- *Monitoring of outdoor environment including beehives, wasp nests and pollen producing plants, etc, taking action accordingly*
- *Awareness of soft drink containers attracting wasps/bees*
- *Awareness not to walk in bare feet*
- *Trained staff member to provide emergency response*

*Who is responsible?*

- *First Aid Officer*
- *Excursion Coordinator*
- *Staff*

*Completion date?*

- *Start of each Year*
- *When organising the excursion*
- *Prior to excursion departure*

### **32. Name of environment/area: Camps**

*Risk identified:*

- *Risk of allergen on an excursion*

*Actions required to minimise the risk:*

- All College staff are trained in Anaphylaxis Emergency Management
- All College staff have been briefed on the students that are at risk of Anaphylaxis
- When a Camp is being organised the leader of the camp and staff attending the camp are advised to check to see if they are taking a student who is at risk of anaphylaxis and note the confirmed allergens
- A risk assessment of the camp will then be established by the Leader of the Camp
- A copy of the student's Individual Anaphylaxis Management Plan is kept with their EpiPen at the relevant

*Campus Reception*

- Staff will check that the student has their EpiPen from Reception which is clearly labelled with student's name, prior to camp departure
- Spare EpiPen will be stored in a central location at the Camp for all staff to access
- Monitoring of outdoor environment including beehives, wasp nests and pollen producing plants - staff will take action accordingly
- Awareness of soft drink containers used outdoors attracting wasps/bees
- Awareness not to walk in bare feet outdoors
- Trained staff member to provide emergency response

*Who is responsible?*

- First Aid Officer
- Camp Leader
- Staff on Camp

*Completion date?*

- Start of each Year
- When organising Camp
- Prior to Camp departure

### **33. Name of environment/area: Sport**

*Risk identified:*

- Risk of an allergen during sports

*Actions required to minimise the risk:*

- All College staff are trained in Anaphylaxis Emergency Management
- All College staff have been briefed on the student that are at risk of Anaphylaxis
- During sport, staff are requested to check the Individual Action Plans for those students in their care
- A copy of the Individual Anaphylaxis Management plan is kept with the student's individual EpiPen in Reception
- Staff will check that the students take their own EpiPen with them on all sporting activities. If not,

*the staff*

*member reserves the right to refuse student participation*

- *Prior to any treats/foods being provided during sport, teachers should cross check the individual's allergens*
- *Monitoring of outdoor environment including beehives, wasp nests and pollen producing plants - staff will take action accordingly*
- *Awareness of soft drink containers attracting wasps/bees*
- *Awareness not to walk in bare feet*
- *Trained staff member to provide emergency response*

*Who is responsible?*

- *First Aid Officer*
- *Learning Leader HPE*
- *Sporting Staff*

*Completion date?*

- *Start of each Year*
- *Start of each Term*

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## Parent/Guardian's Consent

Parents please note that this Individual Anaphylaxis Management Plan will be reviewed on any of the following occurrences (whichever occurs earlier)

- annually
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- as soon as practicable after the student has an anaphylactic reaction at school
- when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the school (e.g. elective subjects, cultural days, etc.) - parents will be asked to confirm that the medical information held by the school is accurate

### **34. I have been consulted in the development of this Individual Anaphylaxis Management Plan. \***

☒

Yes

☐

No (the College will contact you to discuss your child's Anaphylaxis Management needs)

**35. I consent to the risk minimisation strategies proposed above. \***

☒

Yes

☐

No - please complete Question 36.

**36. If you answered 'No' to Question 35, please provide details of additional anaphylaxis risk management strategies that should be included in this Individual Anaphylaxis Management Plan for your child.**

SAMPLE

**37. Individual Anaphylaxis Management Plan completed on: \***

*(please provide today's date)*

16/04/2020

