1 STATEMENT OF CONTEXT

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, latex, certain insect stings and medications.

The key to prevention is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. This requires communication and partnerships between parents/carers and the College to ensure that certain foods or known and potential allergens are kept away from the students while they are in the care of the College.

Adrenaline given through an Adrenaline Auto injector to the muscle of the outer mid-thigh or nasal spray is the most effective first aid treatment for anaphylaxis.

Ministerial Order 706 sets out the requirements that schools must follow as a minimum standard for school registration under Part IV of the *Education and Training Reform Act 2006* (Vic).

A specific Australian Society of Clinical Immunology & Allergy (ASCIA) Action Plan and Individual Anaphylaxis Management Plan for each student diagnosed with Anaphylaxis are located in all staff rooms, first aid room in reception and primary and secondary secretary's office in the College, also in all classrooms with year levels who have students with AAP and AMP. Names of students diagnosed with anaphylaxis and their pictures are displayed on the walls in staffrooms, school office and canteen so that they can be easily identified in case of emergency. Also, a list of the anaphylactic students' names with their pictures are kept in the CRT folders. For off-site activities, the ASCIA Action Plan and Individual Anaphylaxis Management Plan (IAMP) are located in the first Aid bags with the staff members accompanying the students and the students SEQTA files section .

2 REFERENCE POINTS / BACKGROUND PAPERS

- The college's First Aid Policy
- Ministerial Order 706
- Individual Anaphylaxis Management Plans
- Anaphylaxis Guidelines for Victorian Schools
- www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx
- Royal Children's Hospital Anaphylaxis Advisory Line 1300 725 911
- Department of Education Annual Anaphylaxis Risk Management Checklist

- Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008
- ISV and VRQA Guidelines
- https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis

3 AIMS

To comply with Ministerial Order 706 and associated guidelines on anaphylaxis management, published and amended by the DE&T (Vic.) from time to time.

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 about anaphylaxis and this Policy within the College and in the College community.

To engage with parents/carers of students at risk of anaphylaxis to assess risks and to develop risk minimisation and prevention strategies and individual management plans for specific students.

To ensure that staff members with a duty of care responsibility have adequate knowledge about allergies, anaphylaxis and the College's policy and procedures when responding to an anaphylactic reaction.

4 POLICY DETAILS

The Principal will comply with Ministerial Order 706 and associated guidelines in the prevention and management of anaphylaxis.

This policy should be read in conjunction with the college's First Aid Policy.

4.1 Prevention strategies by parents

To manage the risk of anaphylaxis, parents of enrolled students will:

- communicate their child's allergies and risk of anaphylaxis to the College at the earliest opportunity, preferably on enrolment;
- continue to communicate with the College and provide up to date information about their child's medical condition;
- provide the College with an ASCIA Action Plan and Adrenaline auto injector and
- participate in yearly reviews of their child's IAMP.
- The student's action plans and Auto injector is stored in sickbay

4.2 Prevention Strategies by the College

The Principal will use prevention strategies to minimise the risk of an anaphylactic reaction. Such strategies will include:

- Individual Anaphylaxis Management Plans for affected students must be completed by the College Nurse and the parent within the first five days of commencing at the college.
- Students own Auto injectors are stored in sick bay with their action plans. Students may will also carry their own separate Auto injectors to the sick bay ones.
- The purchase of adrenaline auto injectors for general use. They are kept in the first aid kits, located in the first aid room, gymnasium, library and appointed staffrooms; as well as the first aid bags for off-site activities. The following factors are taken into consideration when purchasing the adrenaline auto-injectors:
    - The number of students enrolled at risk of anaphylaxis.
    - The accessibility of adrenaline auto-injectors supplied by parents.
    - The availability of a sufficient supply of adrenaline auto-injectors for general use in specified locations at the school, including the school yard, at excursions, camps and special events conducted and organised or attended by the college.
    - That adrenaline auto- injectors have a limited life, usually expire within 18 months, and will need to be replaced at the school's expense, either at the time of use or expiry, whichever comes first. The college keeps a register of the expiry dates of all auto-injectors located at the college
    - 25 general use adrenaline auto- injectors will be bought for excursion bags and 9 general use for school first aid boxes. Auto-injectors are the preferred brands purchased.
    - The college keeps a register on the schools database of the expiry dates of all auto-injectors located at the college.
- A College Communication Plan
- Training of staff in Anaphylaxis Management; reference: First Aid Policy 17.4. Completion of an Annual Risk Management Checklist

Further, detailed guidance is set out in Attachment A to this policy.

4.3 College Management and Emergency Response Procedures

In the event of an anaphylactic reaction of a student, the Principal will follow the Emergency Response Procedures detailed in Annexure B, as well as its general first aid and emergency response procedures and the student's IAMP (ASCIA Action Plan). Refer to our first aid policy and procedure for more details First Aid Policy 17.4.

The Principal must ensure that, 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, there are a sufficient number of College staff present who have been trained in anaphylaxis management.

4.4 Individual Anaphylaxis Management Plans

The Principal will ensure that an IAMP is developed for all students enrolled at the college diagnosed by a medical practitioner as being at risk of anaphylaxis, where the College has been notified of that diagnosis. The IAMP will be developed in consultation with the parent/carer as soon as practicable after the student enrols and where possible before the student's first day of school.

The IAMP should contain:

- information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy or allergies the student has (based on diagnosis by 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 College 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(s) of the person(s) responsible for implementing the strategies;
- information on where the student's medication is stored;
- the student's emergency contact details; and
- an ASCIA Action Plan, provided by the parent and signed and dated by the medical practitioner who was treating the child on the date it was signed, which sets out the emergency procedures to be taken in the event of an emergency reaction, includes an up to date photograph of the student and individual information.

Student's IAMPs should be reviewed, in consultation with the student's parents/carers in the following circumstances:

- annually;
- if a student's medical condition changes insofar as it relates to allergy and the potential for anaphylactic reaction;
- as soon as practicable after a student has an anaphylactic reaction at College; and
- 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 College (e.g. class parties, elective subjects, cultural days, fetes, incursions).

It is the responsibility of the parent/carer to:

- provide the IAMP (ASCIA Action Plan);
- inform the Principal in writing if their child's medical condition (insofar as it relates to allergy and the potential for anaphylactic reaction), changes and if relevant, provide an updated ASCIA Action Plan;
- provide the College with an Adrenaline Auto injector that is current and not expired for their child; and
- provide an up-to-date photograph for the ASCIA Action Plan when the plan is provided to the College and when it is reviewed.

4.5 Adrenaline Auto injectors for General Use

The Principal or College nurse is responsible for purchasing adequate Adrenaline Auto injectors(s) for general use and as addition to those supplied by parents.

25 adrenaline auto- injectors will be bought for excursion bags and 9 for school first aid boxes/ general use. Epi-pen and AnaPens are the preferred brand purchased.

These will be replaced at the College's expense, either at the time of use or expiry, whichever is first.

4.6 A College Communication Plan

The Principal is responsible for ensuring that a communication plan is developed to provide information to all school staff, students and parents about anaphylaxis and the college's anaphylaxis management policy. This includes casual staff and volunteers.

This will include information about what steps will be taken to respond to an anaphylactic reaction by a student during normal school activities including in the classroom, in the school yard, in all school buildings and sites, and during off-site or out of school activities, such as on camps, excursions and special event days conducted or organised by the College.

The Principal will ensure that casual relief staff and volunteers are informed 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 relevant College staff are trained and briefed at least twice per year by a staff member who has current anaphylaxis management training or by an external provider.

The Principal is required to develop an interim plan and consult with parents if training or briefing has not occurred as required. The Principal should ensure the requirement for training and briefing to occur as soon as possible after an interim plan is developed.

4.7 Training Staff on Anaphylaxis Management

The following College staff must be trained and briefed on anaphylaxis management:

- those who conduct classes that students with a medical condition relating to allergy and the potential for anaphylactic reaction attend; and
- any further College staff that the Principal identifies, based on an assessment of the risk of an anaphylactic reaction occurring while a student is under the care or supervision of the College.

The College staff identified above must:

- Complete a face-to-face anaphylaxis management/training course. The course is:
  - accredited as a VET course
  - accredited under Chapter 4 of the Education and Training Reform Act 2006 (Vic) 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.

  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 Auto injector.

- Complete an online anaphylaxis training course (ASCIA Anaphylaxis e-training for Victorian Schools course developed by the Australasian Society of Clinical Immunology and Allergy) and approved by the Secretary.

  The Anaphylaxis Supervisor will undertake a competency check in the administration of an Adrenaline Auto injector within 30 days of a relevant member of the College staff completing the online training course.

- Interim plan for staff who start mid-year/ miss the face-to-face training, will complete their anaphylaxis training with a staff member who is an Anaphylaxis School Supervisor, they have completed the course in “Verifying the correct use of adrenaline auto injector devices.” The staff member then will be required to complete and pass online training, then have 30 days to be verified in correct adrenaline auto injector devices. This will also be developed in consultation with parents of any affected student with a medical condition that related to allergy and the potential for anaphylactic reaction.
- The training will include:
  - This Policy
  - The causes, symptoms and treatment of anaphylaxis
  - The identities of the students with a medical condition that relates to allergy and the potential for anaphylactic reaction and where their medication is located

- How to use an Adrenaline Auto injector, including hands-on practice with a face-to-face trainer Adrenaline Auto injector device
- Information about the storage and accessibility of Adrenaline Auto injectors:
  - **Location of general use Auto injectors (these are set and don't change)**
  - **Admin Building –** in First Aid room
  - **Primary Building-** Primary Central staffroom & male Specialist staffroom & Year 1/2 staffroom, Year 5/6 staffroom
  - **Gymnasium-** wall in the foyer
  - **Secondary Building –** Year 8 Faculty Staffroom and Year 11/12 Faculty Staffroom
  - **Students -** If a student has been prescribed an auto injector, it must be provided by the student's parents/carers to the School. The student's own auto injector is stored in the first aid cupboard in a clear plastic container, with the student's photo on the front, with their Action Plans.
  - **Students-** to carry their own in school bag at school
  - First aid bags that for off-site activities
- The College's general first aid and emergency response procedures
- Details of ASCIA Action Plans and where they can be located within the school and during out of school activities or out of hours activities such as school excursions, camps and special events conducted, organised or attended by the College
- Any other current or specified anaphylaxis issues
- How communication with staff, students and parents will occur in accordance with the College's Communications Plan

- The briefing must be conducted by a member of the College staff who has successfully completed an Anaphylaxis Management Training Course in the previous two years or by an external provider.

4.8 Annual Risk Management Checklist

The Principal will complete the annual Anaphylaxis Risk Management Checklist, as published and amended by the Department of Education from time to time, to monitor compliance with the College's obligations under Ministerial Order 706..

5 IMPLICATIONS OF PRACTICE

The College, the Board and/or the Principal must properly implement this policy, including by ensuring that:

- this policy is endorsed on an annual basis;
- copies of this policy are made available to staff members and students/parents, for example, on the College intranet, in physical form in the staff room or bulletin boards;
- this policy is incorporated into the Board's / Principal's record of current policies;
- this policy is incorporated into the College's induction program to ensure that all employees are aware of it, have read and understood it and acknowledge their commitment to comply with it;
- periodic training and refresher sessions are administered to all staff in accordance with this policy; and
- employees, contractors, visitors and volunteers ensure they will abide by this policy and assist the College in the implementation of this policy

6 ANNEXURE A – PREVENTION STRATEGIES BY THE PRINCIPAL

In classrooms, the following strategies should be adopted:

- keep a copy of the student's IAMP in the classroom, and ensure that the ASCIA Action Plan is available in the classroom even if the Adrenaline Auto injector is in another location; plans will be available in orange folders as hard copy, soft copy on SEQTA
- liaise with parents about food-related activities ahead of time;
- use non-food treats where possible. If food treats are used it is recommended that parents of students with food allergies provide a treat box with alternative treats. Treat boxes should be clearly labelled and only handled by the student;
- never give food from outside sources to a student who is at risk of anaphylaxis;
- products labelled 'may contain traces of nuts' should not be served to students allergic to nuts. Products labelled 'may contain milk or egg' should not be served to students with milk or egg allergy. Unless agreed to by the parent;
- be aware of the possibility of hidden allergens in food and other substances used in cooking, food technology, science and art classes;
- ensure that all cooking utensils, preparations dishes, plates, etc., are washed and cleaned thoroughly after preparation of food and cooking;
- have regular discussions with students about the importance of washing hands, eating their own food and not sharing food; and
- ensure a designated staff member will inform casual relief teachers, specialist teachers and volunteers of the names of any student at risk of anaphylaxis, the location of each student's IAMP and Adrenalin Auto injector, this Policy, and each individual person's responsibility in managing an incident.

In the school yard, the following strategies should be adopted:

- sufficient staff will be on yard duty who are trained in the administration of the Adrenaline Auto injector to be able to respond quickly to an anaphylactic reaction if needed;
- the Adrenaline Auto injector and each student's IAMP are easily accessible from the yard, and staff should be aware of their exact location;
- a Communication Plan is in place so that a student's medical information and medication can be retrieved quickly if a reaction occurs. All staff on yard duty must be aware of the College's Emergency Procedures;
- yard duty staff can identify, by face, students at risk of anaphylaxis;
- students with anaphylactic responses to insects should be encouraged to stay away from water or flowering plants. Parents should liaise with the College regarding appropriated garments for children with anaphylactic responses to insect;
- lawns and clovers are mowed and outdoor bins covered; and
- students keep drinks and food covered while indoors.

At special internal events (e.g. sporting events, incursions, parties), the following strategies should be adopted:

- sufficient College staff supervising the special event must be trained in the administration of an Adrenaline Auto injector to be able to respond quickly to a reaction;
- staff should avoid using food in activities or games;
- staff should consult parents in advance to either develop an alternative food menu or request parents to send a meal for the student;
- parents of other students should be informed about foods that may cause allergic reactions to other students and request that they avoid providing their child with treats; and
- party balloons should not be used if any student is allergic to latex.

At field trips, excursions and external sporting events, the following strategies should be adopted:

- sufficient College staff supervising the event must be trained in the administration of an Adrenaline Auto injector and be able to respond quickly to an anaphylactic reaction if required;
- a College staff member trained in the recognition of anaphylaxis and the administration of the Adrenaline Auto injector must accompany any student at risk of anaphylaxis on excursions;
- College staff should avoid using food in activities or games, including as rewards.
- the Adrenaline Auto injector and a copy of the IAMP for each student at risk of anaphylaxis should be easily accessible and College staff must be aware of their exact location;
- a risk assessment should be undertaken for each individual student attending who is at risk of anaphylaxis. The risks may vary according to the number of anaphylactic students

attending, the nature of the excursion/sporting event, size of venue, distance from medical assistance, the structure of excursion and corresponding staff-student ratio;

- all College staff members present during the field trip or excursion need to be aware of the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face;
- College staff should consult parents of anaphylactic students in advance to discuss issues that may arise, to develop an alternative food menu, or request the parents provide a meal (if required);
- parents may wish to accompany their child on field trips and/or excursions. This should be discussed with parents as another strategy for supporting the student who is at risk of anaphylaxis; and
- prior to the excursion taking place College staff should consult with the student's parents and medical practitioner (if necessary) to review the student's IAMP to ensure that it is up to date and relevant to the particular excursion activity.

At camps and remote settings, the following strategies should be adopted:

- prior to engaging a camp owner/operator's services, College staff should make enquiries as to whether it can provide food that is safe for anaphylactic students. If a camp owner/operator cannot provide this confirmation to the College, then the college should consider using an alternative service provider;
- the camp cook should be able to demonstrate satisfactory training in food allergen management and its implications on food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc;
- College staff must not sign any written disclaimer or statement from a camp owner/operator that indicates that the owner/operator is unable to provide food which is safe for students at risk of anaphylaxis;
- College staff should conduct a risk assessment and develop a risk management strategy for students at risk of anaphylaxis. This should be developed in consultation with parents of students at risk of anaphylaxis and camp owners/operators prior to the camp dates;
- College staff should consult with parents of students at risk of anaphylaxis and the camp owner/operator to ensure that appropriate risk minimisation and prevention strategies and processes are in place to address an anaphylactic reaction should it occur. If these procedures are deemed to be inadequate, further discussions, planning and implementation will need to be undertaken;
- if College staff or parents have concerns about whether the food provided on a camp will be safe for students at risk of anaphylaxis, they should also consider alternative means for providing food for those students;

- use of substances containing allergens should be avoided where possible.
- camps should avoid stocking peanut or tree nut products, including nut spreads. Products that 'may contain' traces of nuts may be served, but not to students who are known to be allergic to nuts;
- the student's Adrenaline Auto injector, IAMP (including the ASCIA Action Plan), and a mobile phone must be taken on camp. If mobile phone access is not available, an alternative method of communication in an emergency must be considered, e.g. a satellite phone;
- prior to the camp taking place College staff should consult with the student's parents to review the students IAMP to ensure that it is up to date and relevant to the circumstances of the particular camp;
- College staff participating in the camp should be clear about their roles and responsibilities in the event of an anaphylactic reaction. Check the emergency response procedures that the camp provider has in place. Ensure that these are sufficient in the event of an anaphylactic reaction and ensure all College staff participating in the camp are clear about their roles and responsibilities;
- contact local emergency services and hospitals prior to the camp to advise them of the medical conditions of students at risk, the location of the camp and location of any off camp activities. The College will ensure contact details of emergency services are distributed to all College staff as part of the emergency response procedures developed for the camp;
- staff take an Adrenaline Auto injector for general use on a school camp, even if there is no student at risk of anaphylaxis, as a back-up device in the event of an emergency. The cost of the spare Adrenaline Auto injector/s will be built into yearly camp costs;
- the Principal purchased Adrenaline Auto injectors for general use kept in the first aid kits, located in the sick bay, gymnasium and specific staffrooms; as well as the first aid bags for outside activities
- the Adrenaline Auto injector should remain close to the student and College staff must be aware of its location at all times;
- the Adrenaline Auto injector should be carried in the College first aid kit; however, College staff can consider allowing students, particularly senior students, to carry their Adrenaline Auto injector on camp. Remember that all College staff members still have a duty of care towards the student even if they do carry their own Adrenaline Auto injector;
- students with anaphylactic responses to insects should always wear closed shoes and long-sleeved garments when outdoors and should be encouraged to stay away from water or flowering plants; and
- cooking and art and craft games should not involve the use of known allergens.
- College staff should consider the potential exposure to allergens when consuming food on buses and in cabins.

During overseas travel, the following strategies should be adopted:

- review and consider the strategies listed above for field trips, excursions, sporting events, camps and remote settings. Where an excursion or camp is occurring overseas, the College should involve parents in discussions regarding risk management well in advance;
- investigate the potential risks at all stages of the overseas travel such as:
  - travel to and from the airport/port;
  - travel to and from Australia (via aeroplane, ship etc);
  - various accommodation venues;
  - all towns and other locations to be visited;
  - sourcing safe foods at all of these locations;
  - sourcing the location of the nearest hospital/treatment centre and
  - risks of cross contamination, including -
    - exposure to the foods of the other students;
    - hidden allergens in foods;
    - whether the table and surfaces that the student may use will be adequately cleaned to prevent a reaction;
    - whether the other students will wash their hands when handling food.
- assess where each of these risks can be managed using minimisation strategies such as the following:
  - translation of the student's IAMP and ASCIA Action Plan;
  - sourcing of safe foods at all stages;
  - obtaining the names, address and contact details of the nearest hospital and medical practitioners at each location that may be visited;
  - obtaining emergency contact details; and
  - sourcing the ability to purchase additional Adrenaline Auto injectors.
- record details of travel insurance, including contact details for the insurer. Determine how any costs associated with medication, treatment and/or alteration to the travel plans as a result of an anaphylactic reaction can be paid.
- plan for appropriate supervision of students at risk of anaphylaxis at all times, including that:
  - there are sufficient College staff attending the excursion who have been trained in anaphylaxis management;

- there is an appropriate level of supervision of anaphylactic students throughout the trip, particularly at times when they are taking medication and eating food;
- there will be capacity for adequate supervision of any affected student(s) requiring medical treatment, and that adequate supervision of other students will be available; and
- staff/student ratios should be maintained during the trip, including in the event of an emergency where the students may need to be separated.

- The Principal and the excursion leader, should re-assess the school's Emergency Response Procedures, and if necessary adapt it to the particular circumstances of the overseas trip. The Principal will keep a record of relevant information such as the following:
  - dates of travel;
  - name of airline, and relevant contact details;
  - itinerary detailing the proposed destinations, flight information and the duration of the stay in each location;
  - hotel addresses and telephone numbers;
  - proposed means of travel within the overseas country;
  - list of students and each of their medical conditions, medication and other treatment (if any);
  - emergency contact details of hospitals, ambulances, and medical practitioners in each location;
  - details of travel insurance;
  - plans to respond to any foreseeable emergency including who will be responsible for the implementation of each part of the plans; and
  - possession of a mobile phone or other communication device that would enable College staff to contact emergency services in the overseas country if assistance is required.

7 ANNEXURE B – COLLEGE MANAGEMENT AND EMERGENCY RESPONSE PROCEDURES

In the event of an anaphylactic episode in the classroom:

- the nearest adrenaline auto injector should be located, in one of the first aid boxes and used
- the teacher in charge will contact the sick bay/office. If it is decided that the Adrenaline Auto injector should be used; 000 will be rung immediately. A mobile phone will be used if the child is not located in the office area.

In the event of an anaphylactic episode in school yard:

- the nearest adrenaline auto injector should be located, in one of the first aid boxes and used
- the yard duty teacher will contact the office and will provide the name of the student so their personal Adrenaline Auto injector can be taken to the scene directly; and
- after contacting the office, the yard duty teacher will call 000 for ambulance/emergency advice.

In the event of an anaphylactic episode at an excursion, sports event or camp:

- the supervising teacher will administer the Adrenaline Auto injector; and
- the supervising teacher will ring 000 for medical assistance

In any instance, where an Adrenaline Auto injector is used, an ambulance must be called immediately.

Where possible, only College staff with training in the administration of the Adrenaline Auto injector should administer the student's Adrenaline Auto injector. However, it is imperative that an Adrenaline Auto injector is administered as soon as possible at the occurrence of an anaphylactic reaction. Therefore, if necessary, the Adrenaline Auto injector may be administered by any person following the instructions in the student's ASCIA Action Plan.

The College's general first aid and emergency response procedures, the student's ASCIA Action Plan and IAMP, should also be followed.

8 DOCUMENT CONTROL INFORMATION

Approval Date	22 November 2026
Approved By	Board Chair
Supersedes	23 November 2025
Date of Last Review	23 November 2025
Date for Next Review	Annually