



Anaphylaxis Policy

Emmaus College is a school, which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools (MACS).

Introduction

The College seeks to facilitate the safe participation of all students in the educational experiences offered by the College. Where students are known to be at risk of anaphylaxis. The College requires parents/guardians/carers to provide relevant information to enable them to carry out their duty of care obligations.

The College requires the active engagement of parents/guardians/carers in the provision of up-to-date Anaphylaxis Management Plans (ASCIA Action Plan) that comply with [Ministerial Order 706: Anaphylaxis Management in Victorian schools](#).

The College's processes reflect the associated guidelines published by the Victorian government to support the implementation of Ministerial Order 706 in all Victorian schools.

The College's processes are documented in the procedures for the management of anaphylaxis in line with the Anaphylaxis Policy for MACS Schools.

Purpose

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

Scope

This policy applies to:

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

Principles

The following principles underpin this policy:

- The College Principal and staff are responsible for ensuring the safety and wellbeing of all students in the College environment.
- The College Principal and all staff work with parents/guardians/carers to ensure, as far as practicable, that the needs of children at risk of anaphylaxis will be considered, mitigated, and minimised during College activities.

- The College Principal and staff take reasonable steps to reduce and manage risks to students with anaphylaxis in the College environment and College approved activities.

Policy

The College will engage with the parents/guardians/carers of students at risk of anaphylaxis to develop risk minimisation strategies and management strategies.

As reflected in Ministerial Order 706 and the College's enrolment agreement, parents/guardians/carers are required to provide the College with up-to-date medical information to enable the College to carry out its duty of care.

The College Principal is responsible for ensuring that an Individual Anaphylaxis Management Plan is developed in consultation with the student's parents/guardians/carers, for any student, who has been diagnosed by a medical practitioner as having a medical condition that relates to allergy and the potential for an anaphylactic reaction, where the College has been notified of the diagnosis, which includes an action plan for anaphylaxis in a format approved by the ASCIA (otherwise known as an [ASCIA Action Plan for Anaphylaxis](#)).

Parents/guardians/carers are responsible for the provision of an updated ASCIA Action Plan with any relevant changes to the student's medical condition as it relates to their allergy and potential for anaphylactic reaction, signed by the treating medical practitioner, together with a recent photo of their child and any medications and autoinjectors referenced in the plan and recommended for administration. Parents/guardians/carers are also responsible for providing an up-to-date photo for the ASCIA Action Plan when it is reviewed. For overseas travel or travel involving flights, an [ASCIA Travel Plan for People at Risk of Anaphylaxis](#) is to be completed by a registered medical practitioner in conjunction with a red ASCIA Action Plan for Anaphylaxis.

Parents/guardians/carers must inform the College in writing if their child's medical condition changes, insofar as it relates to allergy and the potential for anaphylactic reaction, and if relevant, provide an updated ASCIA Action Plan.

Also, parents/guardians/carers are responsible for replacing the recommended medication and/or autoinjectors prior to the expiry date.

The College Principal will ensure the storage and display of completed ASCIA Action Plans to facilitate access for staff e.g Labelled cupboard in the First Aid Office.

Parents/guardians/carers must participate in an annual Program Support Group (PSG) meeting to revise their child's anaphylaxis management plan and update the plan based on medical advice.

The College Principal will purchase additional adrenaline autoinjectors for general use. They will decide on the type or brand of adrenaline autoinjector that is purchased for general use. These will be stored in the First Aid Office and added to first aid kits as required. A [First Aid Plan for Anaphylaxis](#) and emergency procedures are to be stored or posted with general-use adrenaline injectors.

The College Principal must complete the Annual Anaphylaxis Risk Management Checklist for Schools at the start of each year to monitor the school's compliance with Ministerial Order 706.

The College Principal takes reasonable steps to ensure each staff member has adequate knowledge and training about allergies, anaphylaxis, and the College's expectations in responding to an anaphylactic reaction. The College Principal is responsible for ensuring that all

staff undertake and successfully complete appropriate training for anaphylaxis management in accordance with Ministerial Order 706. The College will conduct twice yearly anaphylaxis management staff briefings including the information set out by the Department of Education (DE) for use in Victorian schools, with one briefing at the commencement of the College year.

Procedures to implement this policy are documented below.

Roles, Responsibilities and Reporting

Role	Responsibility	Reporting requirement (if applicable)
College Principal	Maintain a register of students at risk of anaphylactic reaction. This register is created by the College nurse.	
College Principal	Ensure adequate autoinjectors for general use are available in the school. The College nurse orders the autoinjectors and keeps track of expiry dates.	
College Principal	Ensure twice yearly briefings on anaphylaxis management are conducted, with one briefing held at the commencement of the school year	
College Principal	Ensure staff have completed appropriate training and that adequate staff trained in anaphylaxis management are available for all school activities including off-site activities and school-approved activities outside school hours	
College Principal	Ensure a communication plan is developed to provide information to all school staff, students, parents/guardians/carers about the school's policy and procedures for anaphylaxis management	
College Principal	Ensure this policy is published and available to the school community	Annual attestation to the Executive Director
College Nurse, who has completed Anaphylaxis Management course successfully in past two years	Conduct twice-yearly briefings for all staff on anaphylaxis management using the briefing template provided by the DE for use in the College	

Procedures

Communication with parents/guardians/carers for management information

The College Principal, via the College nurse, engages with the parents/guardians/carers of students at risk of anaphylaxis to develop risk minimisation strategies and management strategies. The College Principal will take reasonable steps also to ensure each staff member

has adequate knowledge about allergies, anaphylaxis, and the College's expectations in responding to an anaphylactic reaction.

The College Principal requires that parents/guardians/carers provide up to date medical information and an updated Individual Action Plan (ASCIA Action Plan) signed by the treating medical practitioner together with a recent photo of their child and any medications and autoinjectors referenced in the plan and recommended for administration.

Parents/guardians/carers are requested to provide this information annually, prior to camps and excursions, and if the child's medical condition changes since the information was provided.

Individual Anaphylaxis Management Plans

The College Nurse will assist the College Principal in ensuring all students, who have been diagnosed by a medical practitioner as being at risk of anaphylaxis have an Individual Anaphylaxis Management Plan (IAMP) developed in consultation with the student's parents/guardians/carers.

The College will require the plan to be in place as soon as practicable after the student is enrolled and where possible before their first day of school. An interim management plan will be put into place for a student, who is diagnosed with anaphylaxis after enrolment at the College until the Plan is developed. The College Principal or delegate will develop an interim plan in consultation with parents. Training and a briefing will occur as soon as possible after the interim plan is developed.

The IAMP will comply with Ministerial Order 706 and record:

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

The student's IAMP will be reviewed by the College Nurse or their delegate, in consultation with the student's parents, in all the following circumstances:

- 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. class parties, elective subjects, cultural days, fetes, incursions)

Location of Individual Anaphylaxis Management Plans and ASCIA Action Plans

The College Nurse communicates to staff the details of the location of student's Individual Anaphylaxis Management Plans (IAMP) and ASCIA Action Plans within the College, during excursions, camps and special events conducted, organised, or attended by the College.

During offsite activities, including camps and excursions, the teacher in charge is responsible for collecting and storing the IAMPs, action plans and autoinjectors and communicating with all attending staff and volunteers.

Please note the [ASCIA Travel Plan for People at Risk of Anaphylaxis](#) requires completion by a registered medical practitioner for domestic or overseas travel.

Risk minimisation and prevention strategies

The College Principal ensures that risk minimisation and prevention strategies are in place for all relevant in-College and out-of-College settings which include (but are not limited to) the following:

- during classroom activities (including class rotations, specialist and elective classes)
- between classes and other breaks
- in canteens
- during recess and lunchtime
- before and after school where supervision is provided (excluding OSHC)
- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

The College will not ban certain types of foods (e.g. nuts) as it is not practicable to do so and is not a strategy recommended by the Department or the Royal Children's Hospital, however, the College will avoid the use of nut-based products in College activities, request that parents do not send those items to school if at all possible; that the canteen eliminate or reduce the likelihood of such allergens, and the College will reinforce the rules about not sharing and not eating foods provided from home. The College Principal will ensure the Cafe Manager and Café staff can demonstrate satisfactory training in the area of food allergy and anaphylaxis and its implications for food-handling practices.

The College Principal will review the risk minimisation strategies outlined in *Risk minimisation strategies for schools* regularly, in light of the information provided by parents related to the risk of anaphylaxis.

Register of students at risk of anaphylactic reactions

This information is to be shared with all staff and accessible to all staff in an emergency.

The College Principal will nominate a staff member, the College Nurse, to maintain an up-to-date register of students at risk of anaphylactic reactions. This information will be shared with all staff and accessible to all staff in an emergency.

The list is displayed in several areas around the College grounds, which can be accessed easily by staff. It is included in the yard duty procedures and the Emergency Management Plan.

Location, storage and accessibility of autoinjectors

The College Nurse is responsible for purchasing autoinjectors for the College's for general use:

- as a backup to autoinjectors that are provided for individual students by parents, in case there is a need for an autoinjector for another patient, who has not been diagnosed at risk of anaphylaxis previously.

The College Nurse, in consultation with the College Principal, will determine the number of additional autoinjector(s) required. In doing so, the College Nurse should take into account the following relevant considerations:

- the number of students enrolled at the College, who have been diagnosed as being at risk of anaphylaxis, including those with an ASCIA Action Plan for allergic reactions (they are potentially at risk of anaphylaxis)
- the accessibility of autoinjectors (and the type) that have been provided by parents of students, who have been diagnosed as being at risk of anaphylaxis
- the availability and sufficient supply of autoinjectors for general use in specified locations at the College including in the College yard and at excursions, camps and special events conducted, organised or attended by the College
- that autoinjectors for general use have a limited life, will usually expire within 12–18 months, and will need to be replaced at the College's expense either at the time of use or expiry, whichever is first.

The College Principal will need to determine the type of autoinjector to purchase for general use. In doing so, it is important to note the following:

- autoinjectors available in Australia are EpiPen®, EpiPen Jr®, Anapen 500®, Anapen 300® and Anapen Jr®
- autoinjectors are designed so that anyone can use them in an emergency
- adrenaline autoinjectors for general use are available for purchase at any chemist; no prescription is necessary
- Colleges can use either the EpiPen® or the Anapen® on any student suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.

College anaphylaxis supervisors are responsible for informing College staff of the location for use in the event of an emergency.

When to use an Autoinjector for general use

The College Principal ensures that autoinjectors for general use will be used under the following circumstances:

- a student's prescribed autoinjector does not work, is misplaced, misfires, has been discharged accidentally, is out of date or has been used already
- a student diagnosed previously with a mild or moderate allergy, who was not prescribed an adrenaline injector has their first episode of anaphylaxis
- when instructed by a medical officer after calling 000
- first time reaction to be treated with adrenaline before calling.

Note: if in doubt, give autoinjector as per ASCIA Action Plans. Please review [ASCIA First Aid Plan for Anaphylaxis \(ORANGE\)](#) and [ASCIA Adrenaline \(Epinephrine\) Injectors for General Use](#) for further information.

Emergency response to anaphylactic reaction

In an emergency anaphylaxis situation, the student's ASCIA Action Plan, the emergency response procedures in this policy and [ASCIA First Aid Plan for Anaphylaxis](#) must be followed.

The College Principal must ensure that when a student at risk of an anaphylactic reaction is under the care or supervision of the College outside normal class activities, such as in the College yard, on camps or excursions or at special events conducted, organised or attended by the College, there are sufficient staff present, who have been trained in accordance with Ministerial Order 706.

All staff are to be familiar with the location and storage and accessibility of autoinjectors in the College, including those for general use.

The College Principal must determine how appropriate communication with College staff, students and parents is to occur in event of an emergency about anaphylaxis.

Copies of the [ASCIA First Aid Plan for Anaphylaxis](#) and emergency procedures are displayed prominently in the relevant places in the College, for example, first aid room, classrooms and in/around other College facilities, including the canteen and accessible online.

- A complete and up-to-date list of students identified at risk of anaphylaxis is displayed at various locations at the Vermont Campus, included in the Emergency Management Plan and the Yard Duty Procedures.
- Individual Anaphylaxis Management Plans and ASCIA action plans are stored in the First Aid Office in their individual tubs. These tubs are used for offsite activities or special events.
- Details of what to do in an emergency – classroom, playground, off-site, etc
- Autoinjectors, including those for general use, are stored in the First Aid Room and the satellite first aid kits.

Staff training

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

Option 1. All school staff complete the online *ASCIA Anaphylaxis e-training for Victorian Schools* and have their competency in using an autoinjector tested by the school Anaphylaxis Supervisor in person within 30 days of completing the course. The school Anaphylaxis Supervisor will have completed a Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC – at no cost for Victorian Catholic schools from HERO HQ. Staff are required to complete the ACSIA online training every two years.

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

The College requires all staff to participate in training to manage an anaphylaxis incident. The training should take place as soon as practicable after a student at risk of anaphylaxis enrolls and, where possible, before the student's first day at the College.

Staff undertake training to manage an anaphylaxis incident if they:

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

The College considers, where appropriate, whether casual relief teachers and volunteers should undertake training.

College staff:

- complete an approved anaphylaxis management training course in compliance with Ministerial Order 706 successfully.
- participate in the College's twice yearly briefings conducted by the College's anaphylaxis supervisor or another person nominated by the College Principal, who has completed an approved anaphylaxis management training program successfully in the past two years.

A range of training programs are available, and the principal determines an appropriate anaphylaxis training strategy and implements this for staff. The principal ensures that staff are adequately trained and that enough staff are trained in the management of anaphylaxis noting that this may change from time to time depending on the number of students with IAMPs.

The College Principal will identify at least two staff across the College to become College anaphylaxis supervisors.

A key role undertakes competency checks on all staff, who have completed the ASCIA online training course successfully. To qualify as a College anaphylaxis supervisor, the nominated staff members need to complete an accredited short course that teaches them how to conduct a competency check on those, who have completed the online training course. e.g., Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC. At the end of the online training course, participants, who have passed the assessment module are issued a certificate, which needs to be signed by the school anaphylaxis supervisor to indicate that the participant has demonstrated their competency in using an adrenaline autoinjector device.

College staff, who complete the online training course are required to repeat that training and the adrenaline autoinjector competency assessment every two years.

Hero HQ has been contracted by the Catholic Education Commission of Victoria Ltd to deliver training in the Course in Verifying the Use of Adrenaline Injector Devices 22579VIC at no cost to Catholic schools. Training in this course is current for three years.

The College notes that Courses in First Aid Management of Anaphylaxis 22578VIC is a face-to-face course that complies with the training requirements outlined in Ministerial Order 706. College staff, who have completed these courses will have met the anaphylaxis training requirements for the documented period.

Twice Yearly Staff Briefing

The College Principal ensures that twice yearly anaphylaxis management briefings are conducted, with one briefing held at the start of the year. The briefing is conducted by the College anaphylaxis supervisor or another staff member, who has successfully completed an Anaphylaxis Management Course in the previous two years. The College uses the Anaphylaxis Management Briefing Template provided by the Department of Education for use in Victorian schools. A facilitator guide and presentation for briefings created by the Department of Education is available in the resources section of the procedures.

The College briefing will include information about the following:

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

All College staff are briefed twice a year about anaphylaxis and the College's Anaphylaxis Policy.

Anaphylaxis communication plan

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

- Raise staff awareness – twice yearly briefing, regular briefings, induction of new staff, CRT staff, etc.
- Raise student awareness – use of fact sheets, posters with messages about anaphylaxis, peer support, etc.
- Work with parents – develop open, cooperative relationships with parents/guardians/carers, how information will be shared and request updated medical information.
- Use Newsletters, the College website, information nights, and assemblies to raise awareness.

This communication plan includes strategies for advising College staff, students and parents/guardians/carers about how to respond to an anaphylaxis reaction of a student in various environments:

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

The Communication Plan includes procedures to inform volunteers and casual relief staff of students, who are at risk of anaphylaxis and of their role in responding to an anaphylactic reaction experienced by a student in their care.

The College Principal ensures that College staff are trained adequately by completing an approved training course:

- ASCIA e-training every 2 years together with associated competency checks by a suitably trained Anaphylaxis Supervisor that has completed a Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC, or
- Course in First Aid Management of Anaphylaxis 22578VIC.

AND provision of

- an in-house briefing for College staff at least twice per calendar year in accordance with Ministerial Order 706.

This policy is available on the College [website](#).

Definitions

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, lupin and certain insect stings (particularly bee stings).

Anaphylaxis Guidelines (Guidelines)

A resource for managing severe allergies in Victorian schools, published by the Department of Education (DE) for use by all schools in Victoria and updated from time to time.

Australasian Society of Clinical Immunology and Allergy (ASCIA)

The peak professional body of clinical immunology and allergy in Australia and New Zealand.

Autoinjector

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

Department of Education (DE)

Victorian Department of Education.

Melbourne Archdiocese Catholic Schools Ltd (MACS)

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, MACSS and/or MACSEYE (*as the context requires*).

Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS)

Melbourne Archdiocese Catholic Specialist Schools Ltd, a wholly owned subsidiary of MACS established to conduct and operate specialist schools.

Ministerial Order 706

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

Related policies and resources

Supporting documents

Individual Anaphylaxis Management Plan

Risk Minimisation Strategies for Schools

Emergency Response to Anaphylactic Reaction

Off-site Risk Management Checklist for Schools

Annual Anaphylaxis Risk Management Checklist for Schools

Related MACS policies

- Anaphylaxis Policy for MACS schools
- Duty of Care Policy for MACS schools
- Emergency Management Plan
- First Aid Policy

Resources

- [Department of Education Victoria Anaphylaxis Guidelines](#)
- [Department of Education Victoria Anaphylaxis Management Briefing presentation](#)
- [Department of Education Victoria Facilitator guide for anaphylaxis management briefing](#)
- [ASCIA Action Plans and First Aid Plans for Anaphylaxis or Allergies](#)
- [ASCIA First Aid and Action Plans for Anaphylaxis \(General, Anapen, Epipen, Pictorial\)](#)
- [ASCIA Travel Plan](#)
- [ASCIA Anaphylaxis e-training for Victorian schools](#)
- [ASCIA Adrenaline \(Epinephrine\) Injectors for General Use](#)

Policy information table

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