



Our Lady's 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 Ltd (MACS).

Our Lady's seeks to facilitate the safe participation of all students in the educational experiences offered by the school. Where students are known to be at risk of anaphylaxis, parents/guardians/carers are required to provide relevant information to the school to enable us to carry out our duty of care obligations.

Our school requires the active engagement of parents/guardians/carers in the provision of up to date to Anaphylaxis Management Plans (ASCIA Action Plan) that comply with [Ministerial Order 706: Anaphylaxis Management in Victorian schools](#) and school boarding premises (Ministerial Order 706) for each student diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction.

The processes at Our Lady's reflect the associated guidelines published by the Victorian government to support implementation of Ministerial Order 706 in all Victorian schools. The school'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 Our Lady's 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:

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

## Principles

The following principles underpin this policy:

- Our Lady's principal and staff are responsible for ensuring the safety and wellbeing of all students in the school environment.
- The 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 school activities.
- The principal and staff take reasonable steps to reduce and manage risks to students with anaphylaxis in the school environment and school approved activities.

## Policy

Our Lady's engages 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 school's Enrolment Agreement, parents/guardians/carers are required to provide the school with up-to-date medical information to enable the school to carry out its duty of care.

The 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 school 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 school 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.

Parents/guardians/carers are also responsible for replacing the recommended medication and/or autoinjectors prior to their expiry date.

The principal will ensure the storage and display of completed ASCIA Action Plans to facilitate access for staff e.g. First Aid Room, Classrooms and class information folders

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 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 room, around the school in dedicated first aid cabinets and/or in the school's portable first aid kit as required. A [First Aid Plan for Anaphylaxis](#) and emergency procedures are to be stored or posted with general use adrenaline injectors.

The 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 principal takes reasonable steps to ensure each Our Lady's staff member has adequate knowledge and training about allergies, anaphylaxis, and the school's expectations in responding to an anaphylactic reaction. The principal is responsible for ensuring that all staff undertake and successfully complete appropriate training for anaphylaxis management in accordance with Ministerial Order 706. Our Lady's will conduct twice yearly anaphylaxis management staff briefings including information set out by the Department of Education (DE) for use in Victorian schools, with one briefing at the commencement of the school year.

## Roles, responsibilities and reporting

Role	Responsibility	Reporting requirement (if applicable)
Principal	Maintain a register of students at risk of anaphylactic reaction	
Principal	Ensure adequate autoinjectors for general use are available in the school	
Principal	Ensure twice yearly briefings on anaphylaxis management are conducted, with one briefing held at the commencement of the school year	
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	
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	
Principal	Ensure this policy is published and available to the school community	Annual attestation to the Executive Director
Anaphylaxis Supervisor or other staff member 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 schools	

## Procedures

### Communication with parents/guardians/carers for management information

The principal engages with the parents/guardians/carers of students at risk of anaphylaxis to develop risk minimisation strategies and management strategies. The principal will also take reasonable steps to ensure each staff member has adequate knowledge about allergies, anaphylaxis, and the school's expectations in responding to an anaphylactic reaction.

The 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 principal is responsible for ensuring that all students who have been diagnosed by a medical practitioner as having a medical condition that relates to allergy and the potential for anaphylactic reaction have an Individual Anaphylaxis Management Plan (IAMP) developed in consultation with the student's parents/guardians/carers.

Our Lady's requires the IAMP 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 school until the IAMP is developed. The principal or delegate will develop an interim plan in consultation with parents/guardians/carers. 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 principal 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 school nurse and Deputy Principal communicates to staff the details of the location of student Individual Anaphylaxis Management Plans and ASCIA Action Plans within the school, during excursions, camps and special events conducted, organised, or attended by the school. Please note the [ASCIA Travel Plan for People at Risk of Anaphylaxis](#) requires completion by a registered medical practitioner for domestic or overseas travel.

All provided ASCIA plans are located within the first aid department, the student's classroom, with the student's medication and found on the student's compass profile.

The student's autoinjectors are kept within an unlocked cupboard in the first aid department. All auto injectors are brought with the student on all offsite activities such as excursions and camps.

General use auto injectors are found in multiple locations throughout the school including the first aid department, gymnasium, library, 2/3/4 building and 5/6 building. General use autoinjectors are also found within the camp first aid kits. A first aid plan for anaphylaxis is found with all general use auto injectors.

## Risk minimisation and prevention strategies

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

### **Learning Areas/Classrooms**

- A copy of each student's Individual Anaphylaxis Management Plan (IAMP) is easily accessible, kept in the first aid office and on one drive.
- Where food-related activities are planned, staff liaise with parents/guardians/carers ahead of time.
- Use non-food treats where possible, but if food treats are used in class, it is recommended that parents/guardians/carers of students with food allergy provide a treat box with alternative treats. Alternative treat boxes should be clearly labelled and only handled by the student.
- Staff do not provide food items from external sources to students who are at risk of anaphylaxis.
- Lunch box items/treats from other students in class should not contain the substances to which the student is allergic. Staff will avoid the use of food items as treats.
- Products labelled as containing specific allergens known to impact students such as may contain traces of nuts, should not be served to students allergic to nuts.
- Staff are to be aware of possible hidden allergens in food and other substances used in cooking, food technology, science and art classes including packaging e.g., peanut butter containers, egg containers.
- All cooking utensils, preparation dishes, plates, knives and forks are to be washed and cleaned thoroughly after preparation of food and cooking.
- Our Lady's acknowledges that children with food allergy need special care when cooking or undertaking food technology. Our Lady's liaises with parents/guardians/carers prior to the student undertaking these activities/subjects. Our Lady's utilises the resources available to support decision making processes noting that helpful information is available at: [www.allergyfacts.org.au/images/pdf/foodtech.pdf](http://www.allergyfacts.org.au/images/pdf/foodtech.pdf)
- Our Lady's regularly undertakes discussions with students about the importance of washing hands, eating their own food and not sharing food.
- The Deputy Principal informs emergency teachers, specialists, teachers and volunteers of the names of any students at risk of anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and adrenaline autoinjector, the School's Anaphylaxis Policy and each person's responsibility in managing an incident i.e. seeking a trained staff member.

### **Canteen**

- Canteen staff are trained in food allergen management and its implications for food handling practices. Canteen staff (whether internal or external) should be able to demonstrate satisfactory training in food allergen management and its implications for food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy and label reading.
- Canteen staff, including volunteers, are briefed about students at risk of anaphylaxis and have up to date training in an anaphylaxis management training course as soon as practical after a student enrolls.
- A copy of the student ASCIA Action Plans for Anaphylaxis are displayed in the canteen as a reminder to canteen staff and volunteers.
- Products labelled may contain traces of nuts should not be served to students allergic to nuts.
- The canteen provides a range of healthy meals and products that exclude peanuts or other nut products in the ingredient list or a 'may contain...' statement.
- Tables and surfaces are wiped down regularly.
- Our Lady's acknowledges that food banning is not generally recommended by the Royal Children's Hospital and ASCIA. Our Lady's will reinforce a no sharing rule with the students as recommended for food, utensils and food containers.
- Staff have an awareness of contamination of other foods when preparing, handling or displaying food. For example, a tiny amount of butter or peanut butter left on a knife and used

elsewhere may be enough to cause a severe reaction in someone who is at risk of anaphylaxis from cow's milk products or peanuts.

### **School Grounds**

- Our Lady's regularly reviews plans to ensure that sufficient school staff trained in the administration of the adrenaline autoinjector are on yard duty and be able to access the autoinjector and respond quickly to an allergic reaction if needed.
- Our Lady's principal reviews processes to ensure that adrenaline autoinjectors and Individual Anaphylaxis Plans are easily accessible from the school grounds.
- Our Lady's has an emergency response procedure and communication plan in place for Staff on Yard Duty so medical information can be retrieved quickly if an allergic reaction occurs in the yard. All staff will be aware of the school process for seeking support (notify the general office/first aid team) if an anaphylactic reaction occurs during recess or lunch time.
- Staff on duty can identify by face those students at risk of anaphylaxis.
- Students with anaphylactic responses to insects are encouraged to stay away from water or flowering plants.
- Our Lady's ensures lawns are regularly mowed and bins are covered.
- Students keep drinks and food covered while outdoors.

### **Special Events (e.g., sporting events, incursions, class parties, etc)**

- Our Lady's ensures that sufficient staff, who have been trained in the administration of an adrenaline autoinjector, are supervising students to be able to respond quickly to an anaphylactic reaction if required.
- Staff avoid using food in activities or games or as rewards.
- Our Lady's consults with parents/guardians/carers in advance of planned special events to either develop an alternative food menu or request the parent/guardian/carer to send a meal for the student/s at risk.
- Parents/guardians/carers of other students are informed in advance about foods that may cause allergic reactions in students at risk and request that they avoid providing students with treats containing known allergens whilst they are at a special school event.
- Party balloons are not to be used if a student has an allergy to latex.
- Where students from other schools are participating in an event at Our Lady's, staff consider requesting information from the participating schools about any students who will be attending the event who are at risk of anaphylaxis. In this instance, staff seek agreement on strategies to minimise the risk of a reaction while the student is visiting the school. This should include a discussion of the specific roles and responsibilities of the host and visiting school. Students at risk of anaphylaxis are required to bring their own adrenaline autoinjector with them to events outside their own school.

### **Travel to and from school by bus**

- School staff consult with parents of students at risk of anaphylaxis and the bus service provider to ensure that appropriate risk minimisation strategies are in place to manage an anaphylactic reaction should it occur on the way to or from the school or venue on the bus. This includes the availability and administration of an adrenaline autoinjector. The adrenaline autoinjector and ASCIA Action Plan for Anaphylaxis must be with the student on the bus even if this child is deemed too young to carry an adrenaline autoinjector on their person at school.

### **Field trips/excursions/sporting events**

- The Our Lady's deputy principal in conjunction with the classroom teacher and school nurse undertakes a risk assessment for each individual student attending. If a student/s at risk of anaphylaxis is attending, sufficient school staff supervising the special event will be trained in the administration of an adrenaline autoinjector and be able to respond quickly to an anaphylactic reaction if required.
- A school staff member or team of school staff trained in the recognition of anaphylaxis and the administration of the adrenaline autoinjector attends field trips or excursions.
- School staff and venue staff should avoid using food in activities or games, including as rewards.



- The adrenaline autoinjector and a copy of the individual ASCIA Action Plan for Anaphylaxis for each student at risk of anaphylaxis is to be easily accessible and school staff must be aware of their exact location.
- For each field trip, excursion etc., a risk assessment is to 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 school staff members present during the field trip or excursion will be made aware of the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face.
- Staff in charge should consult parents of anaphylactic students in advance to discuss issues that might arise, to develop an alternative food menu or request the parent/guardian/carer provide a meal (if required).
- In rare cases where the school deems it necessary, parents/guardians/carers may be invited to accompany their child on field trips and/or excursions. This will be discussed with parents/guardians/carers as one possible strategy for supporting the student who is at risk of anaphylaxis.
- Prior to the excursion taking place, the Our Lady's principal or delegate will consult with the student's parents/guardians/carers and medical practitioner (if necessary) to review the student's Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the excursion activity.
- If the field trip, excursion or special event is being held at another school then that school should be notified ahead of time that a student at risk of anaphylaxis will be attending, and appropriate risk minimisation strategies discussed ahead of time so that the roles and responsibilities of the host and visiting school are clear. Students at risk of anaphylaxis should take their own adrenaline autoinjector with them to events being held at other schools.

### ***Camps or Remote Settings***

- Prior to engaging a camp owner/operator's services, the Our Lady's principal or delegate will make enquiries as to whether the operator can provide food that is safe for any anaphylactic students that may be attending. Where this attestation is not provided in writing, then the school will strongly consider using an alternative service provider as a reasonable step in its duty of care to the student/s at risk of anaphylaxis due to food allergens.
- The Our Lady's principal or delegate conducts a risk assessment and develops a risk management strategy for any student/s at risk of anaphylaxis while they are on camp. This will be developed in consultation with parents/guardians/carers of students at risk of anaphylaxis and camp owners/operators prior to the camp's commencement.
- Our Lady's staff consult with the parents/guardians/carers of students at risk of anaphylaxis and where appropriate, the camp owner/operator to ensure that appropriate procedures are in place to manage an anaphylactic reaction should it occur. If these procedures are deemed to be inadequate, further discussions, planning and implementation will be undertaken in order for the school to adequately discharge its non-delegable duty of care.
- If Our Lady's staff has concerns about whether the food provided on a camp will be safe for students at risk of anaphylaxis, they raise these concerns with the camp owner/operator and consider alternative means for providing food for those student/s at risk of anaphylaxis.
- The use of substances containing known allergens should be avoided where possible.
- Prior to the camp taking place, school staff should consult with the student's parents/guardians/carers to review the Individual Anaphylaxis Management Plan/s to ensure that it is up to date and relevant to the circumstances of the camp.
- Schools are to seek support from parents/guardians/carers to advise students with allergies to insects to wear closed shoes and long-sleeved garments when outdoors and encourage them to stay away from water or flowering plants.
- The Our Lady's principal or delegate ensures that the student's adrenaline autoinjector, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis and a mobile phone are taken on camp. If mobile phone access is not available, an alternative method of communication in an emergency will be considered, e.g. a satellite phone.

- All staff attending camp should familiarise themselves with the students' Individual Anaphylaxis Management Plans and plan emergency response procedures for anaphylaxis prior to camp and be clear about their roles and responsibilities in the event of an anaphylactic reaction.
- The Our Lady's principal or delegate conducts a risk assessment prior to excursions/school camps which will include contact with local emergency services and hospitals well before the camp to provide details of any medical conditions of students, location of camp and location of any off-camp activities. Contact details of emergency services will be available for school staff as part of the emergency response procedures developed for the camp. Camp activities will be reviewed to avoid activities that use known allergens (cooking, craft etc).
- Adrenaline autoinjectors should remain close to the students and staff must be always aware of its location.
- General use Adrenaline autoinjectors will be included in camp first aid kits as a back-up device in the event of an emergency.
- Staff consider exposure to allergens when students are consuming food during travel on bus/plane and whilst in cabins/tents/dormitories.

Our Lady's does 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 of Education (DE) or the Royal Children's Hospital. However, the school avoids the use of nut-based products in all school activities, requests that parents not send those items to school if possible and the school reinforces the rules about not sharing and not eating foods provided from home.

The principal will ensure that the canteen provider and its employees eliminate or reduce the likelihood of such allergens, can demonstrate satisfactory training in the area of food allergy and anaphylaxis and its implications for food-handling practices.

The principal or Deputy Principal / School Nurse regularly reviews the risk minimisation strategies outlined in Risk minimisation strategies for schools considering information provided by parents related to the risk of anaphylaxis.

## Register of students at risk of anaphylactic reactions

The principal nominates the School Nurse : Claudia Audino to maintain an up-to-date register of students at risk of anaphylactic reaction. This information is to be shared with all staff and accessible to all staff in an emergency.

All information regarding students' risk of anaphylaxis including the student's name, class, photo and allergen is recorded on a master document available to all staff members on site. This document can be found within the first aid department, canteen, staff room and uploaded on one drive.

## Location, storage and accessibility of autoinjectors

It is the responsibility of the principal to purchase autoinjectors for the school for general use:

General use auto injectors are found in multiple locations throughout the school including the first aid department, gymnasium, library, 2/3/4 building and 5/6 building. All general use autoinjectors are housed in a clearly marked first aid wall mounted box that remains unlocked. A first aid plan for anaphylaxis is found with all general use auto injectors.

General use autoinjectors are also found within the camp first aid kits.

All general use auto injectors are maintained and kept within date by the school nurse

Our Lady's provides Epipens autoinjector for general use.

The autoinjectors are to be stored within their designated first aid wall mounted boxes. These first aid boxes provide a cool dark place at room temperature (15 and 25 degrees Celsius) for the Epipens to be stored. If these temperatures cannot be maintained, ASCIA recommends storing the device in an insulated wallet.



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

All student provided autoinjectors are kept within the first aid department in a designated unlocked cupboard. Student's auto injectors are accessible to staff members at all times and are brought with the student on all offsite activities such as camps and excursions. Parents/guardians/carers will be notified by the school nurse when the student's auto injector needs to be replaced due to expiration or use.

## When to use an Autoinjector for general use

The 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 accidentally been discharged, is out of date or has already been used
- A student previously diagnosed 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 principal must ensure that when a student at risk of an anaphylactic reaction is under the care or supervision of the school outside normal class activities, such as in the school yard, on camps or excursions or at special events conducted, organised or attended by the school, there are sufficient staff present who have been trained in accordance with Ministerial Order 706.

Copies of the [ASCIA First Aid Plan for Anaphylaxis](#) and emergency procedures are prominently displayed in the relevant places in the school, for example, first aid room, with all general use epipens and in/around other school facilities, including the canteen.

A complete and up-to-date list of students identified at risk of anaphylaxis including the student's name, class, photo and allergen is recorded on a master document available to all staff members on site. This document can be found within the first aid department, canteen, staff room and uploaded on one drive.

Details of Individual Anaphylaxis Management Plans and ASCIA action plans are located within the first aid department, the student's classroom, with the student's medication and found on the student's compass profile. These plans accompany the students on all activities including excursions and camps.

All staff are to be familiar with the location and storage and accessibility of autoinjectors in the school, including those for general use. All student provided autoinjectors are kept within the first aid department in a designated unlocked cupboard. Student's auto injectors are accessible to staff members at all times and are brought with the student on all offsite activities such as camps and excursions. Parents/guardians/carers will be notified by the school nurse when the student's auto injector needs to be replaced due to expiration or use. General use auto injectors are found in multiple locations throughout the school including the first aid department, gymnasium, library, 2/3/4 building and 5/6 building. All general use autoinjectors are housed in a clearly marked first aid wall mounted box that remains unlocked. A first aid plan for anaphylaxis is found with all general use auto injectors.

In an anaphylactic emergency on site the following procedure is to be followed:

- Lay the person flat / Do not allow them to stand or walk around
- Send for the person's autoinjector or the closest general use EpiPen
- Once arrived give the autoinjector / adrenaline
- Call emergency services on 000
- Send for the school nurse and a second autoinjector
- Have a member of staff contact the casualties family / guardian
- If no response after 5 minutes give a second auto injector

In an anaphylactic emergency off site the following procedure is to be followed:

- Lay the person flat / Do not allow them to stand or walk around
- Retrieve the person's autoinjector from the designated first aid kit
- Give the autoinjector / adrenaline
- Call emergency services on 000
- Send for a second autoinjector
- Have a 2nd member of staff contact the casualties family / guardian
- If no response after 5 minutes give a second auto injector if available

The principal must determine how appropriate communication with school staff, students and parents is to occur in the event of an emergency about anaphylaxis. Staff members involved within the incident will have a debrief after all emergencies and be provided with appropriate support as needed. A staff meeting will occur to revise the school's anaphylactic management plan and emergency response to anaphylactic reactions. Parents/guardians/carers of the student who has had an anaphylactic emergency will be contacted once the student's immediate medical needs are met. Following a medical emergency a meeting will be held with the student's parents/guardians/carers, principal/principal's delegate and school nurse to revise the student's management plan and make any changes as needed to support the student's needs.

## Staff training

In compliance with Ministerial Order 706, it is recommended that all Victorian school staff undertake one of three accredited training options. At Our Lady's all staff undertake :

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

Our Lady's 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 school.

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 specifically identified and requested to do so by the principal based on the principal's assessment of the risk of an anaphylactic reaction occurring while a student is under that staff member's care, authority or supervision.

Our Lady's considers where appropriate whether casual relief teachers and volunteers should also undertake training.

Our Lady's staff are to:

- Successfully complete an approved anaphylaxis management training course in compliance with Ministerial Order 706
- Participate in the school's twice yearly briefings conducted by the school's anaphylaxis supervisor or another person nominated by the principal, who has successfully completed an approved anaphylaxis management training program 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 principal is to identify two staff per school or campus to become school anaphylaxis supervisors.

The school anaphylaxis supervisors are Claudia Audino (school nurse) and Cinzia Mancuso (DP Student Diversity.)

A key role the anaphylaxis supervisors undertake are competency checks on all staff who have successfully completed the ASCIA online training course. To qualify as a school anaphylaxis supervisor, the nominated staff members 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.

School 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.

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

## Twice Yearly Staff Briefing

The principal ensures that twice yearly anaphylaxis management briefings are conducted, with one briefing held at the start of the year. The briefing is to be conducted by the school anaphylaxis supervisor or another staff member who has successfully completed an Anaphylaxis Management Course in the previous two years. The school 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 briefing includes information about the following:

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

All school staff should be briefed on a regular basis about anaphylaxis and the school's anaphylaxis management policy.

Staff training will occur onsite and be provided by the school at a time that is suitable to all staff members.

All records of training and attendance of briefings will be maintained by the anaphylaxis supervisor and school nurse, Claudia Audino. Records will be kept within the first aid department and within the school's One Drive system. Staff members will have access to their own records at all times.<sup>2</sup>

## Anaphylaxis communication plan

The principal is responsible for ensuring that a communication plan is developed to provide information to all school staff, students and parents/guardians/carers about anaphylaxis and the school's anaphylaxis management policy.

Communication with staff members will include the following:

- Twice yearly briefings including one at the start of every school year.
- Access to all student's anaphylaxis management plans and ASCIA anaphylaxis action plans.
- Regular briefings on location of anaphylaxis plans and medication including general use autoinjectors.
- All staff are notified of their role and responsibility during an anaphylactic emergency during all school activities on-site and off-site including in the classroom and on yard.
- Provision of updated ASCIA anaphylaxis action plans to display in classrooms for students with anaphylaxis.
- New staff inductions include a briefing on the school's anaphylaxis policies and procedures.
- CRT staff are briefed on anaphylaxis policies and procedures and informed of their role and responsibility in an anaphylactic emergency.
- In the event of an anaphylactic emergency all staff members involved with the incident will have a debrief afterwards and be provided with appropriate support as needed.

Students awareness will be raised through the following means:

- Use of fact sheets and posters about not sharing foods with classmates
- Notification at the start of the year of fellow classmate's allergens
- Location of student's autoinjectors is shared with students who have anaphylaxis

Communication with parents/guardians/carers of students with anaphylaxis will include:

- Engagement to develop risk minimisation strategies and management strategies.
- Consultation to develop an Individual Anaphylaxis Management Plan
- Developing open, cooperative lines of communication
- Notification by parents/guardians/carers 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.
- Reminders of expiring medication and action plans that need to be replaced in a timely manner
- 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
- Consultation with parents/guardians/carers in advance of planned special events to either develop an alternative food menu or request the parent/guardian/carer to send a meal for the student/s at risk.
- Parents/guardians/carers of the student who has had an anaphylactic emergency will be contacted once the student's immediate medical needs are met.
- Following a medical emergency a meeting will be held with the student's parents/guardians/carers, principal/principal's delegate and school nurse to revise the student's management plan and make any changes as needed to support the student's needs.

The school communities awareness of anaphylaxis will be raised via:

- Informative letters of classroom peer's allergens
- Access to anaphylactic policies via the school website
- Camp information meetings
- Newsletter articles
- Awareness / informative posters in key areas around the school

The principal ensures that the school staff are adequately trained by completing an approved training course:

- Course in First Aid Management of Anaphylaxis 22578VIC or Course in Allergy and Anaphylaxis Awareness 10710NAT every 3 years.

AND provision of

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

This policy is publicly available/ published on the school's 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**

Our Lady's Individual Anaphylaxis Management Plan

Risk Minimisation Strategies for Schools

Our Lady's Emergency Response to Anaphylactic Reaction

Our Lady's 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 Action Plans for Anaphylaxis \(General, Anapen, Epipen\)](#)  
[ASCIA First Aid Plan 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

<b>Approving Authority</b>	Executive Director with notification to MACS Board
<b>Approval date</b>	October 2023
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