



STAWELL SECONDARY COLLEGE

Anaphylaxis Management Policy

Rationale:

- **Ministerial Order 706 – Anaphylaxis Management in Schools**

School statement: Stawell Secondary College will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.

Aim:

- All staff will undertake the appropriate training for Anaphylaxis Management.

Definitions:

ASCIA	Australian Society of Clinical Immunology
IAMP	Individual Anaphylactic Management Plan
Anaphylaxis	An acute allergic reaction to an antigen (e.g. a bee sting) to which the body has become hypersensitive.
Auto injector	A medical device designed to deliver a dose of a particular drug. Most autoinjectors are spring-loaded syringes. They are intended for self-administration by patients, or by trained/untrained personnel.

Staff training

The following school staff will be appropriately trained:

- School staff who conduct classes that students with a medical condition that relates to allergy and the potential for anaphylactic reaction. (All teaching staff, ES staff (except cleaners) and CRT staff)
- Stawell Secondary College will nominate an anaphylaxis supervisor.
- Stawell Secondary College will meet the anaphylaxis training requirements of M0706 per:

Completed by	Course	Provider	Cost	Valid for
All school staff	<i>ASCIA Anaphylaxis e-training for Victorian Schools</i> followed by a competency check by the School Anaphylaxis Supervisor	ASCIA	Free to all schools	2 years for staff and 3 years for trainers.
AND 2 staff per school or per campus (School Anaphylaxis Supervisor)	<i>Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC</i>	Asthma Foundation	Free from the Asthma Foundation (for government schools)	2 years for staff and 3 years for trainers.



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In addition, the SAS will lead all staff in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year and the second briefing to be held at the beginning of term three) on:

- the school's Anaphylaxis Management Policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline autoinjector, including hands on practise with a trainer adrenaline autoinjector device
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjector(s) that have been provided by parents or purchased by the school for general use.

The briefing must be conducted by a member of the school staff nominated as the School Anaphylaxis Supervisor who has successfully completed an Anaphylaxis Management Training Course in the last 2 years.

In the event that the relevant training has not occurred for a member of staff who has a child in their class at risk of anaphylaxis, the principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the parents of any affected student. Training will be provided to relevant school staff as soon as practicable after the student enrolls, and preferably before the student's first day at school. The IAMP is up-dated annually or on enrolment of an at risk child.

The principal will ensure that while the student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, there is a sufficient number of school staff present who have successfully completed an Anaphylaxis Management Training Course.

The assistant principal (well-being and engagement) will ensure that Individual Anaphylaxis Management Plans conform to the guidelines.

Individual Anaphylaxis Management Plans Guidelines:

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

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

The Individual Anaphylaxis Management Plan will set out the following:

- information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has (based on a written diagnosis from a medical practitioner)
- strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of school 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 school



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- the name of the person(s) responsible for implementing the strategies
- information on where the student's medication will be stored
- the student's emergency contact details
- an ASCIA Action Plan for Anaphylaxis.

School staff will then implement and monitor the student's Individual Anaphylaxis Management Plan.

The student's Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student's parents and medical practitioner in all of 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 (eg. class parties, elective subjects, cultural days, fetes, incursions).

The school's Anaphylaxis Management Policy must state that it is the responsibility of the parents to:

- provide the ASCIA Action Plan
- inform the school 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 an up to date photo for the ASCIA Action Plan when that Plan is provided to the school and when it is reviewed
- provide the school with an adrenaline auto injector that is current (the date has not expired) for their child.
- If an adrenaline auto injector has expired, students will be restricted from attending school excursions until an in date injector is supplied.

Prevention strategies:

Stawell Secondary College will monitor the participation of students in all activities and ensure that activities are planned and implemented in accord with IAMP.

School management and emergency response

The school's Anaphylaxis Management Policy must include procedures for emergency response to anaphylactic reactions. The procedures should include the following:

- a complete and up to date list of students identified as having a medical condition that relates to allergy and the potential for an anaphylactic reaction



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- details of Individual Anaphylaxis Management Plans and ASCIA Action Plans for Anaphylaxis and where these can be located:
- the language centre
- the general office
- the library
- information about the storage and accessibility of adrenaline autoinjectors
- how communication with school staff, students and parents is to occur in accordance with a communications plan.

Adrenaline autoinjectors for general use

The principal will purchase adrenaline auto injector(s) for general use (purchased by the school) and as a back up to those supplied by parents.

The principal will determine the number of additional adrenaline auto injector(s) required. In doing so, the principal will take into account the following relevant considerations:

- the number of students enrolled at the school who have been diagnosed as being at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors that have been provided by parents of students who have been diagnosed as being at risk of anaphylaxis
- the availability and sufficient supply of adrenaline autoinjectors for general use in specified locations at the school, including:
 - in the school yard, and at excursions, camps and special events conducted or organised by the school
 - adrenaline autoinjectors for general use have a limited life, usually expiring within 12-18 months, and will need to be replaced at the school's expense, either at the time of use or expiry, whichever is first.

Communication Plan

This section should set out a Communication Plan to provide information to all school staff, students and parents about anaphylaxis and the school's Anaphylaxis Management Policy. New staff will receive the AMP in their induction pack. Students and parents will be informed through Connections.

A clear and organized noticeboards will be maintained in the staffroom, the general office and the information and filed with the autoinjectors located elsewhere.

The Communication Plan must include strategies for advising school staff, students and parents about how to respond to an anaphylactic reaction by a student in various environments including:

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

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



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Cards identifying at risk students will be attached to yard duty bags.

It is the responsibility of the principal of the school to ensure that relevant school staff are:

- trained
- briefed at least twice per calendar year.

Annual risk management checklist

The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.

Anaphylaxis Management Policy Checklist

School/Applicant Name:	
Date of Assessment:	

Min. Order Ref.	Requirement	Yes/No	Comments
Part B	School anaphylaxis policy requirements		
6	School anaphylaxis policy		
6.1.1	Does the policy state that the school will comply with the Ministerial Order and the related guidelines?	Enter	
Part C	Management of students diagnosed at risk of anaphylaxis		
7	Individual anaphylaxis management plans		
7.1.1	Does the policy state that the Principal is responsible for ensuring that an individual anaphylaxis management plan is developed for any student diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction?	Enter	
7.1.2	Does the policy require individual anaphylaxis management plans to be in place after the student enrolls, or "as soon as practicable after" the student attends the school?	Enter	
7.1.3	Does the policy require individual anaphylaxis management plans to record information about:		
7.1.3(a)	• The students' allergies.	Enter	
7.1.3(b)	• Risk minimisation/prevention strategies.	Enter	
7.1.3(c)	• Names of people responsible for implementing risk minimisation/prevention strategies.	Enter	
7.1.3(d)	• Storage of medication.	Enter	



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7.1.3(e)	<ul style="list-style-type: none"> Students' emergency contact details. 	Enter	
7.1.3(f)	<ul style="list-style-type: none"> ASCIA action plan. 	Enter	
7.2	Does the policy require individual anaphylaxis management plans to be updated:		
7.2.1	<ul style="list-style-type: none"> Annually 	Enter	
7.2.2	<ul style="list-style-type: none"> If the student's medical condition changes. 	Enter	
7.2.3	<ul style="list-style-type: none"> ASAP after the student has an anaphylactic reaction at school. 	Enter	
7.2.4	<ul style="list-style-type: none"> When the student is to participate in an off-site excursion or special event organised or attended by the school. 	Enter	
7.3	Does the policy require parents to:		
7.3.1	<ul style="list-style-type: none"> Provide an ASCIA action plan. 	Enter	
7.3.2	<ul style="list-style-type: none"> Inform the school if the student's medical condition changes, and to provide an updated ASCIA action plan. 	Enter	
7.3.3	<ul style="list-style-type: none"> Provide an up to date photo of the student for the ASCIA action plan. 	Enter	
7.3.4	<ul style="list-style-type: none"> Provide the school with an adrenaline auto-injector that is current and not expired. 	Enter	

Part D	School Management of Anaphylaxis		
8	Prevention Strategies		
8.1	Does the policy include prevention strategies?	Enter	
9	School management and emergency response		
9.1	Does the policy describe how it integrates with the school's first aid policy?	Enter	
9.2	Does the policy include procedures to respond to an anaphylaxis emergency?	Enter	
9.2	Do the emergency response procedures include:		
9.2.1	<ul style="list-style-type: none"> Reference to maintaining an up-to-date list of students at risk of anaphylaxis. 	Enter	
9.2.2	<ul style="list-style-type: none"> Details of individual anaphylaxis management plans and ASCIA plans and where these can be located: 		
9.2.2(a)	<ul style="list-style-type: none"> During on-site normal school activities 	Enter	
9.2.2(b)	<ul style="list-style-type: none"> During off-site activities 	Enter	



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9.2.3	<ul style="list-style-type: none"> Information about storage and accessibility of adrenaline auto-injectors including those for general use. 	Enter	
9.2.4	<ul style="list-style-type: none"> How communication with school staff, students and parents is to occur in accordance with the communication plan. 	Enter	
9.3	Does the policy require the Principal to ensure sufficient trained staff are available to supervise students at risk of anaphylaxis outside of normal class activities (e.g., off-site activities)?	Enter	
9.4	Does the policy require the emergency response procedures, general first aid procedures, and the student's ASCIA Action Plan to be followed during an anaphylaxis emergency?	Enter	
10	Adrenaline Auto-Injectors for General Use		
10.1	Does the policy prescribe the purchase of adrenaline auto-injectors for general use, as follows:		
10.1.1	Does the policy state that the Principal is responsible for arranging the purchase of additional adrenaline auto-injectors for general use and as a back-up to those supplied by parents?	Enter	
10.1.2	Does the policy require the Principal to consider the following factors in purchasing adrenaline auto-injectors for general use:		
10.1.2(a)	<ul style="list-style-type: none"> The number of students enrolled at risk of anaphylaxis. 	Enter	
10.1.2(b)	<ul style="list-style-type: none"> The accessibility of adrenaline auto-injectors supplied by parents. 	Enter	
10.1.2(c)	<ul style="list-style-type: none"> 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, organised or attended by the school. 	Enter	
10.1.2(d)	<ul style="list-style-type: none"> That adrenaline auto-injectors have a limited life, usually expire within 12-18 months, and will need to be replaced at the school's expense, either at the time of use or expiry, whichever comes first. 	Enter	
11	Communication Plan		
11.1	Does the policy contain a communication plan which includes the following:		
11.1.1	<ul style="list-style-type: none"> That 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 school's anaphylaxis management policy. 	Enter	



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11.1.2	<ul style="list-style-type: none"> Strategies for advising school staff, students and parents about how to respond to an anaphylactic reaction: 		
11.1.2(a)	<ul style="list-style-type: none"> during on-site activities (in the classroom, in the yard, in all school buildings and sites incl. gyms and halls) 	Enter	
11.1.2(b)	<ul style="list-style-type: none"> during off-site activities (excursions, camps, special events conducted, organised or attended by the school). 	Enter	
11.1.3	<ul style="list-style-type: none"> Procedures to inform volunteers and casual relief staff of students with a medical condition that relates to allergy and the potential for an anaphylactic reaction of a student in their care. 	Enter	
11.1.4	<ul style="list-style-type: none"> That the Principal is responsible for ensuring that relevant staff are: 		
11.1.4(a)	<ul style="list-style-type: none"> trained. 	Enter	
11.1.4(b)	<ul style="list-style-type: none"> briefed at least twice per calendar year. 	Enter	
12	Staff Training		
12.1	Does the policy state that the following staff must have anaphylaxis management training:		
12.1.1	<ul style="list-style-type: none"> Staff who conduct classes that students at risk of anaphylaxis attend? 	Enter	
12.1.2	<ul style="list-style-type: none"> Other staff that the Principal identifies based on a risk assessment? 	Enter	
12.2	Does the policy require that relevant staff must have:		
12.2.1(a)	<ul style="list-style-type: none"> Completed an anaphylaxis management training course in the last 3 years; or 	Enter	
12.2.1(b)	<ul style="list-style-type: none"> Completed an online anaphylaxis management training course in the two years prior; 	Enter	
12.2.2	<ul style="list-style-type: none"> Participated in a briefing twice per calendar year, with the first to occur at the beginning of the year, delivered by a staff member who has successfully completed an anaphylaxis management course within the last 12 months. 	Enter	
12.2.2	Does the policy require the briefing to cover the following:		
12.2.2(a)	<ul style="list-style-type: none"> The school's anaphylaxis management policy? 	Enter	
12.2.2(b)	<ul style="list-style-type: none"> The causes, symptoms and treatment of anaphylaxis? 	Enter	



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12.2.2(c)	<ul style="list-style-type: none">The identities of students at risk of anaphylaxis, the details of their medical condition, and where their medication is located?	Enter	
12.2.2(d)	<ul style="list-style-type: none">How to use an adrenaline auto-injector, including practising with a “trainer” adrenaline auto-injector?	Enter	
12.2.2(e)	<ul style="list-style-type: none">The school’s general first aid and emergency response procedures?	Enter	
12.2.2(f)	<ul style="list-style-type: none">The location of, and access to, adrenaline auto-injectors that have been provided by parents or purchased by the school for general use?	Enter	
12.3	Does the policy require the Principal to develop an interim plan and consult with parents if training or a briefing has not occurred as required?	Enter	
12.3	Does the policy require training and a briefing to occur ASAP after an interim plan is developed?	Enter	
13	Annual Risk Management Checklist		
13.1	Does the policy require the Principal to complete an annual Risk Management Checklist?	Enter	

Evaluation

- This policy will be reviewed as part of the school’s review cycle in accordance with the Child Safe Policy, in February every year. The review will be led by the SAS and referred to the policy sub-committee of school council.

Last Reviewed: February 2019

Next review date: February 2020