

Emmanuel 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), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Purpose

Emmanuel College seeks to provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis are provided with reasonable adjustments. The school 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, Emmanuel College requires parents to provide relevant information to enable them to carry out their duty of care obligations. Emmanuel College requires the active engagement of parents/carers in the provision of up to date Anaphylaxis Management Plans (ASCI Action Plan) that comply with Ministerial Order 706. Emmanuel College's processes reflect the associated guidelines published by the Victorian government to support implementation of Ministerial Order 706 in all Victorian schools.

The Victorian guidelines on anaphylaxis management include information on anaphylaxis including:

- legal obligations of schools in relation to anaphylaxis
- School Anaphylaxis Management Policy
- staff training
- Individual Anaphylaxis Management Plans
- risk minimisation and prevention strategies
- school management and emergency responses
- adrenaline autoinjectors for general use
- Communication Plan
- Risk Management Checklist.

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 anaphylactic reaction
- parents, guardians and/or carers of students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for anaphylactic reaction.

Definitions and terms

The Act is the Education and Training Reform Act 2006 (Vic).

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).

ASCIA is an acronym, short for Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.

ASCIA Action Plan is the plan that is a nationally recognised action plan for anaphylaxis developed by ASCIA. These plans are device specific; that is, they list the student's prescribed adrenaline autoinjector (e.g. EpiPen® or EpiPen® Jr) and must be completed by the student's medical practitioner. Should a different adrenaline autoinjector become available in Australia, then a different ASCIA Action Plan specific to that device would be developed. This plan is one of the components of the student's Individual Anaphylaxis Management Plan.

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

The Department is the Victorian Department of Education and Training

The Guidelines are the Anaphylaxis Guidelines – A resource for managing severe allergies in Victorian schools, published by the Department of Education and Training for use by all schools in Victoria and updated from time to time.

Online training course is the ASCIA Anaphylaxis e-training for Victorian Schools approved by the Secretary pursuant to clause 5.5.4 of Ministerial Order 706.

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

Procedures

Emmanuel College will engage with the parents/carers of students at risk of anaphylaxis to develop risk minimisation strategies and management strategies. The School 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 will purchase additional adrenaline autoinjectors for general use. These will be stored in the sick bay/fist aide room and/or in the school's portable first aid kit as required.

As reflected in Ministerial Order 706 and the school's enrolment agreement, parents are required to provide the school with up to date medical information to enable the school to carry out its duty of care. Parents are responsible for the provision of 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 are also responsible for replacing the recommended medication and/or autoinjectors prior to their expiry date. Emmanuel College will store and display completed ASCIA Action Plans to facilitate access for staff e.g. in staff working areas, sick bay and class teacher manuals.

Individual Anaphylaxis Management Plans

Emmanuel College will ensure that all students who have been diagnosed by a medical practitioner as being at risk of anaphylaxis have an Individual Anaphylaxis Management Plan developed in consultation with the student's parents, guardians and/or carers. These plans will be updated:

- annually
- when the student's medical condition changes
- as soon as possible after a student has an anaphylactic reaction at school
- when a student is to participate in an off-site excursion or special event organised or attended by the school.

Emmanuel 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 school until the Plan is developed. The 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 Individual Anaphylaxis Management Plan 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 Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student's parents 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 (e.g. class parties, elective subjects, cultural days, fetes, incursions).

See Anaphylaxis Support Resource 1: Example of Individual anaphylaxis management plan

1. Risk minimisation and prevention strategies

Emmanuel College will ensure 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:

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

Emmanuel 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 school will avoid the use of nut based products in all school 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 school will reinforce the rules about not sharing and not eating foods provided from home.

Emmanuel College will regularly review the risk minimisation strategies outlined in Appendix A: Risk Minimisation in light of information provided by parents related to the risk of anaphylaxis.

See Appendix A: Risk Minimisation strategies for schools.

2. Register of students at risk of anaphylactic reactions

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

3. Location of the Plans, storage and accessibility of autoinjectors (EpiPens)

The location of individual anaphylaxis management plans and ASCIA plans during on-site normal school activities and during off-site activities will be known to staff so they are accessible in an emergency.

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

- as a back-up 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 previously been diagnosed at risk of anaphylaxis.

The Principal determines the number of additional autoinjector(s) required. In doing so, the Principal should 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, 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 school including in the school yard, and at excursions, camps and special events conducted, organised or attended by the school
- that autoinjectors for general use have a limited life, and will 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 is first.

The 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® and EpiPen Jnr®
- autoinjectors are designed so that anyone can use them in an emergency.

4.1 When to use an Autoinjector for general use

Autoinjectors for general use will be used when:

- a student's prescribed autoinjector does not work, is misplaced, out of date or has already been used
- when instructed by a medical officer after calling 000
- First time reaction to be treated with adrenaline before calling 000.

RCH help desk advise that you do not require permission or advice, this only delays the administration of adrenaline – if in doubt, give autoinjector as per ASCIA Action Plans.

4. Emergency response to anaphylactic reaction

In an emergency anaphylaxis situation the student's ASCIA Action Plan, the emergency response procedures in this policy and general first aid procedures of the school 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.

Details of the location of Individual Anaphylaxis Management Plans and ASCIA Plans within the school, during excursions, camps and special events conducted, organised or attended by the school must be communicated to staff.

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

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

Copies of the emergency procedures are prominently displayed in the relevant places in the school, for example, first aid room, classrooms and in/around other school facilities, including the canteen.

See Appendix B: Example emergency response to anaphylactic reaction procedures.

5. Staff training

In compliance with Ministerial Order 706, Emmanuel College contracts Australian Pacific Training Solutions (APTS) as the official First Aid Training organisation to the College. Our program of First Aid Training 'School Skills Set' is provided twice annually to all staff and includes Level 2 First Aid, CPR and Anaphylaxis & Asthma Management. APTS also provide annual CPR & Anaphylaxis updates. All staff are required to attend this first aid training and catch up sessions are booked to ensure all staff are up to date with their qualifications.

Emmanuel College notes that Course in First Aid Management of Anaphylaxis 22300VIC and Course in Allergy and Anaphylaxis Awareness 10710NAT formerly 10313NAT are face-to-face courses that comply with the training requirements outlined in Ministerial Order 706. School staff that have completed these courses will have met the anaphylaxis training requirements for the documented period of time.

6.1 Twice Yearly Staff Briefing

Emmanuel College will ensure that twice yearly anaphylaxis management briefings are conducted

Briefing 1 will be held for all staff at the final PaCT Meeting of term two and is presented by a staff member who holds a current Anaphylaxis Certificate. The school will use the template presentation for the briefing provided by the Department of Education for use in Victorian schools.

The briefing will include 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
- pictures of students at risk of anaphylaxis, details of their year level, allergens, medical condition and risk management plans including location of their medication
- ASCIA Action Plan for Anaphylaxis and how to use an auto injector
- the school's general first aid and emergency responses
- location of and access to auto injectors that have been provided by parents or purchased by the school for general use.

Briefing 2 will be held in December of each year. APTS are contracted to provide face to face updates to all staff at the completion of the College CPR Refresher Certificate. The refresher course covers

- the school's legal requirements as outlined in Ministerial Order 706
- causes, signs and symptoms of anaphylaxis
- ASCIA Action Plan for Anaphylaxis and how to use an auto injector, including practising with a trainer auto injector
- the school's general first aid and emergency responses
- reminder of the location of and access to auto injectors 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.

6. Anaphylaxis communication plan

Emmanuel College will be 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.

This communication plan will include strategies for advising school staff, students and parents about how to respond to an anaphylaxis reaction of a student in various environments:

- during normal school activities, including in a 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, organised or attended by the school.

The Communication Plan will include 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. Emmanuel College will ensure that the school staff are adequately trained (by completing:

- First Aid Management of Anaphylaxis 22300VIC or Course in Allergy and Anaphylaxis Awareness 10710NAT formerly 10313NAT course every 3 years, or
- ASCIA e-training every 2 years together with associated competency checks by suitably trained Anaphylaxis Supervisor that has completed Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC.

AND provision of

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

7. Procedures

Schools must provide to staff the actions and procedures to be undertaken in the school to ensure that the requirements of the MACS policy are enacted.

1. Register of students with anaphylaxis

A register of Students with Anaphylaxis can be downloaded via the College LMS SEQTA. Each Student is clearly flagged as Anaphylactic has a copy of their Action Plan uploaded for staff to view at all times.

Original Copies of Action Plans are kept on the O Drive/Administration/Medical and updated annually

The person responsible for ensuring annual updates and the up load of action plans onto SEQTA is

- SPC – First Aid Officer/Receptionist
- NDC – Administration Secretary

2. Location, storage and accessibility of autoinjectors (EpiPen)

Hard Copies of Actions Plans are displayed in Staff Rooms & Campus Canteens.

Student EpiPens and Spare EpiPens are stored at the Front Reception SPC and Student Services NDC

When attending excursions, camps etc, staff must complete the Excursion Risk Assessment form '[EC Excursion Application Form & Risk Assessment](#)

3. Emergency Response

A completed list of all students can be downloaded via SEQTA or SYNERGETIC

When off site, Teachers are able to access medical information including Anaphylaxis Action Plans via SEAQTA or Operoo.

In case of Emergency staff will need to attend the Front Office to collect an EpiPen. During Excursions teachers are supplied with the Student EpiPen as part of their first aid pack

4. Expectation of Staff & Parents

Staff

- Know and understand the requirements of this policy.
- Know the identity of students who are at risk of anaphylaxis, know their face and if possible what their specific allergy is.
- Understand the causes, symptoms, and treatment of anaphylaxis.
- Obtain regular training in how to recognise and respond to an anaphylactic reaction, including administering an Adrenaline Autoinjector.
- Know where to find a copy of each student's ASCIA Action Plan for Anaphylaxis quickly, and follow it in the event of an allergic reaction.
- Know the College's general first aid and emergency response procedures, and understand their role in relation to responding to an anaphylactic reaction.
- Know where students' adrenaline autoinjectors and the adrenaline autoinjectors for general use are kept.
- Know and follow the risk minimisation strategies in the student's Individual Anaphylaxis Management Plan
- Plan ahead for special class activities (e.g. cooking, art and science classes), or special occasions (e.g. excursions, incursions, sport days, camp, cultural days, fetes and parties), either at the College, or away from the College.
- Avoid the use of food treats in class or as rewards, as these may contain allergens.
- Be aware of the possibility of hidden allergens in foods and of traces of allergens when using items such as egg or milk cartons in art or cooking classes.
- Be aware of the risk of cross-contamination when preparing, handling and displaying food.
- Make sure that tables and surfaces are wiped down regularly and that students wash their hands before and after handling food.
- Raise student awareness about allergies and anaphylaxis, and the importance of each student's role in fostering an environment that is safe and supportive for their peers.

Parents

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

5. Staff training

Emmanuel College contracts Australian Pacific Training Solutions (APTS) as the official First Aid Training organisation. Our program of First Aid Training 'Schools Skills Set' is offered twice yearly to all staff and includes Level 2 First Aid, CPR, Anaphylaxis & Asthma Management. APTS also provide annual CPR & Anaphylaxis updates
 APTS provide Emmanuel College with access to their Training Desk which provides up to date information on all staff training, expiry dates and enrolments.

The College Anaphylaxis Supervisors are the Campus Leaders at both NDC & SPC. The College Anaphylaxis Supervisors must complete the School Anaphylaxis Supervisor Checklist in conjunction with the Principal and other College staff to ensure that responsibilities, training requirements and tasks relating to anaphylaxis are being met by the College.

6. College Anaphylaxis Supervisor

The role and responsibilities of the College Anaphylaxis Supervisor. The Anaphylaxis Supervisor must:

- Work with the Principal to develop, implement and regularly review this policy.
- Obtain regular training in how to recognise and respond to an anaphylactic reaction, including administering an Adrenaline Autoinjector.
- Provide access to the Adrenaline Autoinjector (trainer) device for practice by College staff.

- Co-ordinate the twice-yearly anaphylaxis college briefing. Any person who has completed Anaphylaxis Management Training in the last 2 year can lead this briefing.
- provide advice and guidance to college staff about anaphylaxis management in the College, and undertake regular risk identification and implement appropriate minimisation strategies.
- Work with College staff to develop strategies to raise their own, students and college community awareness about severe allergies.
- Provide or arrange post-incident support (e.g. counselling) to students and College staff, if appropriate.
- Send reminders to staff or information to new staff about anaphylaxis training requirements and liaise with the Principal to maintain records of training undertaken by staff at the College.
- Work with the Principal, parents/carers and students to develop, implement and review each Individual Anaphylaxis Management Plan in accordance with this policy.
- Keep an up-to-date register of students at risk of anaphylaxis.
- Keep a register of Adrenaline Autoinjectors, including a record of when they are 'in' and 'out' from the central storage point. For instance, when they have been taken on excursions, camps etc.
- Ensure that the student's Individual Anaphylaxis Management Plan is reviewed in consultation with parents;
 - annually at the beginning of each school year;
 - when the student's medical condition changes;
 - as soon as practicable after a student has an anaphylactic reaction at college; and
 - whenever a student is to participate in an off-site activity such as camps or excursions or at special events conducted, organised or attended by the College.
- Ensure that parents/carers provide the College with an Adrenaline Autoinjector for their child that is not out of date and a replacement Adrenaline Autoinjector when requested to do so.
- Ensure that an appropriate Communication Plan is developed.

7. Communication plan

Emmanuel College Communication plan is executed via formal training, this policy, risk assessments, staff & parent communication along with and regular updates, College first aid procedures and advice from ASCIA and other relevant resources.

Anaphylaxis Support Resources

Anaphylaxis Support Resource 1: Individual Anaphylaxis Management Plan

[EC Anaphylaxis Template](#)

Anaphylaxis Support Resource 2: Risk Assessment Checklist for camps, excursions, etc.

[EC Excursion Application Form & Risk Assessment](#)

Anaphylaxis Support Resource 3: Annual risk assessment checklist

Related policies

Thunderstorm Asthma Policy

First Aid Policy

Emergency Management Plan