

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 January Staff Meeting 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.

## Appendices

Appendix A: Risk Minimisation Strategies for Schools

Appendix B: Emergency Response to Anaphylaxis Reaction Procedures

Appendix C: Annual Anaphylaxis Risk Assessment Checklist

## 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

## Appendix A: Risk Minimisation strategies for schools

### In-school settings

#### Learning Areas/Classrooms

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|-----|---|
| 1.  | A copy of each student's Individual Anaphylaxis Management Plan will be easily accessible on SEQTA and displayed in staff room's and sick bay   |
| 2.  | Where food-related activities are planned, staff will liaise with parents ahead of time   |
| 3.  | Use non-food treats where possible, but if food treats are used in class it is recommended that parents 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.  |
| 4.  | Staff will not provide food items from external sources to students who are at risk of anaphylaxis  |
| 5.  | 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.'   |
| 6.  | Products labelled as containing specific allergens known to impact students e.g. 'may contain traces of nuts' should not be served to students allergic to nuts. Products labelled 'may contains milk or egg' should not be served to students with milk or egg allergy.  |
| 7.  | Staff will 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 etc.  |
| 8.  | All cooking utensils, preparation dishes, plates, knives and forks etc. will be washed and cleaned thoroughly after preparation of food and cooking   |
| 9.  | Emmanuel College acknowledges that children with food allergy need special care when cooking or doing food technology. Emmanuel College will liaise with parents prior to the student undertaking these activities/subjects. Emmanuel College will utilise the resources available to support decision making processes noting that helpful information is available at: <a href="http://www.allergyfacts.org.au/images/pdf/foodtech.pdf">www.allergyfacts.org.au/images/pdf/foodtech.pdf</a> |
| 10. | Emmanuel College will regularly undertake discussions with students about the importance of washing hands, eating their own food and not sharing food   |

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| 11. | The Principal/Deputy Principal/Head of Campus/First Aid Coordinator will inform 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 EpiPen, the School's Anaphylaxis Policy and each person's responsibility in managing an incident i.e. seeking a trained staff member. |
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## Canteen

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| 1. | Canteen staff will be 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, label reading, etc. |
| 2. | Canteen staff, including volunteers, will be 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.   |
| 3. | A copy of the student's ASCIA Action Plan for Anaphylaxis will be displayed in the canteen as a reminder to canteen staff and volunteers.   |
| 4. | Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts  |
| 5. | The canteen will provide a range of healthy meals and products that exclude peanuts or other nut products in the ingredient list or a 'may contain...' statement.   |
| 6. | Tables and surfaces will be wiped down regularly  |
| 7. | Emmanuel College acknowledges that food banning is not generally recommended by RCH and ASCIA. Emmanuel College will reinforce a 'no sharing' rule with the students as recommended for food, utensils and food containers. Where it is deemed in the best interests of the school community Emmanuel College may seek agreement to not stock peanut and tree nut products (e.g. hazelnuts, cashews, almonds, etc.).                        |
| 8. | Staff will 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

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| 1. | Emmanuel College will regularly review plans to ensure that sufficient school staff trained in the administration of the adrenaline autoinjector (i.e. EpiPen®) are on yard duty and be able to access and autoinjector and respond quickly to an allergic reaction if needed.  |
| 2. | Emmanuel College will review processes to ensure that EpiPens and Individual Anaphylaxis Plans are easily accessible from the school grounds  |
| 3. | Emmanuel College will have an emergency response procedure and communication plan in place for Staff on Staff 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. |
| 4. | Staff on duty will be able to identify by face those students at risk of anaphylaxis  |
| 5. | Students with anaphylactic responses to insects will be encouraged to stay away from water or flowering plants  |
| 6. | Emmanuel College will ensure lawns are regularly mowed and bins are covered   |
| 7. | Students are to keep drinks and food covered while outdoors   |

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

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| 1. | Emmanuel College will ensure that sufficient staff, who have been trained in the administration of an autoinjector, are supervising students to be able to respond quickly to an anaphylactic reaction if required.                                     |
| 2. | Staff will avoid using food in activities or games or as rewards  |
| 3. | Emmanuel College will consult with parents in advance of planned special events to either develop an alternative food menu or request the parent to send a meal for the student/s at risk   |
| 4. | Parents of other students will be 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 |
| 5. | Party balloons will not be used if a student has an allergy to latex  |

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| 6 | <p>Where students from other schools are participating in an event at Emmanuel College, staff will 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 will 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 will be required to bring their own adrenaline autoinjector with them to events outside their own school.</p> |
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## Out-of-school settings/Excursions/Camps/Tours

Emmanuel College will determine which of the strategies set out below apply in the specific context for the out of-school setting involved in the planned activity. The strategies that are appropriate will be determined with consideration of factors such as the age and independence of the student, the facilities and activities available, and the general environment. Not all strategies will be relevant for each school activity.

### Travel to and from school by bus

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| 1. | <p>School staff will 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.</p> |
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### Field trips/excursions/sporting events

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| 1. | <p>Risk Assessment will be undertaken 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.</p>   |
| 2. | <p>A school staff member or team of school staff trained in the recognition of anaphylaxis and the administration of the adrenaline autoinjector will attend field trips or excursions.</p>  |
| 3. | <p>School staff and venue staff should avoid using food in activities or games, including as rewards</p>   |
| 4. | <p>The adrenaline autoinjector and a copy of the individual ASCIA Action Plan for Anaphylaxis for each student at risk of anaphylaxis should be easily accessible and school staff must be aware of their exact location.</p>  |
| 5. | <p>For each field trip, excursion etc, a risk assessment will 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</p> |

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|    | the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face.  |
| 6. | 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 provide a meal (if required)  |
| 7. | In rare cases where the school deems it necessary, parents may be invited to accompany their child on field trips and/or excursions. This will be discussed with parents as one possible strategy for supporting the student who is at risk of anaphylaxis.  |
| 8. | Prior to the excursion taking place, school staff should consult with the student's parents 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 particular excursion activity.  |
| 9. | 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

|    |   |
|----|---|
| 1. | Prior to engaging a camp owner/operator's services Emmanuel College will make enquiries as to whether the operator can provide food that is safe for any anaphylactic students that may be attending. If a camp owner/operator/camp cook cannot provide this confirmation in writing to the school, Emmanuel College will not sign any written disclaimer or statement from a camp owner/operator that indicates that the owner/operator is unable to provide food which is safe for students at risk of anaphylaxis. Where this attestation is not provided in writing, then the school will strongly consider using an alternative service provider as a reasonable step in discharging its duty of care to the student/s at risk of anaphylaxis due to food allergens. |
| 2. | Emmanuel College will conduct a risk assessment and develop 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/carers of students at risk of anaphylaxis and camp owners/operators prior to the camp's commencement.   |
| 3. | Emmanuel College's staff will consult with the parents 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.  |

|     |   |
|-----|---|
| 4.  | If Emmanuel College has concerns about whether the food provided on a camp will be safe for students at risk of anaphylaxis, it will raise these concerns with the camp owner/operator and consider alternative means for providing food for those student/s at risk of anaphylaxis   |
| 5.  | The use of substances containing known allergens should be avoided where possible   |
| 6.  | Prior to the camp taking place school staff should consult with the student's parents to review the Individual Anaphylaxis Management Plan/s to ensure that it is up to date and relevant to the circumstances of the particular camp. Schools will seek parental support to advise students with allergies to insects to wear closed shoes and long-sleeved garments when outdoors and encouraged them to stay away from water or flowering plants.  |
| 7.  | Emmanuel College will ensure 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. |
| 8.  | Emmanuel College will conduct 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)   |
| 9.  | Autoinjectors should remain close to the students and staff must be aware of its location at all times.   |
| 10. | General use Autoinjectors will be included in camp first aid kits as a back-up device in the event of an emergency.   |
| 11. | Staff will consider exposure to allergens when students are consuming food during travel on bus/plane/etc. and whilst in cabins/tents/dormitories/etc.  |

### Overseas Travel

|    |  |
|----|--|
| 1. | Strategies used will be similar to those for camps/remote settings and Emmanuel College will involve parents in discussions regarding risk management well in advance. |
|----|--|

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|----|--|
| 2. | <p>Potential risks at all stages of the overseas travel will be considered. Potential risks include:</p> <ul style="list-style-type: none"> <li>• travel to/from airport/port</li> <li>• travel to/from Australia</li> <li>• various accommodation venues</li> <li>• all towns and venues visited, and sourcing safe foods at all locations.</li> </ul> <p>The risk of cross contamination of food will be assessed including:</p> <ul style="list-style-type: none"> <li>• exposure to food of other students,</li> <li>• hidden allergens in foods,</li> <li>• whether the table and surfaces will be adequately cleaned to prevent reaction,</li> <li>• whether the other students are able to wash their hands when handling food</li> </ul>   |
| 3. | <p>Emmanuel College will assess where each of these risks can be managed using minimisation strategies such as the following: Translation of student’s Individual Anaphylaxis Management Plan and ASCIA Action Plan into the local language, sourcing safe food, obtaining names, address and contact details of the nearest hospital and medical practitioners at each location that may be visited, obtaining emergency contact details, seeking information about sourcing additional autoinjectors if required in situ.</p>  |
| 4. | <p>Details of travel insurance, including contact details for the insurer, will be recorded. It will be determined how any costs associated with medication, treatment and/or alteration to the travel plans as a result of an anaphylactic reaction can be paid.</p>  |
| 5. | <p>The school will plan for appropriate supervision of students at risk of anaphylaxis at all times including: provision of sufficient supervising staff who have been trained in Anaphylaxis Management, sufficient supervision of at risk students particularly during meal times, when taking medication or engaged in activities where there may be added exposure to potential allergens, provision of adequate supervision of any affected student(s) requiring medical treatment and other students, staff/student ratios can be maintained, including in the event of an emergency where students may need to be separated.</p>  |
| 6. | <p>The School’s Emergency Response Procedure will be determined given local circumstances</p>  |
| 7. | <p>The school should reassess its emergency response procedures, and if necessary adapt them to the particular circumstances of the overseas trip. Keep a record of relevant information such as the following:</p> <ul style="list-style-type: none"> <li>• dates of travel</li> <li>• name of airline, and relevant contact details</li> <li>• itinerary detailing the proposed destinations, flight information and the duration of the stay in each location</li> <li>• hotel addresses and telephone numbers</li> <li>• proposed means of travel within the overseas country</li> <li>• list of students and each of their medical conditions, medication and other treatment (if any)</li> <li>• emergency contact details of hospitals, ambulances, and medical practitioners in each location</li> </ul> |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• details of travel insurance</li> <li>• plans to respond to any foreseeable emergency including who will be responsible for the implementation of each part of the plans</li> <li>• possession of a mobile phone or other communication device that would enable the school staff to contact emergency services in the overseas country if assistance is required.</li> </ul> |
|--|---|

### Work Experience

|    |  |
|----|--|
| 1. | <p>Emmanuel College will involve parents, the student and the work experience employer in discussions regarding risk management prior to a student at risk of anaphylaxis attending work experience. The employer and relevant staff must be shown the ASCIA Action Plan for Anaphylaxis and how to use the adrenaline autoinjector in case the work experience student shows signs of an allergic reaction whilst at work experience. It may be helpful for the teacher and the student to do a site visit before the student begins placement.</p> |
|----|--|

## Appendix B: Emergency Response to Anaphylactic Reaction Procedures

| Emergency Response to anaphylactic reaction |   |
|---|---|
| In all situations                           | 1. If safe to do so, lay the person flat, do not allow patient to stand or walk.  |
|   | 2. If breathing is difficult allow patient to sit <ul style="list-style-type: none"> <li>• Be calm, reassuring</li> <li>• Do not leave them alone</li> <li>• Seek assistance from another staff member or reliable student to locate the autoinjector or a general use autoinjector, and the student's Individual Anaphylaxis Management Plan</li> <li>• If the student appears to be experiencing a first time reaction, continue with steps 2 – 6.</li> </ul> |
|   | 3. Administer prescribed adrenaline autoinjector or EpiPen– note the time given and retain used EpiPen to give ambulance paramedics   |
|   | 4. Phone ambulance 000 (112 – mobile)   |
|   | 5. If there is no improvement or severe symptoms progress, further adrenaline doses may be given every five minutes (if another autoinjector is available)  |
|   | 6. Phone family/emergency contact   |

**If in doubt, give autoinjector.**

**If the student has not been previously diagnosed with an allergy or at risk of anaphylaxis but appears to be having a severe allergic reaction, follow Steps 2–6 above.**

# Annual Anaphylaxis Risk Management Checklist

To be completed at the start of each year by Campus Leader(s).

|                        |      |          |
|------------------------|------|----------|
| <b>School name</b>     |      |          |
| <b>Date of review</b>  |      |          |
| <b>Completed by</b>    | Name | Position |
| <b>Review given to</b> | Name | Position |
| <b>Comments</b>        |      |          |

## General information

|  |     |    |
|--|-----|----|
| How many current students have been diagnosed as being at risk of anaphylaxis and have been prescribed an adrenaline autoinjector?   |     |    |
| How many of these students carry their adrenaline autoinjector with them?  |     |    |
| Have any students ever had an allergic reaction requiring medical intervention at school?<br>• If yes, how many times?   | Yes | No |
| Have any students every had an anaphylactic reaction at school?<br>• If yes, how many students?<br>• If yes, how many times?   | Yes | No |
| Has a staff member been required to administer an adrenaline autoinjector to a student?<br>• If yes, how many times?   | Yes | No |
| Have all school staff who conduct classes with students at risk of anaphylaxis successfully completed an approved anaphylaxis management training course, either:<br>• online training (ASCIA e training) in the last two years?<br>• an accredited face to face training course in the last three years?  | Yes | No |
| Does your school conduct twice yearly briefings annually? (Requirement of registration)  | Yes | No |
| Do all staff participate in twice yearly briefings? (Requirement of registration)  | Yes | No |
| If you are intending to use the ASCIA Anaphylaxis e-training course:<br>• has your school trained a minimum of two staff (School Anaphylaxis Supervisors) to conduct competency checks of adrenaline autoinjectors?<br>• are your staff being assessed within 30 days of completion of the ASCIA e-training course to demonstrate their competency in using an autoinjector? | Yes | No |

## Individual Anaphylaxis Management Plans

|  |     |    |
|--|-----|----|
| Does every student diagnosed as at risk of anaphylaxis and prescribed an adrenaline autoinjector have an Individual Anaphylaxis Management Plan which includes an ASCIA Action plan for anaphylaxis and signed by a prescribed medical practitioner? | Yes | No |
| Are all Individual Anaphylaxis Management Plans reviewed regularly with parents (at least annually)?   | Yes | No |
| Do the Individual Anaphylaxis Management Plans set out strategies to minimise the risk of exposure to allergens for the following in-school and out of class settings?   | Yes | No |
| • During classroom activities, including elective classes  | Yes | No |
| • In canteen or during lunch or food breaks  | Yes | No |
| • Before or after school and during breaks in the school yard  | Yes | No |
| • For special events, such as sports days and extracurricular activities   | Yes | No |
| • For excursions and camps   | Yes | No |
| • Other  |     |    |
| Do all students who carry an adrenaline autoinjector with them have a copy of their ASCIA Action Plan for Anaphylaxis kept at the school (provided by the parent)?   | Yes | No |
| Where are the Action Plans kept?   |     |    |
| Does the ASCIA plan include a recent photo of the student?   | Yes | No |
| Are individual Anaphylaxis Management Plans reviewed prior to any off-site activities and in consultation with parents?  | Yes | No |

## Storage and accessibility of adrenaline autoinjectors

|  |     |    |
|--|-----|----|
| Where are the student(s) adrenaline autoinjectors stored?  |     |    |
| Do all staff know where the school's autoinjectors for general use are stored?                               | Yes | No |
| Are the autoinjectors stored at room temperature (not refrigerated) and out of direct light?                 | Yes | No |
| Is the storage safe?   | Yes | No |
| Is the storage unlocked and accessible to school staff at all times?   | Yes | No |
| Comment  |     |    |
| Are the autoinjectors easy to locate?  | Yes | No |
| Comment  |     |    |
| Is a copy of the student's Individual Anaphylaxis Management Plan kept with their autoinjector?              | Yes | No |
| Are the autoinjectors and Individual Anaphylaxis Management Plans clearly labelled with the students' names? | Yes | No |
| Has someone been designated to check the autoinjector expiry dates on a regular basis?                       | Yes | No |
| Who?   |     |    |
| Are there autoinjectors which are currently in the possession of the school which have expired?              | Yes | No |

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| Has the school signed up to EpiClub (optional free reminder services)?   | Yes | No |
| Do all school staff know where the autoinjectors, ASCIA action plans for Anaphylaxis and the individual Anaphylaxis Management Plans are stored? | Yes | No |
| Has the school purchased autoinjectors for general use and have they been placed in the school's first aid kits?                                 | Yes | No |
| Where are these first aid kits located? List   |     |    |
| Do all staff know where they are located?  | Yes | No |
| Is the autoinjector for general use clearly labelled as the General use autoinjector(s)?   | Yes | No |
| Is there a register for signing autoinjectors in and out when taken for excursions, camps, etc?  | Yes | No |

## Risk management

|  |     |    |
|--|-----|----|
| Have you completed a risk assessment to identify potential accidental exposure to allergens for all students who have been diagnosed at risk of anaphylaxis? | Yes | No |
| Have you implemented any of the risk minimisation strategies in the Anaphylaxis Guidelines?  | Yes | No |
| Are there always sufficient school staff members on yard duty who have current Anaphylaxis management training?  | Yes | No |

## School management and emergency response

|  |     |    |
|--|-----|----|
| Does the school have procedures for emergency responses to anaphylactic reactions?   | Yes | No |
| Are they clearly documented and communicated to staff?   | Yes | No |
| Do school staff know when their training needs to be renewed?  | Yes | No |
| Have you developed emergency response procedures for when an allergic reaction occurs: <ul style="list-style-type: none"> <li>• in the classroom?</li> <li>• in the school yard?</li> <li>• in all school buildings including gyms, halls, etc?</li> <li>• at school camps and on excursions?</li> <li>• on special event days, such as sports carnivals, conducted, organised or attended by the school?</li> </ul> | Yes | No |
| Does your plan include who will call the ambulance?  | Yes | No |
| Is there a designated person who will be sent to collect the student's adrenaline autoinjector and individual ASCIA plan for anaphylaxis?  | Yes | No |
| Have you checked how long it takes to get an individual's adrenaline autoinjector and individual ASCIA Action Plan for anaphylaxis to the student experiencing an anaphylactic reaction in various school locations including: <ul style="list-style-type: none"> <li>• the classroom?</li> <li>• the school yard?</li> <li>• sports field?</li> <li>• canteen?</li> </ul>   | Yes | No |
| On excursions or other off-site events, is there a plan for who is responsible for ensuring the adrenaline autoinjectors and Individual Anaphylaxis Management Plans, including ASCIA Action Plans, and the adrenaline autoinjector(s) for general use are correctly stored and available for use?   | Yes | No |
| Who will make these arrangements during excursions?  |     |    |

|  |     |    |
|--|-----|----|
| Who will make these arrangements during school camps?  |     |    |
| Who will make these arrangements during sporting activities?   |     |    |
| Is there a process in place for post-incident support?   | Yes | No |
| Have all school staff who conduct classes attended by students at risk of anaphylaxis, and any other staff identified by the principal, been briefed by someone familiar with the school and who has completed an approved anaphylaxis management course in the last two years on: |     |    |
| • the school's anaphylaxis management policy?  | Yes | No |
| • the causes, symptoms and treatment of anaphylaxis?   | Yes | No |
| • the identities of students at risk of anaphylaxis, and who are prescribed an adrenaline autoinjector, including where their medication is located?   | Yes | No |
| • how to use an adrenaline autoinjector, including hands on practices with a trainer adrenaline autoinjector?  | Yes | No |
| • the school's general first aid and emergency response procedures for all in-school and off-site environments?  | Yes | No |
| • where the adrenaline autoinjectors for general use are kept?   | Yes | No |
| • where the adrenaline autoinjectors for individual students are located including if they carry on their person?  | Yes | No |

## Communication Plan

|   |     |    |
|---|-----|----|
| Is there a communication plan in place to provide information about anaphylaxis and the school's policies:                            |     |    |
| • to school staff?  | Yes | No |
| • to students?  | Yes | No |
| • to parents?   | Yes | No |
| • to volunteers?  | Yes | No |
| • to casual relief staff?   | Yes | No |
| Is there a process for distribution this information to the relevant staff?   | Yes | No |
| What is the process?  |     |    |
| How will this information be kept up to date?   |     |    |
| Are there strategies in place to increase awareness about severe allergies among students for all in- school and off-site activities? | Yes | No |
| What are the strategies?  |     |    |