



# ANAPHYLAXIS

## Policy

*“Nevertheless, I will bring health and healing to it; I will heal my people and will let them enjoy abundant peace and security. Jeremiah 33:6*

### Statement

Our Lady of Sion College strives to provide a holistic approach to health education within the context of Christian values, which actively promotes the intellectual, emotional, physical, social and spiritual wellbeing of our community. Integral to our approach to health and wellbeing is the partnership held between school and parents/guardians/carers in relation to the specific needs of their child. This policy is developed and maintained to acknowledge Our Lady of Sion College’s responsibility to comply with Ministerial Order 706 - Anaphylaxis Management in Schools, thus enabling each student to be provided the care needed to ensure a safe and healthy environment for all.

### Definitions

**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, 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

**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.

### Principles

- To provide, as far as practicable, a safe and supportive environment in which members of the College community at risk of anaphylaxis can participate equally in all aspects of College life
- To allow for open, clear and professional communication between staff, students and families to identify needs, assess risks, and develop risk minimisation and management strategies
- To raise awareness of anaphylaxis and the College’s Anaphylaxis Management policy amongst staff, students and families.



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### Implementation

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

#### Parents/guardians/carers are required to:

- provide the school with current medical information to enable the school to carry out its duty of care
- provide annually 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 that are recommended for administration
- replace the recommended medication and/or autoinjectors prior to their expiry date
- participate in a transition Program Support Group meeting to revise their child's anaphylaxis management plan and update the plan based on medical advice
- notify the College, in writing, of any change to plans and, if needed, supply medical support for any change to the medical status of the child.

#### The College will:

- take reasonable steps to ensure each staff member has adequate formal training (see Part F) and practical knowledge about allergies, anaphylaxis and the school's expectations in responding to an anaphylactic reaction
- purchase additional adrenaline autoinjectors for general use (stored in the sick bay/first aid room, off site first aid kits and at various locations around the College)
- store and display completed ASCIA Action Plans to facilitate access for staff e.g. in staff working areas, sick bay and off site activity manuals
- 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
- communicate 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
- ensure all staff are familiar with the location and storage and accessibility of autoinjectors in the school, including those for general use
- ensure appropriate communication with school staff, students and parents/guardians/carers is to occur in event of an anaphylaxis emergency
- display copies of the emergency procedures throughout the school, including in the first aid room, classrooms and in/around other school facilities, including the café.

### Part A - Individual Anaphylaxis Management Plans

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



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Our Lady of Sion 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/carers. These plans will be updated:

- annually (Action Plan)
- when the student's medical condition changes
- as soon as possible after a student has an anaphylactic reaction at school
- if required, when a student is to participate in an off-site camp/excursion or special event organised or attended by the school.

Our Lady of Sion 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 school will develop an interim plan in consultation with parents/guardians/carers.

### **Part B - Risk minimisation and prevention strategies**

Our Lady of Sion 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 lunch times
- before and after school where supervision is provided
- special events including incursions, sporting competitions, co-curricular events, Open Days, Feast Days, excursions and camps.

Our Lady of Sion College does not ban certain types of foods (e.g. nuts) as it is not practicable to do so, and is not a strategy recommended by the Department or the Royal Children's Hospital. However, the school will avoid the use of nut-based products in school activities and ensure that the Café manager acknowledges allergens being present in certain foods.

### **Part C - Register of students at risk of anaphylactic reactions**

The Principal has nominated the Deputy Principal Student Wellbeing with the support of the Student Reception staff, to maintain an up-to-date register of students at risk of anaphylactic reaction. This information is shared with all staff at the beginning of the school year and is accessible to all staff via SEQTA in an emergency.

### **Part D - 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 is the sick bay and this is communicated to staff so they are accessible in an emergency.

The school has purchased autoinjectors for the school for general use as a back-up to autoinjectors that are provided for individual students by parents/guardians/carers, in case there is a need for an autoinjector for another person who has not previously been diagnosed at risk of anaphylaxis.

The Principal In consultation with the DPSW has determined the number of additional autoinjector(s) required considering the following factors:

- 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 as they are potentially at risk of anaphylaxis
- the accessibility of autoinjectors (and the type) that have been provided by parents/guardians/carers of students who have been diagnosed as being at risk of anaphylaxis



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- the availability and sufficient supply of autoinjectors for general use in 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.

### **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
- A first-time reaction occurs. This is done before calling 000.

*Note: The Royal Children's Hospital help desk advises that you do not require permission or advice before using an autoinjector, this only delays the administration of adrenaline – if in doubt, give autoinjector as per ASCIA Action Plans.*

### **Part E - 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 will be followed.

### **Part F - Staff training**

In compliance with Ministerial Order 706, Our Lady of Sion College will:

- provide school staff with training - 22578VIC – Course in First Aid Management of Anaphylaxis
- acknowledge that school staff who have completed courses below are deemed to have met the anaphylaxis training requirements for the documented period of time:
  - 22578VIC – Course in First Aid Management of Anaphylaxis (every three years)
  - Course in First Aid Management of Anaphylaxis 22300VIC (every two years)
  - Course in Allergy and Anaphylaxis Awareness 10710NAT" formerly 10313NAT (two year expiry)
- ensure casual relief teachers also undertake training.

### **Twice Yearly Staff Briefing**

Our Lady of Sion College will ensure that twice yearly anaphylaxis management briefings are conducted, with one briefing held at the start of the year. The briefing will be conducted by a staff member who has completed an Anaphylaxis Management Course in the previous two years using 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
- photos 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, including practising with a trainer auto injector
- the school's general first aid and emergency responses
- location of and access to auto injectors that have been provided by parents/guardians/carers or purchased by the school for general use.



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### Part G - Anaphylaxis Communication Plan

Our Lady of Sion College communication plan provides information to all school staff, students and parents/guardians/carers about anaphylaxis and the school's Anaphylaxis Management Policy.

This communication plan includes the following information for:

#### Parents/guardians/carers:

- requesting information about the health needs on acceptance of enrolment
- engaging in the Anaphylaxis Transition meeting with the parents before the student begins at the College
- if required, meeting with specialist staff before undertaking a higher risk activity e.g. camp or food technology classes
- communication to update out of date epipens via Student Reception staff
- newsletter article asking for updated medical and contact details
- excursion forms

#### Staff:

- Staff briefing twice a year
- SEQTA
- risk management documentation for excursions, whole school events and camps
- newsletter articles
- posters the classrooms
- induction of CRTs

#### RELEVANT POLICIES AND DOCUMENTS:

- Pastoral Care Policy
- Health and Wellbeing Policy
- Resources:
  - Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008 (Vic)
  - Ministerial Order 706 (updated on 3 December 2015)
- [Risk Management Food Allergy and Anaphylaxis Template](#)
- [Sion Risk Minimisation Strategies for Anaphylaxis](#)

**Date of Next Review:** May 2026

**Ratification by College Board:** May 2022