



POLICY TITLE: ANAPHYLAXIS POLICY

DEVELOPED / REVIEWED BY

Deputy Principal Wellbeing and Strategy
Risk and Compliance Manager
Health Centre Coordinator
Sienna College Policy Committee
Melbourne Archdiocese Catholic Schools (MACS)

REVIEW SUMMARY

Existing policy forwarded to Deputy Principal Wellbeing and Strategy, Risk and Compliance Manager and Health Centre Coordinator to be reviewed for accuracy and checked against current legislation.

DOCUMENT DEVELOPMENT PROCESS

Reviewed policy tabled at Policy Committee meeting November 2022. Updates approved. Policy to be sent to Board for ratification.

RATIONALE

Sienna 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 College seeks to facilitate the safe participation of all students in the educational experiences offered. Where students are known to be at risk of anaphylaxis, the College requires parents/guardians/carers to provide relevant information to enable them to carry out their duty of care obligations. The College requires the active engagement of parents/guardians/carers in the provision of up to date to Anaphylaxis Management Plans (ASCIA Action Plan) that comply with Ministerial Order 706. The processes followed by the College reflect the associated guidelines published by the Victorian government to support implementation of Ministerial Order 706 in all Victorian schools.

DEFINITIONS

anaphylaxis	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	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	A 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®, EpiPen® Jr, Anapen® or Anapen 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	An adrenaline autoinjector device, approved for use by the Australian Government Therapeutic Goods Administration, which can be used to administer a single pre-measured dose of adrenaline to those experiencing a severe allergic reaction (anaphylaxis).
the guidelines	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	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	Ministerial Order 706 - Anaphylaxis Management in Victorian Schools which outlines legislated requirements for schools and key inclusions for their Anaphylaxis Management Policy.

PRINCIPLES / GUIDING PRINCIPLES

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

- Legal obligations of schools in relation to anaphylaxis
- Anaphylaxis Management Policy
- Staff training
- Individual Anaphylaxis Management Plans
- Risk minimisation and prevention strategies
- College management and emergency responses
- Adrenaline autoinjectors for general use
- Communication Plan
- Risk Management Checklist

PROCEDURES

Sienna College will engage with the parents/guardians/carers of students at risk of anaphylaxis to develop risk minimisation strategies and management strategies. The Principal will also take reasonable steps to ensure each staff member has adequate knowledge about allergies, anaphylaxis and the expectations in responding to an anaphylactic reaction. The Principal or delegate will purchase additional adrenaline autoinjectors for general use. The Principal or delegate will decide on the type of brand of adrenaline

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autoinjector that is purchased for general use. These will be stored in the Health Centre and/or in the portable first aid kit as required.

As reflected in Ministerial Order 706 and the College enrolment agreement, parents/guardians/carers are required to provide the College with up to date medical information to enable the College to carry out its duty of care. Parents/guardians/carers 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/guardians/carers are also responsible for replacing the recommended medication and/or autoinjectors prior to their expiry date. The Principal or delegate will ensure the storage and display of completed ASCIA Action Plans to facilitate access for staff. At the commencement of year 7 or when a student is new to the College, the Principal or delegate will meet with the student and parents/guardians/carers to review the child's current anaphylaxis management plan. Annually, an email is sent to parents/guardians/carers of students at risk of anaphylaxis inviting them to meet with the Principal or delegate to discuss/review the student's anaphylaxis management plan.

1. Individual Anaphylaxis Management Plan

The Principal or delegate in conjunction with the Health Centre Coordinator, 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
- when the student's medical condition changes
- as soon as possible after a student has an anaphylactic reaction at the College
- when a student is to participate in an off-site excursion or special event organised or attended by the College.

Siena 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 attendance at the College. An interim management plan will be put into place for a student who is diagnosed with anaphylaxis after enrolment at the College 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, by the Principal or delegate, 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

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- as soon as practicable after the student has an anaphylactic reaction at the College
- 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 College (e.g. class parties, elective subjects, cultural days, fetes, incursions).

2. Risk minimisation and prevention strategies

The Principal or delegate and Risk Compliance Manager 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
- special events including incursions, sports, cultural days, fetes or class parties, excursions, and camps.

Sienna 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 of Education and Training or the Royal Children's Hospital. However, the College will avoid the use of nut based products in all College activities, request that parents/guardians/carers do not send those items if at all possible; and that the canteen eliminate or reduce the likelihood of such allergens. The Principal or delegate will ensure that the canteen provider and its employees can demonstrate satisfactory training in the area of food allergy and anaphylaxis and its implications for food handling practices.

The Health Centre Coordinator will regularly review the risk minimisation strategies outlined in *Risk minimisation strategies for schools* in light of information provided by parents related to the risk of anaphylaxis.

3. Register of students at risk of anaphylactic reactions

The Principal will nominate the Health Centre Coordinator 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.

4. Location of the Plans, storage, and accessibility of autoinjectors

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 or delegate to purchase autoinjectors for the College 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 College 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)

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- 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
- the availability and sufficient supply of autoinjectors for general use in specified locations at the College, at excursions, camps and special events conducted, organised or attended by the College
- 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 expense of the College either at the time of use or expiry, whichever is first.

The Principal or delegate 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®, Anapen 500®, Anapen 300® and Anapen Jr®
- autoinjectors are designed so that anyone can use them in an emergency
- adrenaline autoinjectors for general use are available for purchase at any chemist; no prescription is necessary
- schools can use either the EpiPen® or the Anapen® on any student suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan

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.

Note: the Royal Children's Hospital help desk advises 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.

5. 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 College 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 College outside normal class activities, such as on camps or excursions or at special events conducted, organised or attended by the College, 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 College, during excursions, camps and special events conducted, organised or attended by the College must be communicated to staff.

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

The Principal must determine how appropriate communication with College staff, students and parents/guardians/carers is to occur in event of an emergency about anaphylaxis.

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

6. Staff training

In compliance with Ministerial Order 706, it is recommended that all Victorian school staff undertake one of three accredited training options.

Option 1. All school staff complete the online *ASCIA Anaphylaxis e-training for Victorian Schools* and have their competency in using an autoinjector tested by the school Anaphylaxis Supervisor in person within 30 days of completing the course. The school Anaphylaxis Supervisor will have completed Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC – at no cost for Victorian Catholic schools from HERO HQ. Staff are required to complete the ACSIA online training every two years.

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

Option 3. School staff undertake face-to-face training Course in Allergy and Anaphylaxis Awareness 10710NAT. Accredited for three years.

Sienna College will require all staff to participate in training to manage an anaphylaxis incident. The training should take place as soon as practicable after a student at risk of anaphylaxis enrolls and, where possible, before the student's first day.

Staff will undertake training to manage an anaphylaxis incident if they:

- Conduct classes attended by students with a medical condition related to allergy and the potential for anaphylactic reaction
- Are specifically identified and requested to do so by the Principal based on the Principal's assessment of the risk of an anaphylactic reaction occurring while a student is under that staff member's care, authority or supervision.

Sienna College will consider where appropriate whether casual relief teachers and volunteers should also undertake training.

Sienna College staff will:

- Successfully complete an approved anaphylaxis management training course in compliance with Ministerial Order 706
- Participate twice yearly in College briefings conducted by the Health Centre Coordinator, who has completed an approved anaphylaxis management training program in the past two years.

A range of training programs are available and the Principal or delegate will determine an appropriate anaphylaxis training strategy and implement this for staff. The Principal will ensure that staff are adequately trained and that a sufficient number of staff are trained in the management of anaphylaxis noting that this may change from time to time dependant on the number of students with ASCIA plans.

Sienna College will identify two staff to become School Anaphylaxis Supervisors. A key role will be to undertake competency checks on all staff who have successfully completed the ASCIA online training course. To qualify as a School Anaphylaxis Supervisor, the nominated staff members will need to complete

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an accredited short course that teaches them how to conduct a competency check on those who have completed the online training course e.g. Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC. At the end of the online training course, participants who have passed the assessment module, will be issued a certificate which needs to be signed by the School Anaphylaxis Supervisor to indicate that the participant has demonstrated their competency in using an adrenaline autoinjector device.

Staff that complete the online training course will be required to repeat that training and the adrenaline autoinjector competency assessment every two years.

Hero HQ has been contracted by the Catholic Education Commission of Victoria to deliver training in the Course in Verifying the Use of Adrenaline Injector Devices 22579VIC at no cost to Catholic schools. Training in this course is current for three years.

Sienna College notes that Course in First Aid Management of Anaphylaxis 22578VIC 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. 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

The Principal or delegate will ensure that twice yearly anaphylaxis management briefings are conducted, with one briefing held at the start of the year. The briefing will be successfully conducted by the Health Centre Coordinator.

The briefing will include information about the following:

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

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

7. Anaphylaxis communication plan

The Principal or delegate will be responsible for ensuring that a communication plan is developed to provide information to all staff, students and parents/guardians/carers about anaphylaxis and the anaphylaxis management policy.

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

- During normal class activities, including in a classroom, in the yard, in all buildings and sites including gymnasiums and halls

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- During off-site or out of school activities, including on excursions, camps and at special events conducted, organised or attended by the College.

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. The Principal will ensure that staff are adequately trained by completing an approved training course:

- ASCIA e-training every two years together with associated competency checks by suitably trained Anaphylaxis Supervisor that has completed Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC, or
- Course in First Aid Management of Anaphylaxis 22578VIC or Course in Allergy and Anaphylaxis Awareness 10710NAT every 3 years.

AND provision of

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

8. Procedures

The College must provide to staff the actions and procedures to be undertaken within the College to ensure that the requirements of the anaphylaxis policy are enacted.

1. Register of students with anaphylaxis

- How this information will be recorded, what will be included
- Where it is located and
- Who will maintain and update the register

2. Location, storage, and accessibility of autoinjectors

- Where the plans and autoinjectors will be located – student and those for general use
- Procedures for camps, excursions, and special activities

3. Emergency Response

- A complete and up-to-date list of students identified at risk of anaphylaxis and where this is located
- Details of Individual Anaphylaxis Management Plans and ASCIA action plans and their locations within the College and during off site activities or special events
- Location and storage of autoinjectors, including those for general use
- How appropriate communication with staff, students, parents is to occur

4. Staff training

- Expectations by the College for training and how this will be done
- How the records of training will be maintained and by whom
- Who are the anaphylaxis supervisors in the College

5. Communication plan

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- Outline the practices within the College for the following:
 - Raising staff awareness – arrangements for twice yearly briefing, regular briefings, induction of new staff, CRT staff, etc
 - Raising student awareness – Use of fact sheets, posters with messages about anaphylaxis, peer support, etc
 - Working with parents/guardians/carers – developing open, cooperative relationships with parents/guardians/carers, how information will be shared; requesting and updating medical information
 - Methods for raising school community awareness – e.g. Newsletter, website, information nights, assemblies

Annual Review

The Principal or delegate must complete the Annual Anaphylaxis Risk Management Checklist for Schools at the start of each year to monitor their compliance with Ministerial Order 706, The Guidelines and their legal obligations.

Confirmation of Responsibilities

Action	Person Responsible
Develop and review of Individual Anaphylaxis Management Plans	Principal or delegate Parents/guardians/carers
Develop Risk Minimisation Plans	Principal or delegate Risk and Compliance Manager
Maintain the register of Students with Anaphylaxis	Principal or delegate
Location of Plans and Storage and Accessibility of Autoinjectors	Principal or delegate
Organisation of Staff Training	Principal or delegate Risk and Compliance Manager
Twice Yearly Staff Briefing	Principal or delegate Risk and Compliance Manager
Anaphylaxis Communication Plan	Principal or delegate Risk and Compliance Manager
Annual Anaphylaxis Risk Management Checklist	Principal or delegate Risk and Compliance Manager



RESPONSIBILITY

- Principal (Primary responsibility)
- Deputy Principal Wellbeing and Strategy
- Risk and Compliance Manager
- Health Centre Coordinator
- All Staff

RELATED LEGISLATION

- Education Training and Reform Act 2006 (Vic.)
- Ministerial Order 706: Anaphylaxis Management in Victorian Schools

RELATED SIENA COLLEGE POLICIES

- Privacy Policy July 2022
- Student Pastoral Care Policy July 2022
- Medical Management Policy October 2022

RELATED DOCUMENTS

- Individual Anaphylaxis Management Plan
- Communication Plan
- Staff Training and Emergency Response Plan
- Sample letter to parents/guardians
- Anaphylaxis Risk Management Checklist
- Risk Minimisation Strategies for Schools

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RISK

In the Committee's deliberations it is important to consider the College's main strategic processes and the identification of associated risks. Some sample questions are included for referral.

Answers are to be documented as part of the policy.

1. **Faith and Catholic Identity.** Identify any risks to Catholic Identity or Dominican charism of the school. How will this policy harm or enhance either?
2. **Reputation.** Identify if there are any reputational risks to the College. How will this policy impact Siena and wider communities?
3. **Financial.** Identify any financial risks to the College. How will this policy impact the financial stability of the College?
4. **Contemporary Learning and Teaching.** Identify any risks to learning and teaching. How will this policy impact the academic performance of the College?
5. **Wellbeing.** Identify any risks to safety and wellbeing. How will this policy impact the mental and physical wellbeing of the College community?
6. **Community Engagement.** Identify any risks to building community engagement. How will this policy impact community relationships?
7. **Governance and Leadership.** Identify any risks to governance and leadership in the College. How will this policy affect the strategic direction of the College?

Do any risks identified above warrant changes to the proposed policy? If so, the policy should be referred back to the developer/s.

NEXT REVIEW

November 2025

POLICY LOCATION

Xxxxx to be included once ratified

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