

Catholic Ladies' College

Anaphylactic Shock Management

CATHOLIC LADIES' COLLEGE LTD
MARY AIKENHEAD MINISTRIES IN
THE TRADITION OF THE SISTERS
OF CHARITY

19 DIAMOND STREET
ELTHAM VIC 3095

03 9439 4077 /T
03 9431 1157 /F
WWW.CLC.VIC.EDU.AU
ABN 44 058 164 891

Catholic Ladies' College Ltd

(ACN 058 164 891) (ABN 44 058 164 891)

Anaphylactic Shock Management

Catholic Ladies' College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call Catholic Ladies' College is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

Source of Obligation

Under the Education and Training Reform Act 2006 (Vic) (s 4.3.1 (6)(c)) (the Act), all schools must develop an anaphylaxis management policy, where the school knows or ought to reasonably know, that a student enrolled at the school has been diagnosed as being at risk of anaphylaxis.

'Ministerial Order No. 706: Anaphylaxis Management in Victorian schools' (Ministerial Order No. 706) prescribes specific matters that schools applying for registration and registered schools in Victoria must contain in their anaphylaxis management policy for the purposes of section 4.3.1(6)(c) of the Act.

The Hazard – anaphylactic shock

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 and certain insect stings (particularly bee stings).

The key to prevention of anaphylaxis in schools is knowledge of the student who has been diagnosed as at risk, awareness of allergens, and prevention of exposure to those allergens. Partnerships between schools and parents/carers are important in helping the student avoid exposure.

Adrenaline given through an adrenaline auto-injector (such as an EpiPen or EpiPen® Jr) into the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis.

It is important to remember that minimising the risks of anaphylaxis is everyone's responsibility, including the Principal and all college staff, parents/carers, students and the broader college community.

Catholic Ladies' College's Policy

Catholic Ladies' College is committed to providing a safe learning environment for all our students and complying with the current Ministerial Order No.706 and the Department of Education and Training's Anaphylaxis Guidelines as amended by the Department from time to time (Guidelines).

The College recognises that it cannot achieve a completely allergen free environment. It is our policy:

- To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the student's schooling;
- To adopt the recommendations of the Guidelines where relevant to the College;
- To raise awareness about anaphylaxis and the College's anaphylaxis management policy in the College community;
- To engage with parents/carers of each student at risk of anaphylaxis when assessing risks and developing risk minimisation strategies for the student; and
- To ensure that staff have knowledge about allergies, anaphylaxis and the College's policies and procedures in responding to an anaphylactic reaction.



Safe Work Practices

Catholic Ladies' College has developed the following work practices and procedures for managing anaphylactic shock:

1. Individual Anaphylaxis Management Plans;
2. Adrenaline Autoinjectors – Purchase, Storage and Use;
3. Communication Plan;
4. Emergency Response Procedures;
5. Risk Minimisation Strategies; and
6. Anaphylaxis Training and Briefing.

Risk Management Checklist

The Principal completes an annual Risk Management Checklist to monitor our obligations. We regularly check the Department of Education and Training's Anaphylaxis Management in Schools page to ensure the latest version of the Risk Management Checklist is used.

The College's Anaphylaxis Supervisors

The Guidelines recommend that the Principal nominates a staff member to undertake appropriate training to be able to verify the correct use of autoinjector (trainer) devices and lead the twice-yearly briefings on the school's anaphylaxis management policy (Anaphylaxis Supervisor). It is recommended that at least two Anaphylaxis Supervisors per school or campus are appointed at the College. These staff may include:

- a college-employed nurse;
- a first aid coordinator;
- a health and wellbeing coordinator or other health and wellbeing staff; and/or
- a senior/leading teacher.

Catholic Ladies' College has appointed the following staff members as its Anaphylaxis Supervisors:

- First Aid Manager; and
- Debbie Willoughby, Teaching Staff.

Refer to Roles and Responsibilities: College Anaphylaxis Supervisor below for more information.

Key Definitions

Adrenaline Autoinjector

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). These may include EpiPen® or EpiPen® Jr.

Anaphylaxis Management Training Course

This means a course in anaphylaxis management training that:

- is accredited as a VET accredited course in accordance with Part 3 of the National Vocational Education and Training Regulator Act 2011 (Cth) that includes a competency check in the administration of an Adrenaline Autoinjector;
- accredited under Chapter 4 of the Act by the Victorian Registration and Qualifications Authority that includes a competency check in the administration of an Adrenaline Autoinjector;
- endorsed and delivered by a tertiary level specialist allergy service within a tertiary level academic teaching hospital that includes a competency check in the administration of an Adrenaline Autoinjector; or,
- any other course include an Online Training Course.

ASCIA

Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.

ASCIA Action Plan for Anaphylaxis

This plan 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 (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.

Communication Plan

A plan developed by Catholic Ladies' College which provides information to all school staff, students and parents about anaphylaxis and this policy.

Individual Anaphylaxis Management Plan

An individual plan for each student at risk of anaphylaxis, developed in consultation with the student's parents. The Individual Anaphylaxis Management Plan includes the ASCIA Action Plan which describes the student's allergies, symptoms, and the emergency response to administer the student's adrenaline autoinjector should the student display symptoms of an anaphylactic reaction. The Individual Anaphylaxis Management Plan also importantly includes age-appropriate strategies to reduce the risk of an allergic reaction occurring.

Online Training Course

Means the course called *ASCIA Anaphylaxis e-training for Victorian Schools*.

Roles and Responsibilities: Principal

Section 9 of the Guidelines sets out the role and responsibilities of the Principal. The Principal must:

- ensure that the College develops, implements and annually reviews this policy in accordance with Ministerial Order No. 706 and the Guidelines;
- actively seek information to identify students with severe life threatening allergies or those who have been diagnosed as being at risk of anaphylaxis, either at the time of enrolment or at the time of diagnosis (whichever is earlier);
- ensure that parents/carers provide an ASCIA Action Plan for Anaphylaxis which has been completed and signed by the student's medical practitioner and contains an up-to-date photograph of the student;
- ensure that an Individual Anaphylaxis Management Plan is developed in consultation with the student's parents/carers for any student that has been diagnosed by a medical practitioner with a medical condition relating to allergy and the potential for an anaphylactic reaction, where the College has been notified of that diagnosis;
- ensure students' Individual Anaphylaxis Management Plans are appropriately communicated to all relevant staff;
- ensure that the canteen provider and all of its employees can demonstrate satisfactory training in the area of food allergy and anaphylaxis and its implications for food handling practices;
- 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;
- ensure there are procedures in place for providing information to College volunteers and casual relief staff about students who are at risk of anaphylaxis and their role in responding to an anaphylactic reaction of a student in their care;
- ensure that relevant College staff have successfully completed an approved Anaphylaxis Management Training course and their accreditation is current;
- ensure that college staff who are appointed as Anaphylaxis Supervisor(s) are appropriately trained in conducting autoinjector competency checks and that their accreditation is current;
- ensure that all college staff are briefed at least twice a year by the Anaphylaxis Supervisor (or other appropriately trained member of the college staff);
- allocate time, such as during staff meetings, to discuss, practise and review this policy;
- encourage regular and ongoing communication between parents and college staff about the current status of the student's allergies, the College's policies and their implementation
- 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 the Risk Management Checklist for anaphylaxis is completed and reviewed annually; and



- arrange to purchase and maintain an appropriate number of Adrenaline Autoinjectors for general use to be part of the College's first aid kit, stored with a copy of the general ASCIA Action Plan for Anaphylaxis (orange).

Roles and Responsibilities: College Anaphylaxis Supervisor

The Anaphylaxis Supervisor 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. Section 9 of the Guidelines sets out 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;
- verify the correct use of Adrenaline Autoinjector (trainer) devices by other College staff undertaking an Online Training Course through completion of the School Supervisors' Observation Checklist;
- provide access to the Adrenaline Autoinjector (training) device for practice by College staff;
- 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 the staff at the College;
 - lead the twice-yearly anaphylaxis college briefing;
 - develop school-specific scenarios to be discussed at the twice-yearly briefing to familiarise staff with responding to an emergency situation requiring anaphylaxis treatment, for example, a bee sting occurs on college grounds and the allergic student is conscious.
- 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 (eg when they have been taken on camp)
- Work with the Principal, parents/carers and students to develop, implement and review each Individual Anaphylaxis Management Plan in accordance with this policy;
- 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; and
- Provide or arrange post incident support (eg counselling) to students and college staff, if appropriate.

Roles and Responsibilities – Staff

Section 9 of the Guidelines sets out the role and responsibilities of the College staff. The College staff must:

- 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 student's 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 (eg cooking, art and science classes), or special occasions (eg excursions, incursions, sport days, camp, cultural days, fetes and parties), either at the college, or away from the college;
- Avoid the use of food as treats in class or as rewards, as these may contain allergens;



- Work with parents/carers to provide appropriate treats for students at risk of anaphylaxis, or appropriate food for their child if the food the college/class is providing may present an allergy risk;
- Be aware of the possibility of hidden allergens in foods and 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; and
- Raise student awareness about allergies and anaphylaxis, and the importance of each student's role in fostering a college environment that is safe and supportive for their peers.

Roles and Responsibilities: Parents/Carers

Section 9 of the Guidelines sets out the role and responsibilities of the parents/carers of a student at risk of anaphylaxis. Parents/carers must:

- 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;
- provide the college with an up-to-date photo for the student's ASCIA Action Plan for Anaphylaxis when the plan is reviewed;
- 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 (eg class parties, cultural days, fetes or sports 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; and
- participation in the reviews of the student's Individual Anaphylaxis Management Plan.

Workers Responsibilities

All workers must follow the anaphylactic shock management guidelines set out in this policy.

Signage

ASCIA Action Plans are posted in the staffroom with first aid procedures.

With permission from parents/carers, it may be appropriate to have a student's name, photo and the foods they are allergic to, displayed in other locations around the college

Implementation

This policy is implemented through a combination of:

- College premises inspections (to identify wasp and bee hives);
- Staff training and supervision;
- Maintenance of medical records;
- Effective incident notification procedures;
- Effective communication procedures with the student's parents/carers; and
- Initiation of corrective actions where necessary.



Related Documents

1. Individual Anaphylaxis Management Plan Template
2. Facilitator Guide for Anaphylaxis Management
3. Anaphylaxis Management Briefing Presentation
4. Risk Management Checklist
5. School Anaphylaxis Supervisor Checklist
6. School Supervisor's Observation Checklist
7. Risk Minimisation Strategies for Schools Template

Key Reference

This policy has been developed having regard to the **Anaphylaxis Guidelines for Victorian Schools**.

Individual Anaphylaxis Management Plans

Identification of Students at risk

Parents/carers are requested to notify the College of all medical conditions including allergies. Refer to our Medical Records (Student) Policy.

Students who are identified as suffering from severe allergies that may cause anaphylactic shock are considered high risk. For each of these students an **Individual Anaphylaxis Management Plan** should be developed and regularly reviewed and updated.

Catholic Ladies' College maintains a complete and up to date list of students identifying as having a medical condition that relates to allergy and the potential for anaphylactic reaction. It is the responsibility of **the First Aid Manager** to keep this list up to date. The list is kept at

- College Administration Office
- Gym
- Resource Centre
- Food Technology
- Currajeen
- CareMonkey
- SIMON
- Synergetic
- Staffroom and Staff Studies
- Yard Duty folders.

Preparing an Individual Anaphylaxis Management Plan

Where the College has been notified, the Principal will be responsible for developing an Individual Anaphylaxis Management Plan in consultation with the student's parents/carers, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis

The Individual Anaphylaxis Management Plan should be in place as soon as practicable after the student is enrolled, and where possible before their first day at the college.

Plan Contents

Individual Anaphylaxis Management Plans must include the following:

- Information on the type of allergy the student has, information about the medical condition and the potential for anaphylactic reaction;
- Strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of the college;
- Name of the person responsible for implementing the plan;
- Where the student's medication will be stored;
- Emergency contact details of the student; and
- The ASCIA Action Plan for Anaphylaxis.

As much information as possible should be included. For example, if a student is allergic to nuts, the types of nuts must be listed and/or if a student is allergic to eggs: raw/cooked/the yolk.



Review of Plan

The student's Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student's parents/carers:

- annually, and as applicable;
- if the student's condition changes;
- immediately after the student has an anaphylactic reaction; and
- when student participation in an off-site activity or special event is required.

Responsibilities in relation to Plan

The Anaphylaxis Supervisor will work with the Principal, parents/carers and students to develop, implement and review each Individual Anaphylaxis Management Plan to:

- ensure that the student's emergency contact details are up-to-date;
- ensure that the student's ASCIA Action Plan for Anaphylaxis matches the student's supplied Adrenaline Autoinjector;
- regularly check that the student's Adrenaline Autoinjector is not out of date, such as at the beginning or end of each term, and record this information in the register of adrenaline autoinjectors;
- inform parents/carers in writing that the Adrenaline Autoinjector needs to be replaced one month prior to the expiry date, and follow up with parents/carers if the autoinjector is not replaced;
- ensure that the student's Adrenaline Autoinjector is stored correctly (at room temperature and away from light) in an unlocked, easily accessible place; and
- ensure that a copy of each student's ASCIA Action Plan for Anaphylaxis is stored with that student's Adrenaline Autoinjector.

Location of Plan

Individual Anaphylaxis Management Plans are kept at the Administration Office and on College software programs.

Copies of the Anaphylaxis Management Plans are also kept at the following locations:

- College Administration Office
- Gym
- Resource Centre
- Food Technology
- Currajeen
- CareMonkey
- SIMON
- Synergetic
- Staffroom and Staff Studies
- Yard Duty folders

Individual ASCIA Action Plans for Anaphylaxis are kept at the Administration office and on College software programs.

Copies of the ASCIA Action Plans for Anaphylaxis are also kept at the following locations:

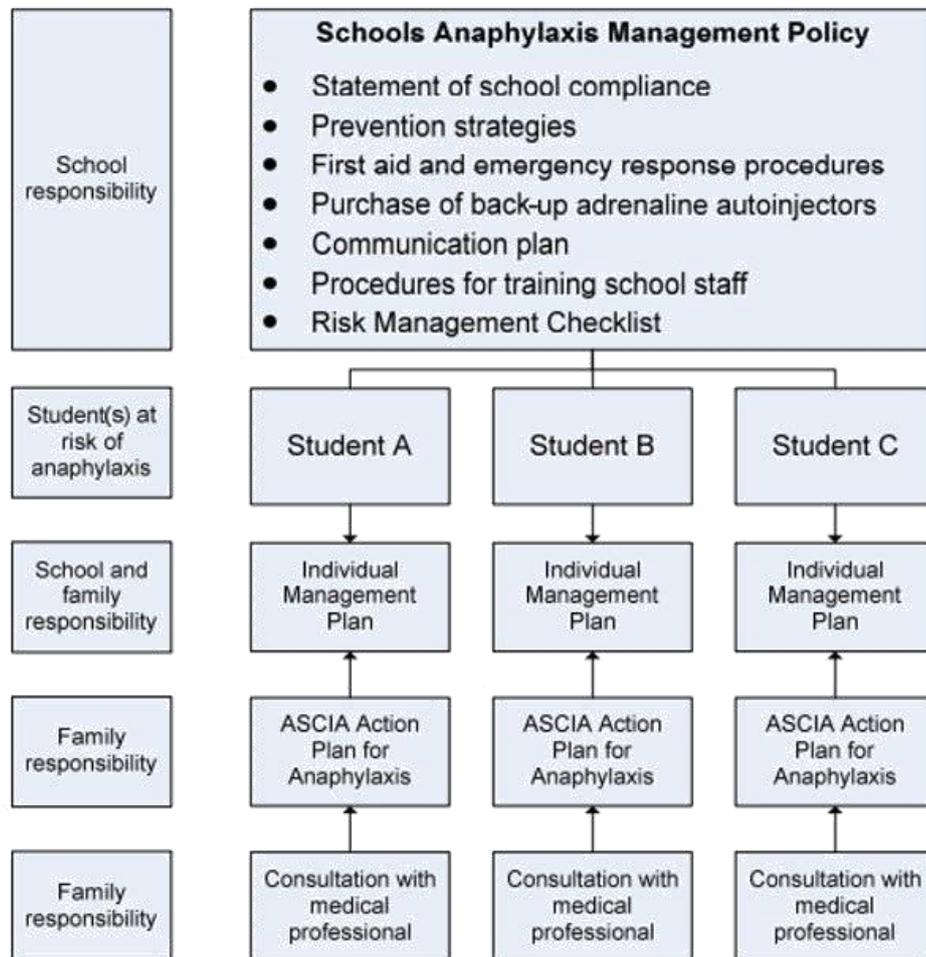
- College Administration Office
- Gym
- Resource Centre
- Food Technology
- Currajeen
- CareMonkey
- SIMON
- Synergetic
- Staffroom and Staff Studies
- Yard Duty folders

Examples of ASCIA Action Plans for Anaphylaxis are available from the ASCIA website



Interactions between the Plan and this Policy

The relationship between the College's Anaphylactic Shock Management Policy (and each student's Individual Anaphylaxis Management Plan is represented by the below diagram from the Guidelines (Figure 7.1), including the responsibilities of the Principal and the student's family.



Adrenaline Autoinjectors – Purchase, Storage and Use

Adrenaline Autoinjectors for general use

In accordance with their responsibilities set out in the Anaphylactic Shock Management Policy the Principal purchases Adrenaline Autoinjectors for general use.

Adrenaline Autoinjectors for general use refer to back-up or unassigned Adrenaline Autoinjectors and they are additional to the prescribed Adrenaline Autoinjectors for individuals provided by parents/ carers. These Adrenaline Autoinjectors are not a substitute for individuals at high risk of anaphylaxis having their own prescribed auto-injectors.

General use Adrenaline Autoinjectors are used when:

- a student's prescribed Autoinjector does not work, is misplaced, out of date or has already been used;
- a student is having a suspected first time anaphylactic reaction and does not have a medical diagnosis for anaphylaxis; or
- when instructed by a medical officer after calling 000.

The number and type of Adrenaline Autoinjectors are purchased considering:

- the number of students enrolled who have been diagnosed as being at risk of anaphylaxis,
- the accessibility of Adrenaline autoinjectors that have been provided by parents/carers;
- the availability of a sufficient supply of Adrenaline Autoinjectors for general use in specified locations at the college (eg college yard duty, at excursions, camps and special events);



- that Adrenaline Autoinjectors have a limited life, usually expire within 12-18 months, and will need to be replaced either at the time of use or expiry, whichever is first;
- that currently the only Adrenaline Autoinjector available in Australia is EpiPen;
- that children under 20 kilograms are prescribed a smaller dosage of adrenaline, through an EpiPen Jr; and
- Adrenaline Autoinjectors are designed so that anyone can use them in an emergency.

Even when there are not students enrolled with a diagnosed risk of anaphylaxis, the Principal should consider purchasing an autoinjector for general use for students who may experience their first anaphylactic reaction while at the college.

Storage and location of Adrenaline Autoinjectors

All Adrenaline Autoinjectors and medication must be stored according to a student's ASCIA Action Plan for Anaphylaxis and checked regularly to ensure that they have not expired, become discoloured or sediment is visible. Adrenaline Autoinjectors and other medication must be stored in various locations which are easily accessible to staff but not accessible to students.

A copy of the student's ASCIA Action Plan for Anaphylaxis must also be stored with their medical kit.

The following procedures will be followed for storage of Adrenaline Autoinjectors:

- Adrenaline Autoinjectors for individual students, or for general use, are stored correctly and able to be accessed quickly;
- Adrenaline Autoinjectors are stored in an unlocked, easily accessible place away from direct light and heat but not in a refrigerator or freezer;
- each Adrenaline Autoinjector is clearly labelled with the student's name and stored with a copy of the student's ASCIA Action Plan for Anaphylaxis;
- an Adrenaline Autoinjector for general use will be clearly labelled and distinguishable from those for students at risk of anaphylaxis and stored with a general ASCIA Action Plan for Anaphylaxis (orange); and
- Adrenaline Autoinjector trainer devices (which do not contain adrenaline or a needle) are not stored in the same location due to the risk of confusion.

Whenever Adrenaline Autoinjectors are taken and returned to/from their usual location, such as for camps and excursions, this must be clearly recorded.

Catholic Ladies' College maintains Adrenaline Autoinjectors and other relevant medication in the following location/s:

- Administration Office
- Currajeen
- Food Technology
- Student Services
- Resource Centre

All staff should be aware of these locations.

Review of Adrenaline Autoinjectors

The College will undertake regular reviews of students' Adrenaline Autoinjectors and those for general use, are checked regularly to ensure the requirements of this policy are being met. If the Supervisor or other designated college staff member identifies any Adrenaline Autoinjectors which are out of date or cloudy/discoloured, they should:

- immediately send a written reminder to the student's parent/carer to replace the Adrenaline Autoinjector as soon as possible (and follow this up if no response is received from the parent/carer or if no replacement Adrenaline Autoinjector is provided);
- advise the Principal that an Adrenaline Autoinjector needs to be replaced; and
- work with the Principal to prepare an interim Individual Anaphylaxis Management Plan pending receipt of the replacement Adrenaline Autoinjector.



Communication Plan

The Principal will be responsible for developing a Communication Plan to provide information to all staff, students and parents/carers about anaphylaxis and the development of the College's anaphylaxis management strategies.

The Communication Plan includes the following information:

- strategies for how to respond to an anaphylactic reaction during normal college activities
- strategies for how to respond to an anaphylactic reaction during off-site or out of school activities
- procedures to inform volunteers and casual relief staff on arrival at the College if they are caring for a student at risk of anaphylaxis and their role in responding to an anaphylactic reaction
- procedures to communicate with and raise awareness among staff, students, parents and the college community; and
- the responsibility of the Principal for ensuring that college staff who conduct classes attended by students at risk of anaphylaxis are trained and briefed at least twice per calendar year. See 'Anaphylaxis Training and Briefings'.

Raising Staff Awareness

The Communication Plan must include arrangements for relevant college staff to be briefed at least twice per year by the College's Anaphylaxis Supervisor or a staff member who has successfully completed current anaphylaxis management training.

The College's Anaphylaxis Supervisor or other designated staff member(s) will brief all volunteers and casual relief staff, and new college staff (including administration and office staff, canteen staff, sessional teachers, and specialist teachers) on the above information and their role in responding to an anaphylactic reaction experienced by a student in their care.

Raising Student Awareness

The College will promote student awareness of the risk of anaphylaxis. The following methods may be used as appropriate:

- displaying fact sheets or posters in hallways, canteens and classrooms;
- discussion by class teachers (such as use of the Be a MATE kit);
- acknowledging that a student at risk of anaphylaxis may not want to be singled out or seen to be treated differently; and
- dealing with any bullying or attempt to harm a student in accordance with the college's 'Student Discipline Policy'.

Location of the Plan

The College Communication Plan is currently under review/development.

Emergency Response Procedures

Plan Contents

Generally, the College promotes allergy awareness. Refer to our Allergy Awareness Policy. In the event that a student suffers an anaphylactic reaction the student will be managed in accordance with the College's Critical Incident (Emergency Situations) Response Policy which sets out how to respond to an incident. Student health incidents which do not require treatment for anaphylaxis are managed through our First Aid Policy.

The procedures set out in the Critical Incident (Emergency Situations) Response Policy and a student's ASCIA Action Anaphylaxis Plan will be followed when responding to an anaphylactic reaction. In brief:

- Lie the person flat (if unconscious, place the person in recovery. If difficulty breathing, allow the person to sit)
- Give Epipen
- Call ambulance



- Call family member
- Give further adrenaline dose if no response after 5 minutes

List of Students with allergy related condition

Catholic Ladies' College maintains a complete and up to date list of students identifying as having a medical condition that relates to allergy and the potential for anaphylactic reaction. It is the responsibility of the First Aid Manager to keep this list up to date. The list is kept at college administration office and in the College database software

Location of Individual Anaphylaxis Action Plans and Individual ASCIA Action Plans

Refer to Individual Anaphylaxis Management Plans for locations of where the Individual Anaphylaxis Management Plans and Individual ASCIA Action Plans are kept at the College.

Storage & Location of Adrenaline Auto-injectors

Refer to Adrenaline Autoinjectors – Purchase, Storage and Use (Vic) for storage and location details of Adrenaline Autoinjectors at the College.

Communication Plan

Refer to the Communication Plan for information on how to communicate an emergency to the College community.

Planning for an emergency

The College regularly undertakes drills to test the effectiveness of our emergency response procedures, including in responding to an anaphylactic incident.

Staff will refer to the Anaphylaxis Guidelines for Victorian Schools to plan for an anaphylactic reaction, including information on:

- self-administration of an Adrenaline Autoinjector;
- responding to an incident;
- procedures to follow in the College and out of College environments;
- how to administer an EpiPen
- steps to follow if an Adrenaline Autoinjector is administered;
- first-time reactions; and
- post incident support.

Review Procedures

After an anaphylactic reaction has taken place that has involved a student in the College's care and supervision, the College's critical incident review will also include the following procedures:

- the Adrenaline Autoinjector must be replaced as soon as possible, by either the parent/carer or the College if the Adrenaline Autoinjector for general use has been used;
- the Principal should ensure that there is an interim Individual Anaphylaxis Management Plan should another anaphylactic reaction occur prior to the replacement Adrenaline Autoinjector being provided;
- the student's Individual Anaphylaxis Management Plan should be reviewed in consultation with the student's parent/carer; and this policy should be reviewed to ascertain whether there are any issues which require clarification or modification.



Risk Minimisation Strategies

Catholic Ladies' College may also employ some or all of the following risk minimisation strategies that are designed to identify allergens, prevent exposure to them and enhance our response in case of an anaphylactic reaction.

Staff should determine which strategies are appropriate after consideration of factors such as the:

- age of the student at risk;
- facilities and activities available at the college;
- likelihood of that student's exposure to the relevant allergen/s whilst at college; and
- general college environment.

Principal Responsibilities

It is the College's policy that the Principal is to ensure that while the student is under the care of the College, including on excursions, camps, special event days such as sports carnivals, there is a sufficient number of College staff present who have successfully completed an Anaphylaxis Management Training Course.

In the classroom:

In the classroom, teachers should:

- ensure they are aware of the identity of any students who are considered to be a high risk of having an anaphylactic reaction; be familiar with the student's ASCIA Action Plan for Anaphylaxis and have it readily accessible;
- be familiar with staff who are trained to deal with an anaphylactic reaction if they are not;
- liaise with parent's carers about food related activities ahead of time;
- use non-food treats where possible. If food treats are used in class, it is recommended that parents/carers provide a box of safe treats for the student at risk of anaphylaxis. Treat boxes should be clearly labelled. Treats for other students in the class should be consistent with the College's Anaphylactic Shock Management Policy;
- never give food from outside sources to a student who is at risk of anaphylaxis;
- be aware of the possibility of hidden allergens in cooking, food technology, science and art classes (eg egg or milk cartons);
- consider whether to have a student's Adrenaline Autoinjector in class, depending on the speed or severity of previous anaphylactic reactions;
- have regular discussions with students about the importance of washing hands, eating their own food and not sharing food; and
- brief casual/relief teachers and provide them with a copy of the student's ASCIA Action Plan for Anaphylaxis.

In the canteen:

- in the event we use an external/contracted food service provider, the provider should be able to demonstrate satisfactory training in the area of anaphylaxis and its implications on food handling;
- with permission from parents/carers, canteen staff (including volunteers), should be briefed about students at risk of anaphylaxis, preventative strategies in place and the information in their ASCIA Action Plans for Anaphylaxis;
- with permission from parents/carers, the College may have the student's name, photo and the foods they are allergic to displayed in the canteen as a reminder to staff;
- food banning is not recommended (refer to our Anaphylactic Shock Management policy), however we may choose not to stock peanut and tree nut products (including nut spreads);
- products labelled 'may contain traces of peanuts/tree nuts' should not be served to the student known to be allergic to peanuts/tree nuts;
- staff should be aware of the potential for cross contamination when storing, preparing, handling or displaying food; and staff should ensure tables and surfaces are wiped clean regularly.

In the College yard:

- a student with anaphylactic responses to insects should wear shoes at all times;
- outdoor bins should be kept covered;



- a student with anaphylactic responses should keep open drinks (eg drinks in cans) covered while outdoors;
- staff trained to provide an emergency response to anaphylaxis should be readily available during non class times (eg recess and lunch);
- the general use Adrenaline Autoinjector should be easily accessible; and
- staff on duty need to be able to communicate that there is an anaphylactic emergency without leaving the child experiencing the reaction unattended.

During On-site Events (e.g. sporting events, in college activities, class parties)

- class teachers should consult parents/carers in advance to either develop an alternative food menu or request the parents/carers to send a meal for the student;
- parents/carers of other students should be informed in advance about foods that may cause allergic reactions in students at risk of anaphylaxis as well as being informed of our Anaphylactic Shock Management Policy;
- party balloons should not be used if a student is allergic to latex;
- latex swimming caps and goggles should not be used by a student who is allergic to latex;
- staff must know where the Adrenaline Autoinjector is located and how to access it if required; and
- for sporting events, it may be appropriate to take the student's Adrenaline Autoinjector to the event. Ensure that the Adrenaline Autoinjector is stored in accordance with prescribed temperatures and conditions.

During Off -site college settings – field trips, excursions

- the student's Adrenaline Auto-injector (two are recommended), Individual Anaphylaxis Management Plan, ASCIA Action Plan for Anaphylaxis and means of contacting emergency assistance must be taken;
- one or more staff members who have been trained in the recognition of anaphylaxis and administration of the Adrenaline Autoinjector should accompany the student on field trips or excursions. All staff present during the field trip or excursion need to be aware if there is a student at risk of anaphylaxis;
- staff should develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction;
- parents/carers should be consulted in advance to discuss issues that may arise, to develop an alternative food menu or request the parent/carer to send a meal (if required);
- parents/carers may wish to accompany their child on field trips and/or excursions. This should be discussed with parents/carers as another strategy for supporting the student; and
- consider the potential exposure to allergens when consuming food on buses.

During Off -site college settings – camps and remote settings

During College camps and overnight activities:

- when planning College camps and overnight excursions, risk management plans for students at risk of anaphylaxis should be developed in consultation with parents/carers and camp managers;
- camp site/accommodation providers and airlines should be advised in advance of any student at risk of anaphylactic shock; staff should liaise with parents/carers to develop alternative menus or allow students to bring their own meals;
- camp providers should avoid stocking peanut or tree nut products, including nut spreads.
- Prod
- use of other substances containing allergens (eg soaps, lotions or sunscreens containing nut oils) should be avoided;
- the student's Adrenaline Autoinjector (two are recommended), Individual Anaphylaxis Management Plan, ASCIA Action Plan for Anaphylaxis and a mobile phone must be taken on camp;
- a team of staff who have been trained in the recognition of anaphylaxis and the administration of the Adrenaline Autoinjector should accompany the student on camp. However, all staff present need to be aware if there is a student at risk of anaphylaxis;
- staff should develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction;



- staff should be aware of what local emergency services are in the area and how to access them. Liaise with them before the camp;
- the Adrenaline Autoinjector should remain close to the student at risk of anaphylaxis and staff must be aware of its location at all times. It may be carried in the College's first aid kit, although the College can consider allowing students, particularly adolescents, to carry it on their person. Remember, staff still have a duty of care towards the student even if they carry their own Adrenaline Autoinjector;
- students with allergies to insect venoms should always wear closed shoes when outdoors;
- cooking and craft games should not involve the use of known allergens; and
- consider the potential exposure to allergens when consuming food on buses/airlines and in cabins.

Anaphylaxis Training and Briefings

Staff Training

The following staff members will be appropriately trained in accordance with Ministerial Order No. 706:

- staff who conduct classes attended by students at risk of anaphylaxis;
- staff identified by the Principal, based on a risk assessment of an anaphylactic reaction occurring while a student is under the care or supervision of the College; and
- Anaphylaxis Supervisor.

In addition to those staff members identified above, the Anaphylaxis Guidelines for Victorian Schools encourage schools to consider whether volunteers and regular casual relief teachers should also undertake training. It is Catholic Ladies' College's policy that at a minimum, all staff including volunteers and regular casual relief teachers, must complete the Online Training Course

The staff members identified above must undertake the following training:

- a face-to-face anaphylaxis management training course at least once every three years; or
- an Online Training Course at least once every two years.

Face to Face Anaphylaxis Training

A face-to-face anaphylaxis training course can be a course in anaphylaxis management training that is:

- accredited as a VET course;
- accredited under Chapter 4 of the Education and Training Reform Act 2006 (Vic) by the VRQA;
- endorsed and delivered by a tertiary level specialist allergy service within a tertiary level academic teaching hospital; or
- any other course approved and advertised by the Department of Education and Training.

All face-to-face courses must be attended by the staff member in person and must include a competency check in the administration of an Adrenaline Autoinjector.

Online Anaphylaxis Training

Under the online model for anaphylaxis training developed by the Department of Education and Training, it is recommended that all Victorian school staff undertaken an Online Training Course, but this remains at the discretion of the College.

The Anaphylaxis Supervisor will undertake a competency check in the administration of an Adrenaline Autoinjector within 30 days of a relevant member of the college staff completing the online training course.

Autoinjector Competency Check Training

Staff members identified as College Anaphylaxis Supervisors must also undertake autoinjector competency check training at least once every three years.

Auto injector competency check training means the Course in Verifying the Use of Adrenaline Autoinjector Devices 22303 VIC delivered by the Asthma Foundation.



Anaphylaxis Briefings

All college staff must also participate in anaphylaxis briefings. Briefings must occur twice per year, with the first to be held at the beginning of the school year. Anaphylaxis briefings are conducted by:

- the Anaphylaxis Supervisor; or
- a staff member who has successfully completed an Anaphylaxis Management Training Course (either face-to-face or online as listed above) in the two years prior.

The Anaphylaxis Briefing covers:

- our Anaphylactic Shock Management policy;
- the causes, symptoms and treatment of anaphylaxis;
- the identities of students with an allergy risk of an anaphylactic reaction, and where their medication is located;
- how to use an Adrenalin Autoinjector, including hands on practice with a trainer Adrenaline Autoinjector;
- our general first aid and emergency response procedures; and
- the location of, and access to, Adrenaline Autoinjectors provided by parents or purchased by the College for general use.

Training Requirements

Staff must successfully complete anaphylaxis training in accordance with this policy within three years prior to supervising a student at risk.

An interim plan must be developed by the Principal with parents of any affected student with an allergy at risk of an anaphylactic reaction, if training and briefing is yet to occur.

Training must occur as soon as possible after the student is enrolled at the college, and preferably before the student's first day at the college.

It is the College's policy that the Principal is to ensure that while the student is under the care of the College, including on excursions, camps, special event days such as sports carnivals, there is a sufficient number of college staff present who have successfully completed an Anaphylaxis Management Training Course.

Related Policies

Allergy Awareness Policy

Bites & Stings Policy

Critical Incident (Emergency Situations) Response Policy

First Aid Policy

Medication Administration Policy

Needles & Syringes Policy

Medical Records (Student) Policy

Student Duty of Care