

Catholic Ladies' College

Anaphylaxis Management Policy

CATHOLIC LADIES' COLLEGE LTD
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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.

Purpose

Catholic Ladies' 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 by the College. Where students are known to be at risk of anaphylaxis, Catholic Ladies' College requires parents/guardians/carers to provide relevant information to enable them to carry out their duty of care obligations. Catholic Ladies' College requires the active engagement of parents/guardians/carers in the provision of up to date Anaphylaxis Management Plans (ASCIA Action Plan) that comply with Ministerial Order 706. Catholic Ladies' 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
- 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/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).

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

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

Catholic Ladies' College will engage with the parents/carers of students at risk of anaphylaxis to develop risk minimisation strategies and management strategies. The College 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 ensure the purchase of additional adrenaline autoinjectors for general use. These will be stored in the sick bay, Resource Centre, Gym, Currajeen, Food technology room, canteen and/or in the portable first aid kit as required.

As reflected in Ministerial Order 706 and the College's 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. Catholic Ladies' College will store the completed ASCIA Action Plans to facilitate access for staff and 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. Parents/guardians/carers must participate in an annual Program Support Group meeting to revise their child's anaphylaxis management plan and update the plan based on medical advice.

1. Individual Anaphylaxis Management Plans

Catholic Ladies' 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
- 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.

Catholic Ladies' 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 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

Catholic Ladies' 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
- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

Catholic Ladies' 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 College 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 College will reinforce the rules about not sharing and not eating foods provided from home.

Catholic Ladies' College 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 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. It is the responsibility of the First Aid Manager to keep this list up to date. The list is kept in the following locations:

- College Administration Office
- Gym
- Resource Centre
- Food Technology
- Currajeen
- SiMON
- Synergetic
- Staffroom and Staff Studies
- Yard duty folders

4. 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 College including in the school yard, and 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 College'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.

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 in the school yard, 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 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 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 the online training course and have their competency in using an autoinjector tested in person within 30 days of completing the course by an Anaphylaxis Supervisor that has completed Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC. Staff are required to complete this training every two years.

School staff can also undertake face-to-face training Course in First Aid Management of Anaphylaxis 22300VIC or Course in Allergy and Anaphylaxis Awareness 10710NAT formerly 10313NAT.

Catholic Ladies' College staff 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 at school.

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.

Catholic Ladies' College will consider, where appropriate, whether casual relief teachers and volunteers should also undertake training.

Catholic Ladies' College staff will:

- Successfully complete an approved anaphylaxis management training course in compliance with Ministerial Order 706
- Participate in the College's twice yearly briefings conducted by the school's anaphylaxis supervisor or another person nominated by the Principal, who has completed an approved anaphylaxis management training program in the past two years.

A range of training programs are available and Catholic Ladies' College will determine an appropriate anaphylaxis training strategy and implement this for staff. Catholic Ladies' College 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.

Catholic Ladies' College will identify two staff per school 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 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 Autoinjector Devices 22303VIC. 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.

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

The Asthma Foundation has been contracted by the Catholic Education Commission of Victoria to deliver training in the Course in Verifying the Use of Adrenaline Autoinjector Devices 22303VIC. Training in this course is current for three years.

Catholic Ladies' 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

Catholic Ladies' 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 the Anaphylaxis Supervisor or another staff member who has completed an Anaphylaxis Management Course in the previous two years. The College 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 College's legal requirements as outlined in Ministerial Order 706
- the College'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, 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 or purchased by the school for general use



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

7. Anaphylaxis communication plan

Catholic Ladies' College will be responsible for ensuring that a communication plan is developed to provide information to all College staff, students and parents/guardians/carers about anaphylaxis and the College's anaphylaxis management policy.

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

- during normal College activities, including in a classroom, in the school yard, in all College buildings and sites including gymnasiums and halls
- during off-site or out of school activities, including on excursions, College 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. Catholic Ladies' College will ensure that the College 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

8. Internal Procedures

The following information will be provided to the relevant staff to ensure the actions and procedures to be undertaken within this 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 (EpiPen)

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

3. Emergency Response

- 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 in 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



- 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 – developing open, cooperative relationships with parents/guardians/carers, how information will be shared; requesting and updating medical information
- Methods for raising College community awareness – e.g. Newsletter, website, information nights, assemblies

Anaphylaxis Support Resources

Individual Anaphylaxis Management Plan

Risk Minimisation Strategies for Schools

Sample Emergency Response to Anaphylactic Reaction

Risk Assessment Checklist for camps, excursions, etc.

Annual Risk Assessment Checklist

Related policies

Emergency Management Plan

Arrangements for ill or injured students Policy

Medication Administration Policy



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.

Workers Responsibilities

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

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:

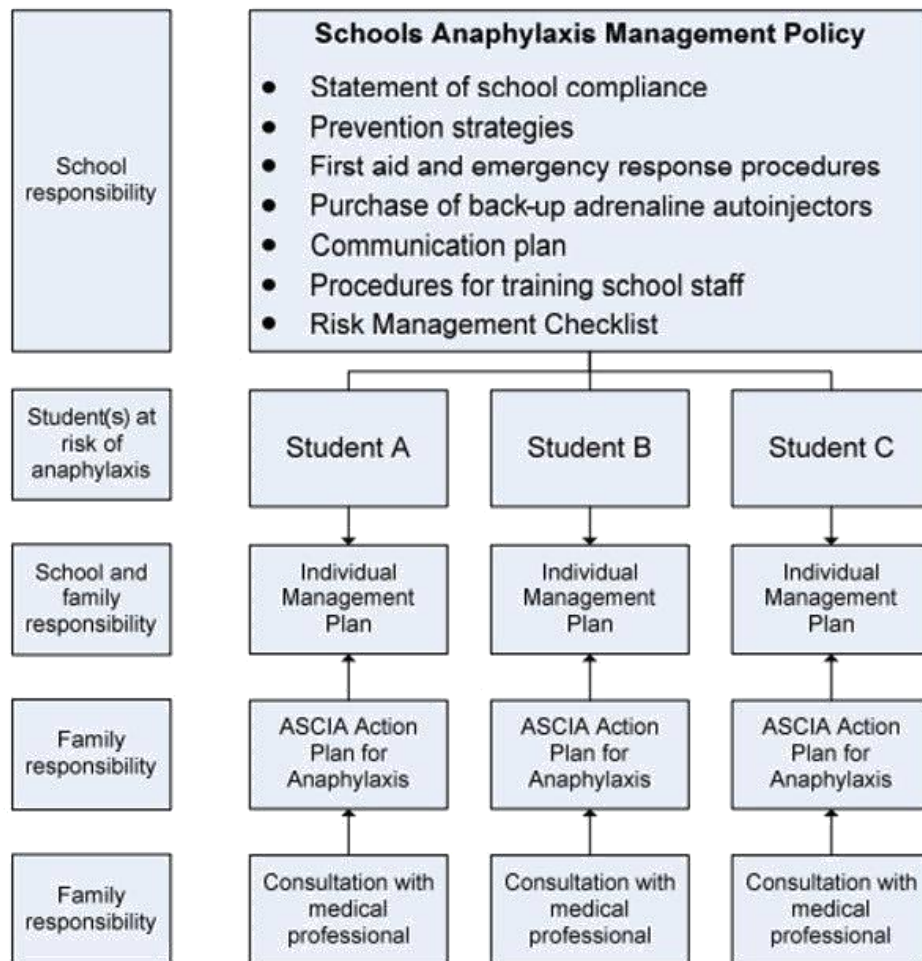
- College Administration Office
- Gym
- Resource Centre
- Food Technology
- Currajeen
- CareMonkey
- SIMON
- Synergetic
- Staffroom and Staff Studies
- Yard Duty folders

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.
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- 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