



ANAPHYLAXIS MANAGEMENT POLICY

INTRODUCTION

Xavier College is committed to meeting our Student Duty of Care obligations.

The 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, the College requires parents/carers to provide relevant information to enable them to carry out their duty of care obligations.

The College requires the active engagement of parents/carers in the provision of up-to-date Anaphylaxis Management Plans (ASCI Action Plan) that comply with Ministerial Order 706. The College 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
- College management and emergency responses
- adrenaline autoinjectors for general use
- communication plan
- risk management checklist

SCOPE

This Policy applies to:

- All staff, including boarding staff, casual staff, service providers and volunteers
- All students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for anaphylactic reaction
- Parents/carers of students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for anaphylactic reaction.

DEFINITIONS AND TERMS

The Act is the Education and Training Reform Act 2006 (Vic).

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g., cashews), cow's milk, fish and shellfish, wheat, soy, sesame, lupin and certain insect stings (particularly bee stings).

ASCIA is an acronym, short for Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.

ASCIA Action Plan is the plan that is a nationally recognised action plan for anaphylaxis developed by ASCIA. These plans are device specific; that is, they list the student's prescribed adrenaline autoinjector (e.g. EpiPen® or EpiPen® Jr) and must be completed by the student's medical practitioner. Should a different adrenaline autoinjector become available in Australia, then a different ASCIA Action Plan specific to that device would be developed. This plan is one of the components of the student's Individual Anaphylaxis Management Plan.

Autoinjector is an adrenaline autoinjector device, approved for use by the Commonwealth Government Therapeutic Goods Administration, which can be used to administer a single pre-measured dose of adrenaline to those experiencing a severe allergic reaction (anaphylaxis).

The Department is the Victorian Department of Education and Training

The Guidelines are the Anaphylaxis Guidelines – A resource for managing severe allergies in Victorian schools, published by the Department of Education and Training for use by all schools in Victoria and updated from time to time.

Online training course is the ASCIA Anaphylaxis e-training for Victorian Schools approved by the Secretary pursuant to clause 5.5.4 of Ministerial Order 706.

Ministerial Order 706 is Ministerial Order 706 - Anaphylaxis Management in Victorian Schools which outlines legislated requirements for schools and key inclusions for their Anaphylaxis Management Policy.

PROCEDURES

The 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 College's expectations in responding to an anaphylactic reaction. The Principal will purchase additional adrenaline autoinjectors for general use. These will be stored in the health care centre/first aid room and/or in the College's portable first aid kit as required.

As reflected in Ministerial Order 706 and the College's enrolment agreement, parents/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/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/carers are also responsible for replacing the recommended

medication and/or autoinjectors prior to their expiry date. The College will store, and display completed ASCIA Action Plans to facilitate access for staff e.g., in staff working areas, health care centre and class teacher manuals. Parents/carers must participate in an annual meeting to revise their child's anaphylaxis management plan and update the plan based on medical advice.

PROCEDURES

The 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 College's expectations in responding to an anaphylactic reaction. The Principal will purchase additional adrenaline autoinjectors for general use. These will be stored in the health care centre/first aide room and/or in the College's portable first aid kit as required.

As reflected in Ministerial Order 706 and the College's enrolment agreement, parents/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/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/carers are also responsible for replacing the recommended medication and/or autoinjectors prior to their expiry date. The College will store, and display completed ASCIA Action Plans to facilitate access for staff e.g., in staff working areas, health care centre and class teacher manuals. Parents/carers must participate in an annual meeting to revise their child's anaphylaxis management plan and update the plan based on medical advice.

INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

The Principal 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/carers. These plans will be updated:

- Annually
- When the student's medical condition changes
- As soon as possible after a student has an anaphylactic reaction at the College
- When a student is to participate in an off-site excursion or special event organised or attended by the College.

The Principal and Health Care Centre will require the plan to be in place as soon as practicable after the student is enrolled and where possible before their first day at the College. An interim management plan will be put into place for a student who is diagnosed with anaphylaxis after enrolment at the College until the plan is developed. The Principal or delegate will develop an interim plan in consultation with parents. Training and a briefing will occur as soon as possible after the interim plan is developed.

The individual Anaphylaxis Management Plan will comply with Ministerial Order 706 and record:

- Student allergies

- Locally relevant risk minimisation and prevention strategies
- Names of people responsible for implementing risk minimisation and prevention strategies
- Storage of medication
- Student emergency contact details
- Student ASCIA Action Plans

The student's individual Anaphylaxis Management Plan will be reviewed, in consultation with the student's parents in all 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).

RISK MINIMISATION AND PREVENTION STRATEGIES

The 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 the College Cafes
- during recess and lunchtimes
- before and after College where supervision is provided (excluding OSHC)
- special events including incursions, sports, cultural days, excursions, and camps.

The 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 College activities, request that parents do not send those items to the College 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. The College will regularly review the risk minimisation strategies outlined in risk minimisation strategies considering information provided by /carers related to the risk of anaphylaxis.

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.

LOCATION OF THE PLANS, STORAGE AND ACCESSIBILITY OF AUTOINJECTORS (EPIPENS)

The location of individual anaphylaxis management plans and ASCIA plans during on-site normal College 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 College for general use:

- as a back-up to autoinjectors that are provided for individual students by parents in case there is a need for an autoinjector for another patient who has not previously been diagnosed at risk of anaphylaxis.

The Principal determines the number of additional autoinjector(s) required. In doing so, the Principal should consider 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.

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.

Emergency response to anaphylactic reaction

In an emergency anaphylaxis situation, the student's ASCIA Action Plan, the emergency response procedures 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 College yard, at offsite sport or excursions or at special events conducted,

organised or attended by the College, there are sufficient staff present who have been trained in accordance with Ministerial Order 706.

Details of the location of Individual Anaphylaxis Management Plans and ASCIA Plans within the College, during excursions, camps and special events conducted, organised or attended by the College must be communicated to staff.

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

The Principal must determine how appropriate communication with College staff, students and parents/carers 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.

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.

The College staff can also undertake face-to-face training Course in First Aid Management of Anaphylaxis 22578VIC.

The College requires 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 the College.

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.

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

The 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 College'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 the College will determine an appropriate anaphylaxis training strategy and implement this for staff. The 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.

The College will identify two staff to become College 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 College 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 22579VIC. At the end of the online training course, participants who have passed the assessment module, will be issued a certificate which needs to be signed by the College Anaphylaxis Supervisor to indicate that the participant has demonstrated their competency in using an adrenaline autoinjector device.

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

The College notes that Course in First Aid Management of Anaphylaxis 22578VIC are face-to-face courses that comply with the training requirements outlined in Ministerial Order 706. College staff that have completed these courses will have met the anaphylaxis training requirements for the documented period of time.

Twice Yearly Staff Briefing

The 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 College's general first aid and emergency responses
- location of and access to auto injectors that have been provided by parents/carers or purchased by the College for general use

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

ANAPHYLAXIS COMMUNICATION PLAN

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

This communication plan will include strategies for advising College staff, students and parents/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.
- During off-site or out of College 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. The College will ensure that College staff are adequately trained by completing:

- First Aid Management of Anaphylaxis 22578VIC 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 22579 VIC

And provision of

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

PROCEDURES

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

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

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

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

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

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

ANAPHYLAXIS SUPPORT RESOURCES

- Individual Anaphylaxis Management Plan
- Risk Minimisation Strategies for Schools
- Excursion Risk Assessments or camps, excursions, etc.
- Annual Risk Assessment Checklist

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

POLICY ADMINISTRATION

Policy Name	Anaphylaxis Management Policy	Approval Date	August 2023
Policy Owner	Risk & Assurance	Next Review	August 2025
Approved by	Principal	Amended	May 2025