



Anaphylaxis Management Policy - PP014

Plenty River College (the College) is an independent, specialist senior secondary school and a Registered Training Organisation (RTO Code: 22732), delivering the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM) and Vocational Education and Training (VET) Certificates. It provides a safe and inclusive learning environment for young people aged 15-20 years who may have been disengaged or are at risk of disengaging from education.

Plenty River College is a school of opportunities in which all students are empowered to achieve their personal best. Our mission is to assist students to develop life and work skills and achieve in their learning by:

- re-engaging them in education;
 - fostering their social and emotional development; and
- providing a supportive and safe environment for them

Rationale

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

The key to prevention of anaphylaxis in our College is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers.

Partnerships between the College and parents are important in ensuring that certain foods or items are kept away from the student while at the College

Purpose

The purpose of this policy is to ensure the College manages students at risk of anaphylaxis and meet legislative requirements, and to ensure all staff can respond to an anaphylactic reaction. This policy also ensures that the College is compliant with **Ministerial Order No. 706: Anaphylaxis Management in Victorian Schools** and the associated **Anaphylaxis Guidelines** (the guidelines) published and amended by the Victorian Department of Education (the department) from time to time

Scope

This policy applies to:

- The Executive Principal, Assistant Principal/Curriculum Leader and all staff, including casual relief staff and volunteers;



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- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents.

Definitions

Adrenaline	Adrenaline is given as an injection into the muscle of the outer mid-thigh and is the first aid treatment for anaphylaxis.
Allergen	A substance that can cause an allergic reaction.
Allergy	Occurs when a person's immune system reacts to substances in the environment that are harmless for most people. These substances are known as allergens and are found in dust mites, pets, pollen, insects, ticks, moulds, foods and some medicines.
Anaphylaxis	A severe, rapidly progressive allergic reaction that is potentially life threatening. It is a multi-system reaction characterised by one or more signs or symptoms of respiratory and/or cardiovascular involvement AND involvement of other systems such as skin and/or gastrointestinal tract.
Allergic Reaction	Clinical changes that occur when a person is exposed to a substance that they are allergic to. These changes can affect the skin, intestines, respiratory and cardiovascular systems.
Australian Society of Clinical Immunology and Allergy (ASCIA) Action Plan for Anaphylaxis	ASCIA Plan for Anaphylaxis is plan developed by the student's medical practitioner. A copy must be provided to the College by the student's parents.
Adrenaline autoinjector	A 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 or anaphylaxis. These may include EpiPen®, EpiPen® Jr
College Environment	Means any physical or virtual place made available or authorised by the College Board for use by a student during or outside College hours, including: <ul style="list-style-type: none"> • A campus of the College • On-line College environments (including email and intranet) • Other locations provided by the College for a student's use (including without limitation, locations used for College camps, sporting events, excursions, competitions and other events).



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Individual Anaphylaxis Management Plan (IAMP)	Plan developed for students at the College who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction. This plan is developed in consultation with the students' parents.
Parent/s	Refers to parents, guardians, step-parents and/or carers as listed in the College Enrolment Form.
Staff	Refers to all employed staff, contractors and volunteers of the College.
Student Support Team	The Student Support Team comprises youth welfare workers / education support workers. Other specialists such as the College Counselling Services or external case managers may also be included or consulted.

Responsibility

1. The College Board is responsible for authorising this policy.
2. The Executive Principal is responsible for:
 - implementing this policy in accordance with **Ministerial Order No. 706: Anaphylaxis Management in Victorian Schools** and keeping the policy up-to-date.
 - ensuring that Individual Anaphylaxis Management Plans (IAMPs) are in place after the student enrolls, or as soon as practicable after the student attends the College. Where a student enrolls and relevant staff have not yet completed the required anaphylaxis training or briefing, an interim IAMP will be developed in consultation with the student's parents, and staff will be trained and briefed as soon as practicable.
 - ensuring that sufficient supplies of general use autoinjectors are purchased by the College and are available in the First Aid Kit located in front of the first aid room
 - ensuring that the appropriate College staff are trained in anaphylaxis management in accordance with **Ministerial Order No. 706: Anaphylaxis Management in Victorian Schools;**
 - ensuring that there are sufficient trained staff in anaphylaxis management, and that they are present during normal College activities, excursions or special event days or other off-site activities



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- developing a communication plan to provide information to all College staff, students and parents about anaphylaxis and the College's Anaphylaxis Management Policy;
 - ensuring that staff briefings are conducted at least twice per year, with the first to occur at the beginning of the year;
 - ensuring that the Anaphylaxis Management Policy is reviewed annually; and
 - completing an Annual Anaphylaxis Risk Management Checklist FT031
3. The Assistant Principal/Curriculum Leader is responsible for:
- developing IAMPs with students and parents when notified of a student's anaphylaxis diagnosis;
 - ensuring that the IAMP is in place as soon as practicable after the student enrolls at the College preferably before the student's first day of attendance;
 - ensuring that a copy of the student's IAMP together with their ASCIA Action Plan for Anaphylaxis is stored and labelled with the student's name in the College first aid cabinet.
 - ensuring that parents of students at risk of anaphylaxis have provided a current adrenaline autoinjector for emergency use, and that it has not expired; and
 - arranging anaphylaxis management training for staff as per the requirements of **Ministerial Order No. 706: Anaphylaxis Management in Victorian Schools**.
4. Teaching staff and the Student Support Team are responsible for:
- checking student medical lists for the anaphylaxis symbol against the student's name, what they are allergic to and whether they carry an Adrenaline autoinjector;
 - being aware of where to find the student's IAMP;
 - attending the twice-yearly anaphylaxis briefing at the College; and
 - undertaking the required anaphylaxis management training.
5. Administration staff are responsible for:
- providing parents of students enrolled at the College with an IAMP template to be completed before the student starts at the College or as soon as possible after commencement;



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- ensuring that ASCIA Action Plans are copied in colour, have an up-to-date student photo, and have been signed by the parent and medical practitioner; and
- regularly checking that the First Aid Kit located in front of the first aid room contains the nominated number of unused and unexpired general use autoinjectors, and that they have been labelled as “general use

Implementation

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for students are nuts, eggs, cow’s milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Symptoms

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes;
- hives or welts;
- tingling in the mouth.

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing;
- swelling of tongue;
- difficulty talking and/or hoarse voice;
- wheeze or persistent cough;
- persistent dizziness or collapse;
- student appears pale or floppy;
- abdominal pain and/or vomiting.

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.

Treatment

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.



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Students diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency.

Individual Anaphylaxis Management Plans (IAMP)

The Executive Principal will ensure that the Assistant Principal/Curriculum Leader develops an IAMP in consultation with the student's parents for any student who has been diagnosed by a medical practitioner as having a medical condition that relates to allergy and the potential for anaphylactic reaction, where the College has been notified of that diagnosis.

Where necessary, an IAMP will be put in place as soon as practicable after a student enrolls at the College and where possible, before the student's first day of attendance

Parents must:

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the College as soon as practicable;
- immediately inform the College in writing if there is a relevant change in the student's medical condition, (as it relates to allergy and the potential for anaphylactic reaction), and obtain an updated ASCIA Action Plan for Anaphylaxis from a medical practitioner;
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that plan is provided to the College and each time it is reviewed;
- provide the College with a current adrenaline autoinjector for the student that has not expired; and
- participate in annual reviews of the student's IAMP.

Each student's IAMP must include:

- information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy or allergies the student has (based on a written diagnosis from a medical practitioner);
- strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of College staff, including for settings in and out of the College grounds, at camps and excursions, or at special events conducted, organised or attended by the College;
- the name of the person(s) responsible for implementing the risk minimisation strategies which have been identified in the IAMP;
- information about where the student's medication will be stored;



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- the student's emergency contact details; and
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner and provided by the parent.

Review and updates to IAMPs

A student's IAMP will be reviewed and updated annually in consultation with the student's parents. The IAMP will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction;
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes;
- as soon as practicable after a student has an anaphylactic reaction at College;
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts conducted, organised or attended by the College.
- The College will update a student's IAMP if there is an identified and significant increase in the student's potential risk of exposure to allergens at the College

Management of confidential medical information

Confidential medical information provided by parents and medical practitioners will be stored securely in the student's file, and will be protected from unauthorised access, misuse, modification, and loss or damage. This information will only be used for health support purposes. For more information about how the College will use and ensure the accuracy of this information, please refer to our Privacy Policy.

Location of Plans and adrenaline autoinjectors

A copy of each student's IAMP will be stored together with their ASCIA Action Plan for Anaphylaxis and their adrenaline autoinjector in the First Aid cupboard located in front of the first aid room. The student's adrenaline autoinjector must be labelled with the student's name

Risk Minimisation

A. Prevention Strategies

In the classroom (including class rotations, specialists and electives)



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1. Liaise with parents about food related activities ahead of time.
2. Never give food from outside sources to a student who is at risk of anaphylaxis.
3. Be aware of hidden allergens in cooking, food technology, science and art classes (e.g. egg, milk cartons and cereal boxes).
4. A student eating food with allergens needs to be moved away from any at-risk students and needs to wash hands after eating.
5. Regularly discuss with students the importance of washing hands, eating their own food and not sharing food.
6. Wipe down tables and surfaces regularly.
7. The Assistant Principal/Curriculum Leader will inform Casual Relief Teachers of students at risk of anaphylaxis, the preventive strategies in place, and the College's emergency procedures. They will be provided with a copy of the student's IAMP and ASCIA Action Plan.
8. Volunteers who work with children at risk of anaphylaxis will be briefed on the preventative strategies in place, and the College's emergency procedures.

In the College grounds

1. Staff with supervision duties before and after school and during break periods are familiar with the College's Emergency Response Procedure (see below) and are aware of the location of all Adrenaline Autoinjectors and IAMP in the First Aid Kit cupboard located in front of the first aid room.
2. Duty staff can identify by face those students at risk of anaphylaxis.
3. A mobile phone and a Duty Folder which can be used to alert the Office of an anaphylactic reaction in the College grounds.
4. Students are supervised before school from 8.30 to 9.00 am, and after school from 3.30 to 4.00 pm and supervising staff accompany students to the College cafeteria during lunch and recess breaks under the same conditions as above.
5. The cafeteria manager and all food preparation staff are briefed about students at risk of anaphylaxis including being familiar with the student's ASCIA Action Plan.
6. A list of student allergens, as identified in their ASCIA Action Plans, is displayed in the cafeteria to remind staff and volunteers



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| 7. Food preparation surfaces, tables and implements are wiped down or washed regularly with warm soapy water. |
| 8. Products labelled 'may contain nuts' should not be served to students allergic to nuts. |
| 9. Students at-risk to insect bites will be encouraged to stay away from water or flowering plants. The College will liaise with parents to encourage students to wear light or dark rather than bright colours, as well as closed shoes and long-sleeved garments when outdoors. |
| 10. Students should keep drinks and food covered while outdoors. |
| 11. Lawns and grass are mowed regularly, and outdoor bins are covered |

During special events (e.g.: sports, incursions, class parties, cultural days)

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| <ol style="list-style-type: none">1. If at-risk students are attending these events, sufficient College staff must be trained to quickly locate and administer an Adrenaline Autoinjector.2. Parents of other students will be informed in advance about foods that may cause allergic reactions in at-risk students, and request they avoid bringing food from home.3. Class teachers will consult parents in advance to develop an alternative food menu, or request that they provide a meal for the student.4. Food should not be used in activities or games, or as rewards.5. Party balloons and swimming caps should not be used if a student is allergic to latex. |
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On College Excursions

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| <ol style="list-style-type: none">1. The student's Individual Adrenaline Autoinjectors, medications and ASCIA Action Plan must be signed out and taken on all excursions, including local excursions, by the staff member in charge of the excursion.2. A mobile phone must be taken on all excursions, including local excursions.3. A staff member who has been trained in the recognition of anaphylaxis and the administration of an Adrenaline Autoinjector must accompany the student on excursions. All staff present during the excursion need to be aware if there is a student at risk of anaphylaxis. |
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4. Staff must develop, prior to the excursion, an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction.
5. The College should consult parent in advance to discuss possible issues, e.g. the need for staff to develop an alternative food menu, or to request the parent sends an appropriate meal for their student.
6. Parents may wish to accompany their child on field trips and/or excursions. This should be discussed with parents as another strategy for supporting the student.
7. Consider the potential exposure to allergens when consuming food on buses.

On College Camps, or in remote settings

1. A risk management strategy for students at risk of anaphylaxis for College camps will be developed in consultation with the student's parents.
2. Camps must be advised in advance of any students with food allergies.
3. Camps must be checked for mobile phone coverage.
4. Staff will liaise with parents to develop alternative menus or allow students to bring their own meals.
5. Use of other substances containing allergens should be avoided where possible.
6. The student's signed out Individual Adrenaline Autoinjector, medication, ASCIA Action Plan and a mobile phone must be taken on camp by the staff member in charge of the camp/activity.
7. Staff who have been trained in the recognition of anaphylaxis and the administration of the Adrenaline Autoinjectors must accompany the student on camp. All staff present need to be aware if there is a student at risk of anaphylaxis.
8. Staff must develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction prior to the camp.
9. Be aware of the local emergency services and know how to access them.
10. The Adrenaline Autoinjector should remain close to the student (and other students if appropriate) and staff must be aware of its location at all times.
11. A backup Adrenaline Autoinjector for General Use will be available in the first aid kit taken on the camp/activity.



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12. Students with anaphylactic responses to insects should always wear closed shoes and long-sleeved garments when outdoors and should be encouraged to stay away from water or flowering plants.
13. Cooking and art and craft activities should not involve the use of known allergens. Consider the potential exposure to allergens when consuming food on buses and in cabins.

B. Risk reduction

To reduce the risk of a student suffering from an anaphylactic reaction at the College, we have put in place the following strategies:

- staff and students are regularly reminded to wash their hands after eating;
- students are discouraged from sharing food;
- garbage bins at the College are to remain covered with lids to reduce the risk of attracting insects;
- gloves must be worn when picking up papers or rubbish in the grounds;
- staff are trained in appropriate food handling to reduce the risk of cross-contamination;
- classes will be informed of allergens that must be avoided in advance of class parties, events or birthdays.
- a general use Autoinjector will be stored in the First Aid Kit located in front of first aid room; and
- planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures, and other risk controls appropriate to the activity and students attending

Adrenaline autoinjectors for general use

The College will maintain a supply of adrenaline autoinjector(s) for general use, as a back-up to those provided by parents for specific students, and also for students who may suffer from a first-time reaction at College.

Adrenaline autoinjectors for general use will be stored in the First Aid Kit located in front of the first aid room and labelled "general use".

The Executive Principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:



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- the number of students enrolled at the College at risk of anaphylaxis;
- the accessibility of adrenaline autoinjectors supplied by parents;
- the availability of a sufficient supply of autoinjectors for general use in different locations at the College, as well as at camps, excursions and events;
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry.

Emergency Response Procedure

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the College’s general first aid procedures. ***A Student’s ASCIA Action Plan must be followed during an anaphylaxis emergency.***

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by the Executive Principal and stored in the Office during on-site normal school activities. For camps, excursions and special events, the First Aid Officer will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their ASCIA Action Plan, IAMPs and adrenaline autoinjectors, where appropriate. These will be carried in a First Aid Backpack by the First Aid Officer.

If a student experiences an anaphylactic reaction at the College or during a College activity, College staff must follow the emergency response procedure

Step	Action
1.	<ul style="list-style-type: none"> • Lay the person flat • Do not allow them to stand or walk • If unconscious or pregnant, place in recovery position – on left side if pregnant • If breathing is difficult, allow them to sit with legs outstretched • Be calm and reassuring • Do not leave them alone • Seek assistance from another staff member or reliable student to locate the student’s adrenaline autoinjector or the College’s general use autoinjector, and the student’s IAMP, stored in the First Aid Room • If the student’s plan is not immediately available, or they appear to be experiencing a first-time reaction, follow steps 2 to 5
2.	Administer an Adrenaline autoinjector <ul style="list-style-type: none"> • Remove from plastic container



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	<ul style="list-style-type: none"> • Form a fist around the Adrenaline autoinjector and pull off the blue safety release (cap) • Place orange end against the student’s outer mid-thigh (with or without clothing) • Push down hard until a click is heard or felt and hold in place for 3 seconds • Remove Adrenaline autoinjector • Note the time the Adrenaline autoinjector is administered • Retain the used Adrenaline autoinjector to be handed to ambulance paramedics along with the time of administration
3.	<ul style="list-style-type: none"> • Call an ambulance (000)
4.	<ul style="list-style-type: none"> • If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.
5.	<ul style="list-style-type: none"> • Contact the student’s emergency contacts.

If a student appears to be having a severe allergic reaction but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, College staff should follow steps 2 – 5 as above.

[Note: If in doubt, it is better to use an adrenaline autoinjector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction.

Staff training

The Executive Principal will ensure that all staff are appropriately trained in anaphylaxis management to ensure that a sufficient number of trained staff are available to supervise students at risk of anaphylaxis, including outside of normal class activities e.g. during excursions.

Staff must complete:

- a. An approved face-to-face anaphylaxis management training course in the last three (3) years or
- b. An approved online anaphylaxis management training course in the last two (2) years.

The College will use the following training course:



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- 22578VIC Course in First Aid Management of Anaphylaxis – initial training and every 3 years
- ASCIA Anaphylaxis e-training for Victorian Schools followed by a competency check delivered by an external provider who has completed the Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC - refresher training (every other year)

Staff Briefings

Staff are required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the College year), facilitated by a person (staff or external facilitator) who has successfully completed an anaphylaxis management course within the last 2 years.

Each briefing will address:

- this Anaphylaxis Management Policy;
- the causes, symptoms and treatment of anaphylaxis;
- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located;
- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector;
- the College's general first aid and emergency response procedures; and
- the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the College for general use.

When a new student enrolls at the College who is at risk of anaphylaxis, the Assistant Principal/Curriculum Leader will develop an interim IAMP in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.

The Assistant Principal/Curriculum Leader will check that there is a sufficient number of College staff trained in anaphylaxis management available for duty:

- when drawing up or adjusting the supervision roster (before and after school, lunch and recess supervision);
- within classrooms;
- at camps and excursions; or
- on special event days.



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Annual Risk Management Checklist

The Executive Principal will complete an Annual Risk Management Checklist to assist with the evaluation and review of this policy together with the support provided to students at risk to anaphylaxis (please refer to Appendix 2).

Communication Plan

The Executive Principal is responsible for ensuring that a communication plan is developed to provide information to all College staff, students and parents about anaphylaxis and the College anaphylaxis management policy.

1. This policy will be reviewed annually and communicated to the College community through the College website.
2. Parents of students who are enrolled at the College and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy. They will also be involved in an annual review of their child’s IAMP and other ongoing conversations with the Executive Principal or Assistant Principal/Curriculum Leader regarding the specifics of the College’s anaphylaxis management arrangements.
3. All relevant staff, including casual relief staff and volunteers, will be briefed twice per year about this policy in relation to their role in responding to an anaphylactic reaction and the identify of students at risk.
4. All relevant staff will be trained in anaphylaxis management as per the requirements of **Ministerial Order No. 706: Anaphylaxis Management in Victorian Schools** and the Anaphylaxis Guidelines. This will be achieved through staff briefings, induction and training sessions and the online Guidelines.
5. The wider College community will receive pertinent updates through the College newsletter.

Related Forms
Individual Anaphylaxis Management Plan (IAMP) FT032 Annual Risk Management Checklist Template FT031
Related Policies
<ul style="list-style-type: none"> • Caring for Ill students • Critical Incident and Emergency Management Plan • Duty of Care



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- Health Care Needs
- Child Safety
- First Aid
- Privacy

Related Legislation

- Child Wellbeing and Safety Act 2005 (Vic)
- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2017 (Vic)
- Ministerial Order No. 706: Anaphylaxis Management in Victorian Schools



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Next Review Due:	20/10/2026		
Department: Compliance and Governance		School Standards: STD-Care,Safety and Welfare of Students	
		RTO Standards: Guideline 6 – Child Safe Standards	



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Revision Record:

Date	Version	Revision description
13/07/2023	V2023.01	Initial Policy
20/10/2025	V2025.02	<p>Minor updates – Introduction section has been re worded to include the RTO details and the Certificates offered by School. Updated the Title of the Assistant Principal. Communication channel has been clarified. Replaced the Appendix and updated it as related form and logs. Added reference to anaphylaxis guidelines. Included how frequently staff required to complete the full certificate and e-refresher. Included more details about the First Aid Kit Location</p> <p>Included instructions to keep a list of allergens based on the students ASCIA plan in the cafeteria.</p> <p>Added version control and policy is now available in the new template</p>



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Individual Anaphylaxis Management Plan (IAMP)-FT032

This plan is to be completed by the Executive Principal or nominee on the basis of information from the student's medical practitioner (ASCIA Action Plan for Anaphylaxis) provided by the Parent. It is the Parents' responsibility to provide the College with a copy of the student's ASCIA Action Plan for Anaphylaxis containing the emergency procedures plan (signed by the student's Medical Practitioner), an up-to-date photo of the student (to be appended to this plan), and to inform the College if their child's medical condition changes.

School	Phone	
Student		
DOB	Program	
Severely allergic to:		
Other health conditions		
Medication at school		



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EMERGENCY CONTACT DETAILS (PARENT)	
Name	Name
Relationship	Relationship
Home phone	Home phone
Work phone	Work phone
Mobile	Mobile
Address	Address
EMERGENCY CONTACT DETAILS (ALTERNATE)	
Name	Name
Relationship	Relationship
Home phone	Home phone
Work phone	Work phone
Mobile	Mobile
Address	Address



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Medical practitioner contact	Name		
Phone			
Emergency care to be provided at school			
Storage for Adrenaline Autoinjector (device specific) (EpiPen®/ Anapen®)			
ENVIRONMENT			
To be completed by Executive Principal or nominee. Please consider each environment/area (on and off College site) the student will be in for the year, e.g. classroom, cafeteria, student kitchen, excursions and camps etc.			
Name of environment/area:			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?



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Name of environment/area:			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
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Name of environment/area:			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?



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<p>This Individual Anaphylaxis Management Plan will be reviewed on any of the following occurrences (whichever happens earlier):</p> <ul style="list-style-type: none"> • 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 school • 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 school (e.g. class parties, elective subjects, cultural days, fetes, incursions). <p>I have been consulted in the development of this Individual Anaphylaxis Management Plan.</p> <p>I consent to the risk minimisation strategies proposed.</p> <p>Risk minimisation strategies are available at <i>Chapter 8 – Risk Minimisation Strategies of the Anaphylaxis Guidelines</i>.</p>			
Signature of parent			
Date:			
<p>I have consulted the parents of the students and the relevant school staff who will be involved in the implementation of this Individual Anaphylaxis Management Plan.</p>			
Signature of principal or nominee:			
Date:			



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Anaphylaxis Annual Risk Management Checklist FT031

(to be completed at the start of each year)

School name:	
Date of review:	
Who completed this checklist?	Name:
	Position:
Review given to:	Name
	Position
Comments:	

General information

1. How many current students have been diagnosed as being at risk of anaphylaxis, and have been prescribed an adrenaline autoinjector?	
2. How many of these students carry their adrenaline autoinjector on their person?	
3. Have any students ever had an allergic reaction requiring medical intervention at College?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If Yes, how many times?	
4. Have any students ever had an anaphylactic reaction at College?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If Yes, how many students?	
b. If Yes, how many times	
5. Has a staff member been required to administer an adrenaline autoinjector to a student?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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a. If Yes, how many times?	
SECTION 1: Training	
<p>6. Have all College staff who conduct classes with students who are at risk of anaphylaxis successfully completed an approved anaphylaxis management training course, either:</p> <ul style="list-style-type: none"> • online training (ASCIA anaphylaxis e-training) within the last 2 years, or • accredited face to face training (22578VIC or 10710NAT) within the last 3 years? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>7. Does the College conduct twice yearly briefings annually?</p> <p>If no, please explain why not, as this is a requirement for College registration.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>8. Do all College staff participate in a twice-yearly anaphylaxis briefing?</p> <p>If no, please explain why not, as this is a requirement for school registration.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>9. If you are intending to use the ASCIA Anaphylaxis e-training for Victorian Schools:</p> <p style="padding-left: 20px;">a. Has your College trained a minimum of 2 College staff (College Anaphylaxis Supervisors) to conduct competency checks of adrenaline autoinjectors?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p style="padding-left: 20px;">b. Are your College staff being assessed for their competency in using adrenaline autoinjectors within 30 days of completing the ASCIA Anaphylaxis e-training for Victorian Schools?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 2: Individual Anaphylaxis Management Plans	
<p>10. Does every student who has been diagnosed as being at risk of anaphylaxis and prescribed an adrenaline autoinjector have an Individual Anaphylaxis Management Plan which includes an ASCIA Action Plan for Anaphylaxis completed and signed by a prescribed medical practitioner?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No



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11. Are all Individual Anaphylaxis Management Plans reviewed regularly with parents (at least annually)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Do the Individual Anaphylaxis Management Plans set out strategies to minimise the risk of exposure to allergens for the following in-College and out of class settings?	
a. During classroom activities, including elective classes	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. In the cafeteria	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Before and after College, in the College yard and during breaks	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. For special events, such as sports days, class parties and extra-curricular activities	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. For excursions and camps	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Other	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Do all students who carry an adrenaline autoinjector on their person have a copy of their ASCIA Action Plan for Anaphylaxis kept at the College (provided by the parent)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Where are the Action Plans kept?	
14. Does the ASCIA Action Plan for Anaphylaxis include a recent photo of the student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Are Individual Management Plans (for students at risk of anaphylaxis) reviewed prior to any off site activities (such as sport, camps or special events), and in consultation with the student's parent/s?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 3: Storage and accessibility of adrenaline autoinjectors	
16. Where are the student(s) adrenaline autoinjectors stored?	



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17. Do all College staff know where the College's adrenaline autoinjectors for general use are stored?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Are the adrenaline autoinjectors stored at room temperature (not refrigerated) and out of direct sunlight?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Is the storage safe?	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Is the storage unlocked and accessible to College staff at all times? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Are the adrenaline autoinjectors easy to find? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Is a copy of student's individual ASCIA Action Plan for Anaphylaxis kept together with the student's adrenaline autoinjector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
23. Are the adrenaline autoinjectors and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan for Anaphylaxis) clearly labelled with the student's names?	<input type="checkbox"/> Yes <input type="checkbox"/> No
24. Has someone been designated to check the adrenaline autoinjector expiry dates on a regular basis? Who?	<input type="checkbox"/> Yes <input type="checkbox"/> No
25. Are there adrenaline autoinjectors which are currently in the possession of the College which have expired?	<input type="checkbox"/> Yes <input type="checkbox"/> No
26. Has the College signed up to EpiClub (optional free reminder services)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
27. Do all College staff know where the adrenaline autoinjectors, the ASCIA Action Plans for Anaphylaxis and the Individual Anaphylaxis Management Plans are stored?	<input type="checkbox"/> Yes <input type="checkbox"/> No
28. Has the College purchased adrenaline autoinjector(s) for general use, and have they been placed in the College's first aid kit(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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29. Where are these first aid kits located?	
Do staff know where they are located?	<input type="checkbox"/> Yes <input type="checkbox"/> No
30. Is the adrenaline autoinjector for general use clearly labelled as the 'General Use' adrenaline autoinjector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
31. Is there a register for signing adrenaline autoinjectors in and out when taken for excursions, camps etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 4: Risk Minimisation strategies	
32. Have you done a risk assessment to identify potential accidental exposure to allergens for all students who have been diagnosed as being at risk of anaphylaxis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
33. Have you implemented any of the risk minimisation strategies in the Anaphylaxis Guidelines? If yes, list these in the space provided below. If no please explain why not as this is a requirement for school registration.	<input type="checkbox"/> Yes <input type="checkbox"/> No
34. Are there always sufficient College staff members on yard duty who have current Anaphylaxis Management Training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 5: College management and emergency response	
35. Does the College have procedures for emergency responses to anaphylactic reactions? Are they clearly documented and communicated to all staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
36. Do College staff know when their training needs to be renewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
37. Have you developed emergency response procedures for when an allergic reaction occurs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. In the class room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. In the College yard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. In all College buildings and sites?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. At College camps and excursions?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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e. On special event days (such as sports days) conducted, organised or attended by the College?	<input type="checkbox"/> Yes <input type="checkbox"/> No
38. Does your plan include who will call the ambulance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
39. Is there a designated person who will be sent to collect the student's adrenaline autoinjector and individual ASCIA Action Plan for Anaphylaxis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
40. Have you checked how long it takes to get an individual's adrenaline autoinjector and corresponding individual ASCIA Action Plan for Anaphylaxis to a student experiencing an anaphylactic reaction from various areas of the College including:	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. The classroom?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. The College yard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. The sports field?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. The cafeteria	<input type="checkbox"/> Yes <input type="checkbox"/> No
41. On excursions or other out of College events is there a plan for who is responsible for ensuring the adrenaline autoinjector(s) and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan) and the adrenaline autoinjector for general use are correctly stored and available for use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
42. Who will make these arrangements during excursions?	
43. Who will make these arrangements during camps?	
44. Who will make these arrangements during sporting activities?	
45. Is there a process for post-incident support in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
46. Have all College staff who conduct classes attended by students at risk of anaphylaxis, and any other staff identified by the principal, been briefed by someone familiar with the College and who has completed an approved anaphylaxis management course in the last 2 years on:	
a. The College's Anaphylaxis Management Policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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b. The causes, symptoms and treatment of anaphylaxis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. The identities of students at risk of anaphylaxis, and who are prescribed an adrenaline autoinjector, including where their medication is located?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. How to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. The College's general first aid and emergency response procedures for all in-College and out-of-College environments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Where the adrenaline autoinjector(s) for general use is kept?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Where the adrenaline autoinjectors for individual students are located including if they carry it on their person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 6: Communication Plan	
47. Is there a Communication Plan in place to provide information about anaphylaxis and the College's policies?	
a. To College staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. To students?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. To parents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. To volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. To casual relief staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
48. Is there a process for distributing this information to the relevant College staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. What is it?	
49. How will this information be kept up to date?	



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50. Are there strategies in place to increase awareness about severe allergies among students for all in-College and out-of-College environments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
51. What are they?	