

**MONTMORENCY SECONDARY COLLEGE**  
**ANAPHYLAXIS MANAGEMENT POLICY**  
**Ministerial Order 706 – Anaphylaxis Management in Schools**

**School Name**

Montmorency Secondary College

**School Statement**

Montmorency Secondary College is committed to providing a safe and healthy environment in which students at risk of Anaphylaxis can participate equally in all aspects of the College program.

Montmorency Secondary College will fully comply with Ministerial Order 706 and the Anaphylaxis Guidelines, published and amended by the Department of Education and Early Childhood Development from time to time, in its management of Anaphylaxis within Montmorency Secondary College.

**Individual Anaphylaxis Management Plans**

The Principal will ensure that an Individual Anaphylaxis Management Plan (Appendix A) is developed, in consultation with the student's Parents, for any student who has been diagnosed by a Medical Practitioner as being at risk of anaphylaxis.

The Individual Anaphylaxis Management Plan will be in place as soon as practicable after the student enrolls, and, where possible, before their first day of school.

The Individual Anaphylaxis Management Plan will set out the following:

- information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/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, for in-school and out-of-school settings including in the school yard, 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 strategies;
- information on where the student's medication will be stored;
- the student's emergency contact details; and
- an ASCIA (Australasian Society of Clinical Immunology and Allergy) Action Plan.

College Staff will then implement and monitor the student's Individual Anaphylaxis Management Plan.

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 School; and
- 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 (eg. class parties, elective subjects, cultural days, fetes, incursions).

It is the responsibility of the Parents to:

- provide the College with the ASCIA Action Plan;
- ensure that the ASCIA Action Plan provided is signed and endorsed by the student's doctor;
- provide an up to date photo for the ASCIA Action Plan when that Plan is provided to the College and when it is reviewed;
- inform the College in writing if their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan; and
- provide the College with an Adrenaline Autoinjector for their child that is current and not expired.

**Prevention Strategies**

In order to minimise the risk of anaphylaxis the College will implement prevention strategies in accordance with DEECD Anaphylaxis Guidelines 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);
  - Liaise with parents about food-related activities ahead of time.
  - Use non-food treats where possible.
  - Never give food from outside sources to a student at risk of anaphylaxis.
  - Teachers and students should be aware of the possibility of hidden allergens in food and other substances used in cooking, food technology, science and art classes (e.g. egg/milk cartons, empty peanut butter jars).
  - Food Technology staff should ensure all cooking utensils, preparation dishes, plates and knives and forks are washed and cleaned thoroughly after preparation of food and cooking.
  - Teachers are to have regular discussions with students about the importance of eating their own food and not sharing food.
  - The Daily Organiser should inform casual relief teachers, of the names of any students at risk of Anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and Adrenaline Autoinjector, the College's Anaphylaxis Management Policy, and each individual person's responsibility in managing an incident. i.e. seeking a trained staff member.
- College Canteens
  - Canteen staff, including volunteers, should be briefed about students at risk of anaphylaxis.
  - Canteen staff should be wary of contamination of other foods when preparing, handling or displaying food.
  - Canteen staff should be made aware of the students at risk of anaphylaxis the location of each student's Individual Anaphylaxis Management Plan and Adrenaline Autoinjector, the College's Anaphylaxis Management Policy, and each individual person's responsibility in managing an incident. ie seeking a trained staff member.
- During recess and lunchtimes
  - Sufficient school staff must be trained in the administration of the Adrenaline Autoinjector to be able to respond quickly to an anaphylactic reaction if needed.
  - The Adrenaline Autoinjector and each student's Individual Anaphylaxis Management Plan are located in the General Office and all staff should be aware of their location.
  - All staff to be aware of the College's Emergency Response Procedure and how to notify the General Office/First Aid team of an anaphylactic reaction in the yard.
- Special Events
  - Sufficient College staff supervising the special event must be trained in the administration of an Adrenaline Autoinjector to be able to respond quickly to an anaphylactic reaction if required.
  - For special occasions or events the College staff will consult Parents in advance to either develop an alternative food menu or request the Parents to send a meal for the student.
- Field Trips/Excursions/Sporting Events
  - Sufficient College staff supervising the field trip/excursion/sporting event must be trained in Adrenaline Autoinjector administration to be able to respond quickly to an anaphylactic reaction if required.
  - A College staff member/s, trained in the recognition of anaphylaxis and the administration of the Adrenaline Autoinjector must accompany any student at risk of anaphylaxis on field trips or excursions.
  - College staff should avoid using food in activities or games, including as rewards.
  - The Adrenaline Autoinjector and a copy of the Individual Anaphylaxis Management Plan for each student at risk of anaphylaxis must be taken on the activity with the student and be easily accessible to staff.
  - For each trip, excursion, etc. a risk assessment will be undertaken for each individual student attending who is at risk of anaphylaxis.
  - All staff members present during the field trip, excursion, etc. are to be aware of the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face.
  - The College is to consult parents of anaphylactic students in advance to discuss issues that may arise, to develop an alternative food menu or request parents provide a meal (if required).
  - Prior to the excursion taking place College staff will consult with the student's parents and medical practitioner (if necessary) to review the student's Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the particular excursion activity.
- Camps and Remote Settings
  - Prior to engaging a camp owner/operator's services the College will make enquiries as to whether it can provide food that is safe for anaphylactic students. If a camp owner/operator cannot provide this confirmation to the College then the College will consider using an alternative service provider.
  - The camp cook should be able to demonstrate satisfactory training in food allergen management and its implications of food handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc.

- The College will not sign any written disclaimer or statement from a camp owner/operator that indicates that the owner/operator is unable to provide food, which is safe for students at risk of anaphylaxis. The College has a duty of care to protect students in its care from reasonably foreseeable injury and this duty cannot be delegated to any third party.
  - The College should conduct a risk assessment and develop a risk management strategy for students at risk of anaphylaxis. This will be developed in consultation with parents of students at risk of anaphylaxis and camp owners/operators prior to the camp dates.
  - College staff will consult with parents of students at risk of anaphylaxis and the camp owner/operator to ensure that appropriate risk minimisation and prevention strategies and processes are in place to address an anaphylactic reaction should it occur. If these procedures are deemed to be inadequate, further discussions, planning and implementation will be undertaken.
  - If the College has concerns about whether the food provided on camp will be safe for students at risk of anaphylaxis, it will consider alternative means for providing food for those students.
  - Use of substances containing allergens will be avoided where possible.
  - The student's Adrenaline Autoinjector, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis and a mobile phone MUST be taken on camp. If mobile phone access is not available, alternative methods of emergency communication must be considered, e.g. a satellite phone.
  - Prior to camp taking place, the College staff will consult with the student's parents to review the student's Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the circumstances of the particular camp.
  - College staff participating in the camp should be clear about their roles and responsibilities in the event of an anaphylactic reaction. Check the emergency response procedures that the camp provider has in place. Ensure that these are sufficient in the event of an anaphylactic reaction and ensure all College staff participating in the camp are clear about their roles and responsibilities.
  - College staff should contact local emergency services and hospitals well prior to the camp. Advise full medical conditions of students at risk, location of camp and location of any camp activities. Ensure contact details of emergency services are distributed to all College staff as part of the emergency response procedures developed for the camp.
  - College staff will take an Adrenaline Autoinjector for General Use on a school camp as part of the First Aid kit as a back-up device in the event of an emergency, even if there are no students at risk of anaphylaxis.
  - For students attending the camp/field trip at risk of an anaphylactic reaction the Adrenaline Autoinjector should remain close to the student and College staff must be aware of its location at all times.
  - Students with anaphylactic responses to insects are to wear closed shoes and long-sleeved garments when outdoors and should be encouraged to stay away from water or flowering plants.
  - College staff should also consider the potential exposure to allergens when consuming food on buses and in cabins.
- Overseas Travel
- Where an excursion or camp is occurring overseas, the College will involve parents in discussions regarding risk management well in advance.
  - The College will investigate the potential risks at all stages of the overseas travel such as:
    - Travel to and from the airport/port
    - Travel to and from Australia
    - Various accommodation venues
    - All towns and other locations to be visited
    - Sourcing safe foods at all of these locations and
    - Risks of cross contamination including:
      - Exposure to the foods of the other students;
      - Hidden allergens in foods;
      - Whether the table and surfaces that the student may use will be adequately cleaned to prevent a reaction
      - Whether the other students will wash their hands when handling food.
  - The College will assess how each of these risks can be managed using minimisation strategies such as:
    - Translation of the student's Individual Anaphylaxis Management Plan and ASCIA Action Plan;
    - Sourcing of safe foods at all stages;
    - Obtaining names, address and contact details of the nearest hospital and Medical Practitioners at each location that may be visited;
    - Obtaining emergency contact details; and
    - Sourcing the ability to purchase additional autoinjectors.
  - The College will record details of travel insurance, including contact details for the insurer. It will also determine how any costs associated with medication; treatment and/or alteration to the travel plans as a result of anaphylactic reaction can be paid.

- The College will plan for suitable supervision of students at risk of anaphylaxis at all times including that:
  - There are sufficient College staff attending the excursion who have been trained in the administration of an Adrenaline Autoinjector to be able to respond quickly to an anaphylactic reaction if required.
  - There is an appropriate level of supervision of anaphylactic students throughout the trip, particularly at times when they are taking medication and eating food.
  - There will be capacity for adequate supervision of any affected student(s) requirement medical treatment, and that adequate supervision of other students will be available; and
  - Staff/student ratios should be maintained during the trip, including in the event of an emergency where the students may need to be separated.
- The College will re-assess its Emergency Response Procedures, and if necessary adapt it to the particular circumstances of the overseas trip. College staff will keep a record of relevant information such as the following:
  - Dates of travel;
  - Name of airline and relevant contact details
  - Itinerary detailing proposed destinations, flight information and duration of the stay at each location;
  - Hotel addresses and telephone numbers;
  - Proposed means of travel within the overseas country;
  - List of students and each of their medical conditions, medication and other treatment (if any);
  - Emergency contact details of hospitals, ambulances and Medical Practitioners in each location;
  - Details of travel insurance
  - Plans to respond to any foreseeable emergency including who will be responsible for the implementation of each part of the plans;
  - Possession of a mobile phone or other communication device that would enable the College staff to contact emergency services in the overseas country if assistance is required.

### **School Management and Emergency Response**

#### **Role and Responsibilities of the Principal**

The Principal will:

- Develop and maintain an Anaphylaxis Management Policy and will review the Anaphylaxis Management Policy every three years or as relevant circumstances change.
- Actively seek information to identify students with severe life-threatening allergies or those who have been diagnosed being at risk of anaphylaxis, either at enrolment or at the time of diagnosis (whichever is earlier).
- Ensure that parents provide an ASCIA Action Plan, which has been signed by the student's Medical Practitioner and that it contains an up-to-date photograph of the student.
- Ensure that an Individual Anaphylaxis Management Plan is developed in consultation with the student's Parents for any student that has been diagnosed by a Medical Practitioner with a medical condition relating to allergy and the potential for an anaphylactic reaction.
- Ensure parents provide the College with an Adrenaline Autoinjector for their child that is not out of date and a replacement Adrenaline Autoinjector when requested to do so.
- Ensure the student's Anaphylaxis Management Plan, the ASCIA Action Plan and their Adrenaline Autoinjector are located in the General Office in a place that is easily accessible and visible by staff.
- Ensure a Communication Plan is developed to provide information to all College Staff, Students and Parents about anaphylaxis and the College's Anaphylaxis Policy.
- Ensure there are procedures in place for providing volunteers and casual relief staff of students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to an anaphylactic reaction by a student in their care.
- Ensure relevant College staff have successfully completed an anaphylaxis management training course.
- Ensure relevant staff members are briefed at least twice a year by a trained anaphylaxis management staff member and allocate time to discuss, practise and review the College's Anaphylaxis Management Policy.
- Ensure the Risk Management Checklist for anaphylaxis is completed annually.
- Ensure a complete and up to date register of students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction will be kept in the General Office.
- Ensure General Use Adrenaline Autoinjectors are purchased and located in the following areas around the College:
  - College Stadium
  - College Gymnasium
  - Portable Classrooms Area
  - Science Lab Technicians Office
  - Food Tech Area
  - General Office
  - First Aid Kits

**Roles and Responsibilities of College Staff**

College Staff will:

- Know and understand the College Anaphylaxis Management Policy.
- Know the identity of students who are at risk of Anaphylaxis and know the student's face.
- Understand the causes, symptoms and treatment of anaphylaxis.
- Obtain regular training in how to recognise and respond to an anaphylactic reaction, including administering an Adrenaline Autoinjector.
- Know where to find a copy of each student's Individual Anaphylaxis Management Plan quickly, and follow it in the event of an allergic reaction.
- Know the College's general first aid and emergency response procedures, and understand their role in relation to responding to an anaphylactic reaction.
- Know where the students' Adrenaline Autoinjectors and the Adrenaline Autoinjectors for General Use are kept.
- Know and follow the prevention and risk minimisation strategies in the student's Individual Anaphylaxis Management Plan.
- Plan ahead for special class activities (e.g. cooking, art and science classes) or special occasions (e.g. excursions, incursions, sport days, camp, cultural days, fetes and parties), either at the College or away from the College. Work with parents to provide appropriate food for their child if the food the College/class is providing may present a risk to the student.
- Avoid the use of food treats in class or as rewards, as these may contain hidden allergens and will consider alternative strategies (e.g. working with parents to provide appropriate treats for students at risk of anaphylaxis).
- Be aware of the possibility of hidden allergens in foods and of traces of allergens when using items such as egg or milk cartons in art or cooking classes.
- Be aware of the risk of cross-contamination when preparing, handling and displaying food.
- Ensure tables and surfaces are wiped down regularly and that students wash their hands after handling food.
- Raise student awareness about severe allergies and the importance of their role in fostering a school environment that is safe and supportive for their peers.

**Role and Responsibilities of First Aid Co-ordinators**

First Aid Co-ordinators will:

- Work with Principals to develop, implement and review the College's Anaphylaxis Management Policy.
- Obtain regular training in how to recognise and respond to an anaphylactic reaction, including administering an Adrenaline Autoinjector.
- Provide or arrange regular training to other College staff to recognise and respond to anaphylactic reaction, including administration of an Adrenaline Autoinjector.
- Keep an up-to-date register of Adrenaline Autoinjectors as they are 'in' and 'out' from the central storage point.
- Work with Principals, Parents 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 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;
  - Inform parents in writing that the Adrenaline Autoinjector needs to be replaced a month prior to the expiry date;
  - 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 the Individual Anaphylaxis Management Plan (including the ASCIA Action Plan) is stored with the student's Adrenaline Autoinjector.
  - Work with College staff to conduct regular risk prevention, minimisation, assessment and management strategies.
  - Work with College staff to develop strategies to raise their own, students and school community awareness about severe allergies.
  - Provide or arrange post-incident support (e.g. counselling) to students and College staff, if appropriate.

**Role and Responsibilities of Parents of a Student at Risk of Anaphylaxis**

Parents should:

- Inform the College, in writing, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed at the time as being at risk of anaphylaxis.
- Obtain an ASCIA Action Plan from the student's Medical Practitioner that details their condition, and any medications to be administered, and other emergency procedures and provide this to the College.

- Inform College staff in writing of any changes to the student's medical condition and, if necessary, provide an updated ASCIA Action Plan.
- Provide the College with an up-to-date photo for the student's ASCIA Action Plan and when the plan is reviewed.
- Meet with and assist the College to develop the student's Individual Anaphylaxis Management Plan, including risk management strategies.
- Provide the College with an Adrenaline Autoinjector and any other medications that are current and not expired.
- Replace the student's Adrenaline Autoinjector and any other medication as needed, before their expiry date or when used.
- Assist College staff in planning and preparation for the student prior to camps, field trips, incursions, excursions or special events (e.g. class parties, sport days, etc.).
- If request by College staff, assist in identifying and/or providing alternative food options for the student when needed.
- Inform College staff in writing of any changes to the student's emergency contact details.
- Participate in reviews of the student's Individual Anaphylaxis Management Plan:
  - When there is a change to a student's condition;
  - As soon as practicable after the student has an anaphylactic reaction at school;
  - At its annual review; and
  - Prior to the student participating in an off-site activity such as camps and excursions, or at special events conducted, organised or attended by the College.

### Emergency Response Procedure

In the event of an anaphylactic reaction:

- A College staff member should remain with the student displaying symptoms of anaphylaxis at all times.
- Lay the student flat. Do not allow them to stand or walk. If breathing is difficult, allow them to sit.
- Another member of the College staff should immediately locate the student's Adrenaline Autoinjector and the student's Individual Anaphylaxis Management Plan, which includes the student's ASCIA Action Plan.
- The Adrenaline Autoinjector should then be administered using the instructions in the student's ASCIA Plan.
- Another member of College staff should immediately call an ambulance by calling 000 or 112 if on a mobile.
- Reassure the student experiencing the reaction as they are likely to be feeling anxious and frightened as a result of the reaction and the side effects of the adrenaline. Watch the student closely in case of a worsening condition. Ask another member of staff to move other students away and reassure them elsewhere.
- In the situation where there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan), a second injection (of the same dosage) may be administered after five minutes, if a second autoinjector is available (such as the Adrenaline Autoinjector for General Use).
- Then contact the student's emergency contacts.
- Later contact Security Services Unit, Department of Education and Early Childhood Development to report the incident on 9589 6266 (available 24 hours a day, 7 days a week). A report will then be lodged with IRIS (Incident Reporting Information System).
- For first time reactions, if a student has a severe allergic reaction, but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, the College staff should follow the College's first aid procedures. This should include immediate contacting an ambulance and may also include locating and administering an Adrenaline Autoinjector for General Use.
- An anaphylactic reaction can be a very traumatic experience for the student, others witnessing the reaction and parents. In the event of an anaphylactic reaction, students and College staff will be offered post-incident counselling, provided by the Student Welfare Co-ordinator or the College Psychologist.
- Following an anaphylactic reaction that has taken place that has involved a student in the College's care and supervision the following review process will take place:
  - The Adrenaline Autoinjector is replaced by the parent as soon as possible;
  - In the meantime, the Principal will ensure that there is an interim Individual Anaphylaxis Plan in case another anaphylactic reaction occurs prior to the replacement Adrenaline Autoinjector being replaced.
  - If the Adrenaline Autoinjector for General Use has been used it will be replaced as soon as possible.
  - The Principal will also ensure that there is an interim plan in place should another anaphylactic reaction occur prior to the replacement Adrenaline Autoinjector for General Use being provided.
  - Review the student's Individual Anaphylaxis Management Plan in consultation with the student's parents.
  - The College's Anaphylaxis Management Policy will be reviewed to ensure that it adequately responds to anaphylactic reactions by students who are in the care of College staff.
- Where possible, only College staff with training in the administration of the Adrenaline Autoinjector should administer the student's Adrenaline Autoinjector. However, it is imperative that an Adrenaline Autoinjector is administered as soon as possible after an anaphylactic reaction. Therefore, if necessary, the Adrenaline Autoinjector is designed to be administered by any person following the instructions in the student's ASCIA Action Plan.

### **Adrenaline Autoinjectors for General Use**

The Principal of the College is responsible for arranging the purchase of additional Adrenaline Autoinjectors for General Use, and as a back up to those Adrenaline Autoinjectors supplied by Parents of students who have been diagnosed as being at risk of anaphylaxis.

The Principal will determine the number of additional Adrenaline Autoinjector(s) required. In doing so, the Principal will take into account the following relevant considerations:

- the number of students enrolled at the College who have been diagnosed as being at risk of anaphylaxis;
- the accessibility of Adrenaline Autoinjectors that have been provided by Parents of students who have been diagnosed as being at risk of anaphylaxis;
- the availability and sufficient supply of Adrenaline Autoinjectors for General Use in specified locations at the College, including
- in the school yard, and at excursions, camps and special events conducted or organised by the College; and
- the Adrenaline Autoinjectors for General Use have a limited life, usually expiring 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.

It is recommended that Adrenaline Autoinjectors for General Use will be used when:

- a student's prescribed Adrenaline Autoinjector does not work, is misplaced, out of date or has already been used.
- When instructed by a medical officer after calling 000.

ASCIA advises that no serious harm is like to occur from mistakenly administering adrenaline to an individual who is not experiencing anaphylaxis. Further information is available from ASCIA at:

<http://www.allergy.org.au/health-professionals/anaphylaxis-resources/adrenaline-autoinjectors-for-general-use>

### **Communication Plan**

This section sets out a Communication Plan to provide information to all College staff, students and parents about anaphylaxis and the College's Anaphylaxis Management Policy.

### **Raising Staff Awareness**

College Staff will be briefed on Anaphylaxis at least twice per year, by a staff member who has current anaphylaxis management training, and the College's Anaphylaxis Management Policy.

The Daily Organiser is responsible for informing casual relief teachers, of the names of any students at risk of Anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and Adrenaline Autoinjector, the College's Anaphylaxis Management Policy, and each individual person's responsibility in managing an incident. i.e. seeking a trained staff member.

The PD Co-ordinator is responsible for briefing all new staff about students at the College who are risk of Anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and Adrenaline Autoinjector, the College's Anaphylaxis Management Policy, and their role in responding to an anaphylactic reaction by a student in their care.

### **Raising Student Awareness**

College staff can raise awareness in the College about anaphylaxis by discussing the topic with students in class, with a few simple key messages, such as:

- Always take food allergies seriously – severe allergies are no joke.
- Do not share your food with friends who have food allergies.
- Wash your hands after eating.
- Know what your friends are allergic to.
- If a school friend becomes sick, get help immediately even if the friend does not want to.
- Be respectful of a school friend's Adrenaline Autoinjector.
- Do not pressure your friends to eat food they are allergic to.

College staff should be aware that bullying of students at risk of anaphylaxis can occur in the form of teasing, tricking a student into eating particular food or threatening a student with the substance that they are allergic to. Staff are to talk to the students involved so that they are aware of the seriousness of an anaphylactic reaction. Any attempt to harm a student diagnosed at risk of anaphylaxis must be treated as serious and dangerous and will be dealt with in line with the College's anti-bullying policy.

**Working with Parents**

The College will develop and open and co-operative relationship with parents whose children are at risk of anaphylaxis in order that they feel confident that appropriate management strategies are in place.

**Raising College Community Awareness**

The College will raise awareness about anaphylaxis in the College community in order to increase understanding of the condition. This will be done by providing information in the College newsletter or on the College website.

**Staff Training**

The following College staff will be appropriately trained:

- College Staff who conduct classes that students with a medical condition that relates to allergy and the potential for anaphylactic reaction;
- Educational support staff;
- Any further College Staff as determined by the Principal.

The identified College Staff will undertake the following training:

- an Anaphylaxis Management Training Course in the three years prior; and
- participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) on:
  - the College's Anaphylaxis Management Policy;
  - the causes, symptoms and treatment of anaphylaxis;
  - the identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, and where their medication is located;
  - how to use an Adrenaline Autoinjector, including hands on practise with a trainer Adrenaline Autoinjector device;
  - the College's general first aid and emergency response procedures; and
  - the location of, and access to, Adrenaline Autoinjector that have been provided by Parents or purchased by the College for general use.

A member of College Staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months must conduct the briefing.

In the event that the relevant training and briefing has not occurred, the Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the Parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction. Training will be provided to relevant College Staff as soon as practicable after the student enrolls, and preferably before the student's first day at School.

The Principal will ensure that while the student is under the care or supervision of the College, including excursions, yard duty, camps and special event days, there is a sufficient number of College Staff present who have successfully completed an Anaphylaxis Management Training Course in the three years prior.

**Annual Risk Management Checklist**

The Principal will complete an annual Risk Management Checklist (Appendix B) as published by the Department of Education and Early Childhood Development to monitor the College's compliance with their obligations.

**Evaluation**

This policy is to be reviewed on a three yearly basis, or earlier if circumstances or Department policy changes.

Last ratified by College Council: 29<sup>th</sup> October, 2014



**APPENDIX A**

**Individual Anaphylaxis Management Plan**

<p>This plan is to be completed by the 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 School with a copy of the student's ASCIA Action Plan for Anaphylaxis containing the emergency procedures plan (signed by the student's Medical Practitioner) and an up-to-date photo of the student - to be appended to this plan; and to inform the school if their child's medical condition changes.</p>			
<b>School</b>		<b>Phone</b>	
<b>Student</b>			
<b>DOB</b>		<b>Year level</b>	
<b>Severely allergic to:</b>			
<b>Other health conditions</b>			
<b>Medication at school</b>			
<b>EMERGENCY CONTACT DETAILS (PARENT)</b>			
<b>Name</b>		<b>Name</b>	
<b>Relationship</b>		<b>Relationship</b>	
<b>Home phone</b>		<b>Home phone</b>	
<b>Work phone</b>		<b>Work phone</b>	
<b>Mobile</b>		<b>Mobile</b>	
<b>Address</b>		<b>Address</b>	
<b>EMERGENCY CONTACT DETAILS (ALTERNATE)</b>			
<b>Name</b>		<b>Name</b>	
<b>Relationship</b>		<b>Relationship</b>	
<b>Home phone</b>		<b>Home phone</b>	
<b>Work phone</b>		<b>Work phone</b>	
<b>Mobile</b>		<b>Mobile</b>	
<b>Address</b>		<b>Address</b>	
<b>Medical practitioner contact</b>	<b>Name</b>		
	<b>Phone</b>		
<b>Emergency care to be provided at school</b>			
<b>Storage for Adrenaline Autoinjector (device specific) (EpiPen®/ Anapen®)</b>			
<b>ENVIRONMENT</b>			
<p>To be completed by Principal or nominee. Please consider each environment/area (on and off school site) the student will be in for the year, e.g. classroom, canteen, food tech room, sports oval, excursions and camps etc.</p>			
<b>Name of environment/area:</b>			
<b>Risk identified</b>	<b>Actions required to minimise the risk</b>	<b>Who is responsible?</b>	<b>Completion date?</b>

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

This Individual Anaphylaxis Management Plan will be reviewed on any of the following occurrences (whichever happen earlier):  
 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; and  
 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 (eg. class parties, elective subjects, cultural days, fetes, incursions).

I have been consulted in the development of this Individual Anaphylaxis Management Plan.  
 I consent to the risk minimisation strategies proposed.  
 Risk minimisation strategies are available at Chapter 8 - Prevention Strategies of the Anaphylaxis Guidelines

Signature of parent:	
Date:	
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.	
Signature of Principal (or nominee):	
Date:	

**APPENDIX B**

**Annual Risk Management Checklist**

School Name:	Montmorency Secondary College
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 school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If Yes, how many times?	
4. Have any students ever had an Anaphylactic Reaction at school?	<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
a. If Yes, how many times?	
6. Was every incident in which a student suffered an anaphylactic reaction reported via the Incident Reporting and Information System (IRIS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION 1: Individual Anaphylaxis Management Plans**

7. Does every student who has been diagnosed as being at risk of anaphylaxis and prescribed an Adrenaline Autoinjector have an Individual Anaphylaxis Management Plan and ASCIA Action Plan completed and signed by a prescribed Medical Practitioner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are all Individual Anaphylaxis Management Plans reviewed regularly with Parents (at least annually)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Do the Individual Anaphylaxis Management Plans set out strategies to minimise the risk of exposure to allergens for the following in-school and out of class settings?	
a. During classroom activities, including elective classes	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. In canteens or during lunch or snack times	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Before and after School, in the school 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
10. Do all students who carry an Adrenaline Autoinjector on their person have a copy of their ASCIA Action Plan kept at the School (provided by the Parent)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Where are they kept?	
11. Does the ASCIA Action Plan include a recent photo of the student?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION 2: Storage and Accessibility of Adrenaline Autoinjectors**

12. Where are the student(s) Adrenaline Autoinjectors stored?	
13. Do all School Staff know where the School's Adrenaline Autoinjectors for General Use are stored?	<input type="checkbox"/> Yes <input type="checkbox"/> No

14. Are the Adrenaline Autoinjectors stored at room temperature (not refrigerated)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Is the storage safe?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Is the storage unlocked and accessible to School Staff at all times? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Are the Adrenaline Autoinjectors easy to find? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Is a copy of student's Individual Anaphylaxis Management Plan (including the ASCIA Action Plan) kept together with the student's Adrenaline Autoinjector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Are the Adrenaline Autoinjectors and Individual Anaphylaxis Management Plans (including the ASCIA Action Plans) clearly labelled with the student's names?	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Has someone been designated to check the Adrenaline Autoinjector expiry dates on a regular basis? Who? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. Are there Adrenaline Autoinjectors which are currently in the possession of the School and which have expired?	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Has the School signed up to EpiClub or ANA-alert (optional free reminder services)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
23. Do all School Staff know where the Adrenaline Autoinjectors and the Individual Anaphylaxis Management Plans are stored?	<input type="checkbox"/> Yes <input type="checkbox"/> No
24. Has the School purchased Adrenaline Autoinjector(s) for General Use, and have they been placed in the School's first aid kit(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
25. Where are these first aid kits located?	
26. Is the Adrenaline Autoinjector for General Use clearly labelled as the 'General Use' Adrenaline Autoinjector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
27. 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
<b>SECTION 3: Prevention Strategies</b>	
28. 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
29. Have you implemented any of the prevention strategies in the Anaphylaxis Guidelines? If not record why?	<input type="checkbox"/> Yes <input type="checkbox"/> No
30. Have all School Staff who conduct classes with students with a medical condition that relates to allergy and the potential for anaphylactic reaction successfully completed an Anaphylaxis Management Training Course in the three years prior and participated in a twice-yearly briefing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
31. Are there always sufficient School Staff members on yard duty who have successfully completed an Anaphylaxis Management Training Course in the three years prior?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SECTION 4: School Management and Emergency Response</b>	
32. Does the School 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
33. Do School Staff know when their training needs to be renewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
34. 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 school yard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. In all School buildings and sites, including gymnasiums and halls?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. At school camps and excursions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. On special event days (such as sports days) conducted, organised or attended by the School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
35. Does your plan include who will call the Ambulance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

36. Is there a designated person who will be sent to collect the student's Adrenaline Autoinjector and Individual Anaphylaxis Management Plan (including the ASCIA Action Plan)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
37. Have you checked how long it will take to get to the Adrenaline Autoinjector and Individual Anaphylaxis Management Plan (including the ASCIA Action Plan) to a student from various areas of the School including:	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. The class room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. The school yard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. The sports field?	<input type="checkbox"/> Yes <input type="checkbox"/> No
38. On excursions or other out of school 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
39. Who will make these arrangements during excursions? .....	
40. Who will make these arrangements during camps? .....	
41. Who will make these arrangements during sporting activities? .....	
42. Is there a process for post incident support in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No
43. Have all School Staff who conduct classes that students with a medical condition that relates to allergy and the potential for an anaphylactic reaction and any other staff identified by the Principal, been briefed on:	
a. The School's Anaphylaxis Management Policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. The causes, symptoms and treatment of anaphylaxis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. The identities of students with a medical condition that relates to allergy and the potential for an anaphylactic reaction, 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 practise with a trainer Adrenaline Autoinjector?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. The School's general first aid and emergency response procedures for all in-school and out-of-school 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
<b>SECTION 4: Communication Plan</b>	
44. Is there a Communication Plan in place to provide information about anaphylaxis and the School's policies?	
a. To School 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
45. Is there a process for distributing this information to the relevant School Staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. What is it?	
46. How is this information kept up to date?	
47. Are there strategies in place to increase awareness about severe allergies among students for all in-school and out-of-school environments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
48. What are they?	