

Anaphylaxis Management Policy

Introduction

St Kevin's College will fully comply with Ministerial Order 706 (Anaphylaxis Management in Schools) and the associated Guidelines published and amended by the Department (Education and Training) from time to time. The School acknowledges its responsibility to develop and maintain an anaphylaxis management policy (this policy).

Staff Training

The Headmaster will ensure that while a student at risk of anaphylaxis, is under the care or supervision of the School there is a sufficient number of school staff present who have successfully completed an anaphylaxis management training course. Training will be provided to relevant school staff as soon as practicable after the student enrolls, and preferably before the student's first day at school.

The following school staff will be appropriately trained:

- all academic staff
- other school staff as determined by the Headmaster to attend (support staff, volunteers etc.)

The College will ensure that contractors working with students at risk of anaphylaxis are alerted to the prevention strategies adopted by the College.

School staff must complete one of the following options to meet the anaphylaxis training requirements of Ministerial Order 706 and record the dates that training has occurred.

Option	Completed by	Course	Provider	Valid for
Option 1	All school staff	ASCIA Anaphylaxis e-training for Victorian Schools followed by competency check by the School Anaphylaxis Supervisor	ASCIA	2 years
	2 staff per school or per campus (School Anaphylaxis Supervisor)	Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC	Asthma Foundation	3 years
AND				
Option 2	School staff as determined by the Headmaster	Course in First Aid Management of Anaphylaxis 22300VIC	An RTO that has this course in their scope of practice	3 years
OR				
Option 3	School staff as determined by the Headmaster	Course in Anaphylaxis Awareness 10313NAT	An RTO that has this course in their scope of practice	3 years

In addition all staff are to participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) as per the requirements of the School Anaphylaxis Communication Plan. The briefing must be conducted by a member of the school staff, preferably the person nominated as the School Anaphylaxis Supervisor, who has successfully completed an approved anaphylaxis management training course in the last 2 years.

Individual Anaphylaxis Management Plan

The Headmaster will ensure that an Individual Anaphylaxis Management Plan is developed, in consultation with a 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 enrolment and where possible before the student's first day of school.

School 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, in so far 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 a student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organized or attended by the School

Parental Responsibilities

It is the responsibility of the parents to:

- obtain the ASCIA (Australasian Society of Clinical Immunology and Allergy) Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as possible
- immediately inform the School in writing if their child's medical condition, in so far as it relates to allergy and the potential for an anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan
- provide an up to date photo of the student for the ASCIA Action Plan when that plan is provided to the school and when it is reviewed; and
- provide the school with an Adrenaline Autoinjector that is current (i.e. the device has not expired) for their child
- participate in annual reviews of their child's plan

Prevention Strategies for Anaphylaxis

School Staff have a duty of care to take reasonable steps to protect a student in their care from risks of injury that are reasonably foreseeable. The School has outlined a number of risk management and prevention strategies that will be adopted to assist in the minimisation of anaphylactic reactions for all relevant in-school and out-of-school settings which include but are not limited to the following:

- classrooms
- between classes and other breaks
- in canteens
- during recess and lunchtimes
- before and after school
- camps and excursions, or at special events conducted organised or attended by the school

School Management and Emergency Response

In the event of an anaphylactic reaction, the Emergency Response Procedures must be followed, together with the School's general first aid and emergency response procedures and the student's ASCIA Action Plan.

Adrenaline Autoinjectors for General Use

The Headmaster will purchase Adrenaline Autoinjectors for general use (purchased by the School) and as a back up to those supplied by parents. The Headmaster will determine **the number** of additional Adrenaline Autoinjectors required.



Communication Plan

The Headmaster is responsible for developing a communication plan to provide information to all school staff, students and parents about anaphylaxis and the College's Anaphylaxis Management Policy (this policy).

Annual Risk Management Checklist

The Headmaster will complete an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations. The annual checklist is designed to step schools through each area of their responsibilities in relation to the management of anaphylaxis in schools.

Related Policies

Asthma Management Policy (in draft form)

First Aid Policy

Medications Policy

Relevant Legislation & Regulations

Anaphylaxis Guidelines for Victorian Schools – August 2016

Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008 Vic

Ministerial Order 706 Anaphylaxis Management in Schools (March 8 2016)

Related Documents

Anaphylaxis Emergency Response (including how to administer an epipen)

Annual Risk Management Checklist for Anaphylaxis Management (to be completed by campus first aid officers)

ASCIA Action Plan

Anaphylaxis Management Communication Plan

Individual Anaphylaxis Management Plan

Prevention Strategies for Anaphylaxis

Policy Review

This policy was prepared in November 2016 and will be reviewed no later than two years from that date or if there is a change in the relevant Ministerial Order (706).