



## ANAPHYLAXIS PROCEDURE

### PURPOSE

This procedure ensures that, as far as practicable, a safe and supportive environment is provided where students at risk of anaphylaxis are provided with reasonable adjustments to participate in College programs and activities in compliance with Ministerial Order 706.

### SCOPE

This procedure belongs to Salesian College Sunbury (the College) and applies to:

- staff, including volunteers and casual relief staff.
- all students who have been diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction, where the College has been notified of that diagnosis, or who may require emergency treatment for anaphylactic reaction.
- Parents (person, including a biological parent or another person, who has parental responsibility for a child granted by a court order. The term is also used to refer to Carers where permanent care, foster care or kinship arrangements are in place) of students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for anaphylactic reaction.

### PROCEDURES

#### 1. Communication with Parents

- 1.1. The Principal engages with the Parent of students who are at risk of anaphylaxis to develop risk minimisation strategies and management strategies. The Principal will also take reasonable steps to ensure each staff member has adequate knowledge of allergies, anaphylaxis, and the College's expectations in responding to anaphylactic reaction.
- 1.2. The Principal requires that the Parent provides up to date medical information and an updated Individual Action Plan (ASCI Action Plan for Anaphylaxis) signed by the treating medical practitioner together with:
  - a recent photo of their child and
  - any medications and auto-injectors referenced in the plan and recommended for administration.
- 1.3. The Parent is requested to provide this information:
  - Annually
  - prior to camps and excursions
  - if the child has an anaphylaxis reaction whilst at the College or College event, and
  - if the child's medical condition changes since the information was provided.
- 1.4. The Principal, or their nominee, is to engage with the Parent where updated documentation or medication is required in line with the College's communication plan.
- 1.5. Please note the ASCIA Travel Plan for People at Risk of Anaphylaxis requires completion by a registered medical practitioner for domestic or overseas travel.

#### 2. Individual anaphylaxis management plans (IAMP)

- 2.1. The Principal is responsible for ensuring that all students diagnosed by a medical practitioner as having a medical condition that relates to allergies and the potential for anaphylactic reaction have an Individual Anaphylaxis Management Plan (IAMP) developed in consultation with the student's Parent.
- 2.2. The College requires the IAMP to be in place as soon as practicable after the student is enrolled and where possible before their first day of school. If for any reason training and a briefing has not yet occurred, an interim management plan, developed in consultation with the Parent, will

be put into place for a student who is diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction, and training must occur as soon as possible thereafter. The IAMP will comply with Ministerial Order 706 and record:

- student allergies
- locally relevant risk minimisation and prevention strategies
- names of people responsible for implementing risk minimisation and prevention strategies
- storage of medication
- student emergency contact details
- student ASCIA Action Plans.

2.3. The student's IAMP will be reviewed by the Principal or nominated staff member, in consultation with the student's Parent, in all the following circumstances:

- Annually
- if the student's medical condition changes as it relates to allergy and the potential for anaphylactic reaction.
- as soon as practicable after the student has an anaphylactic reaction at the College.
- when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the College (e.g. class parties, elective subjects, cultural days, fetes, incursions).

### **3. Location of Individual Anaphylaxis Management Plans and ASCIA Action Plans**

3.1. The College nurse maintains an up-to-date register of students at risk of anaphylactic reaction as nominated by the Principal.

3.2. The College nurse communicates to staff the details of the location of student Individual Anaphylaxis Management Plans and ASCIA Action Plans within the College, during excursions, camps and special events conducted, organised or attended by the College.

3.3. Please note the ASCIA Travel Plan for People at Risk of Anaphylaxis requires completion by a registered medical practitioner for domestic or overseas travel.

### **4. Risk minimisation and prevention strategies**

4.1. Refer to Risk Minimisation Strategies.

4.2. The Principal ensures that risk minimisation and prevention strategies are in place for all relevant in-school and out-of-school settings which include (but are not limited to) the following:

- during classroom activities (including class rotations, specialist and elective classes)
- between classes and other breaks
- in canteens
- during recess and lunchtimes
- before and after school where supervision is provided
- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

4.3. The College does not ban certain types of foods (e.g., nuts) as it is not practicable to do so and is not a strategy recommended by the Department of Education (DE) or the Royal Children's Hospital as it can create complacency amongst staff and students, and it cannot eliminate the presence of all allergens.

4.4. However, the College avoids the use of nut-based products in all school activities, requests that the Parent does not send those items to school if possible and the College reinforces the rules about not sharing and not eating foods provided from home.

4.5. The Principal will ensure that the canteen provider and its employees eliminate or reduce the likelihood of such allergens, can demonstrate satisfactory training in the area of food allergy and anaphylaxis and its implications for food-handling practices.

4.6. The Principal or Risk and Compliance Manager regularly reviews the risk minimisation strategies outlined in Anaphylaxis Risk Minimisation strategies for the College considering information provided by the Parent related to the risk of anaphylaxis. Refer to the College's Anaphylaxis Risk Minimisation strategies.

4.7. The Principal is responsible for annually completing the Annual Risk Management Checklist for Schools to ensure that compliance with Ministerial Order 706 is maintained. Refer to Annual Anaphylaxis Risk Management Checklist for Schools.

## **5. Register of students at risk of anaphylactic reactions**

- 5.1. The Principal nominates the College nurse to maintain an up-to-date register of students at risk of anaphylactic reaction. This information is to be shared with all staff and accessible to all staff in an emergency.
- 5.2. Register of students with anaphylaxis is available on SchoolBox.

## **6. Location, storage and accessibility of autoinjectors**

- 6.1. It is the responsibility of the Principal to purchase auto-injectors for the College for general use and to ensure they are replaced at time of use or expiry; whichever is first. (Expiry date period is usually within 12-18 months). General use auto-injectors are used as a back-up to auto-injectors that are provided for individual students by the Parent in case there is a need for an auto-injector for another student who has not previously been diagnosed at risk of anaphylaxis.
- 6.2. The auto-injectors are to be stored in secure locations around many College buildings.
- 6.3. Adrenaline autoinjector devices are to be stored in a cool dark place at room temperature, which they define as between 15 and 25 degrees Celsius.
- 6.4. If these temperatures cannot be maintained, ASCIA recommends storing the device in an insulated wallet
- 6.5. The College's Anaphylaxis Supervisors are responsible for informing College staff of the location for use in the event of an emergency.

## **7. When to use an auto-injector for general use**

- 7.1. The Principal ensures that auto-injectors for general use will be used under the following circumstances:
  - a student's prescribed auto-injector does not work, is misplaced, misfires, has accidentally been discharged, is out of date or has already been used
  - a student previously diagnosed with a mild or moderate allergy who was not prescribed an adrenaline injector has their first episode of anaphylaxis
  - when instructed by a medical officer after calling 000
  - first time reaction to be treated with adrenaline before calling.
- 7.2. Note: if in doubt, give student auto-injector as per ASCIA Action Plans. Please review ASCIA First Aid Plan for Anaphylaxis (ORANGE) and ASCIA Adrenaline (Epinephrine) Injectors for General Use for further information.

## **8. Emergency response to anaphylactic reaction**

- 8.1. In an emergency anaphylaxis situation, the student's ASCIA Action Plan, the College's general first aid procedure, Danger→Response→Send for Help→Airway→Breathing→CPR→Defibrillation (DRSABCD), the emergency response procedure in this policy and ASCIA First Aid Plan for Anaphylaxis must be followed.
- 8.2. The Principal must ensure that when a student at risk of an anaphylactic reaction is under the care or supervision of the College outside normal class activities, such as in the school yard, on camps or excursions or at special events conducted, organised or attended by the College, there are sufficient staff present who have been trained in accordance with Ministerial Order 706.
- 8.3. All staff are to be familiar with the location, storage and accessibility of auto-injectors in the College, including those for general use.
- 8.4. The Principal must determine how appropriate communication with College staff, students and the Parent is to occur in the event of an emergency about anaphylaxis.
- 8.5. Copies of the ASCIA First Aid Plan for Anaphylaxis and emergency procedure are prominently displayed in the relevant places in the College, for example, first aid room, classrooms and in/around other College facilities, including the canteen.
- 8.6. The following school-specific information for the College will be documented and kept up to date for emergency response purposes:
  - A complete and up-to-date list of students identified at risk of anaphylaxis, including their location
  - Details of Individual Anaphylaxis Management Plans (IAMPs) and ASCIA Action Plans, and their locations within the school and during off-site activities or special events

- Specific emergency response procedure for different areas (e.g., classroom, playground, canteen, off-site activities)
  - Location and storage of all auto-injectors, including those for general use
  - Clear communication protocols with staff, students, and parents in the event of an anaphylactic reaction
- 8.7. Refer to Emergency Response to Anaphylactic Reaction below. A First Aid Plan for Anaphylaxis poster is available on the [ASCIA website](#)

### **In all situations**

Step 1: If safe to do so, lay the person flat, do not allow patient to stand or walk.

Step 2: If breathing is difficult allow patient to sit

- Be calm, reassuring
- Do not leave them alone
- Seek assistance from another staff member or reliable student to locate the autoinjector or a general use autoinjector, and the student's Individual Anaphylaxis Management Plan
- If the student appears to be experiencing a first time reaction, continue with steps 2-6.

Step 3: Administer prescribed adrenaline autoinjector - note the time given and retain used EpiPen to give ambulance paramedics.

Step 4: Phone ambulance 000 (112 - mobile).

Step 5: If there is no improvement or severe symptoms progress, further adrenaline doses may be given every five minutes (if another autoinjector is available).

Step 6: Phone family/emergency contact.

### **If in doubt, give an autoinjector**

If the student has not been previously diagnosed with an allergy or at risk of anaphylaxis but appears to be having a severe allergic reaction, follow Steps 2-6 above.

## **9. Staff Training**

- 9.1. In compliance with Ministerial Order 706, it is recommended that all College staff undertake one of two accredited training options.
- 9.2. The Principal requires all staff to participate in training to manage an anaphylaxis incident. The training should take place as soon as practicable after a student at risk of anaphylaxis enrolls and, where possible, before the student's first day at school.
- 9.3. Staff undertake training to manage an anaphylaxis incident if they:
  - conduct classes attended by students with a medical condition related to allergy and the potential for anaphylactic reaction
  - are specifically identified and requested to do so by the Principal based on the Principal's assessment of the risk of anaphylactic reaction occurring while a student is under that staff member's care, authority or supervision.
- 9.4. The College considers, where appropriate, whether casual relief teachers and volunteers should also undertake training.
- 9.5. College staff are to:
  - successfully complete an approved anaphylaxis management training course in compliance with Ministerial Order 706
  - participate in the College's twice yearly briefings conducted by the College's Anaphylaxis Supervisor or another person nominated by the Principal, who has successfully completed an approved anaphylaxis management training program in the past two years.
- 9.6. A range of training programs are available, and the Principal determines an appropriate anaphylaxis training strategy and implements this for staff. The Principal ensures that staff are adequately trained and that enough staff are trained in the management of anaphylaxis noting that this may change from time to time dependent on the number of students with IAMPs.

- 9.7. College staff undertake face-to-face training 22578VIC Course in First Aid Management of Anaphylaxis. Accredited for three years.
- 9.8. The College notes that 22578VIC Course in First Aid Management of Anaphylaxis is a face-to-face course that complies with the training requirements outlined in Ministerial Order 706. College staff who complete this course will have met the anaphylaxis training requirements for the documented period.

### **Anaphylaxis Supervisors**

- 9.9. The Principal is to identify two College staff as the school's Anaphylaxis Supervisors.
- 9.10. The College's Anaphylaxis Supervisors play a key role in undertaking competency checks on all staff who have successfully completed the ASCIA online training course. To qualify as a College Anaphylaxis Supervisor, the nominated College staff members need to complete an accredited short course that teaches them how to conduct a competency check on those who have completed the online training course e.g., 22579VIC Course in Verifying the Correct Use of Adrenaline Injector Devices.
- 9.11. On 1 September 2021, the Anapen adrenaline (epinephrine) auto-injector was introduced into Australia for the treatment of anaphylaxis. The College's Anaphylaxis Supervisors must ensure that all relevant staff are trained in the use of them. This is mandatory when a student with an ASCIA Action Plan for Anaphylaxis Red Anapen is enrolled in the College.

### **Twice yearly staff briefing**

- 9.12. The Principal ensures that twice yearly anaphylaxis management briefings are conducted, with one briefing held at the start of the year. The briefing is to be conducted by the College's Anaphylaxis Supervisor or another staff member who has successfully completed an Anaphylaxis Management Course in the previous two years. The College uses the Anaphylaxis Management Briefing Template provided by DE for use in Victorian schools. A facilitator guide and presentation for briefings created by DE is available in the resources section of the procedure.
- 9.13. The briefing includes information about the following:
  - the College's legal requirements as outlined in Ministerial Order 706
  - the College's anaphylaxis management policy
  - causes, signs and symptoms of anaphylaxis and its treatment
  - names and pictures of students at risk of anaphylaxis, details of their year level, allergens, medical condition and risk management plans including location of their medication
  - relevant anaphylaxis training
  - ASCIA Action Plan for Anaphylaxis and how to use an autoinjector, including practising with a trainer autoinjector
  - the College's general first aid and emergency responses
  - location of and access to auto-injectors that have been provided by the Parent or purchased by the College for general use.
- 9.14. All College staff should be briefed on a regular basis about anaphylaxis and the College's Anaphylaxis Management Policy.
- 9.15. The staff training arrangements for the College are as follows:
  - All staff will be assigned to complete training by the College's compliance and training hub (CaTH).
  - Records of training will be maintained by HR.

## **10. Anaphylaxis communication plan**

- 10.1. The 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's anaphylaxis management policy.
- 10.2. The College's anaphylaxis communication plan outlines practices within the College for the following:
  - Raising staff awareness - arrangements for twice yearly briefing, regular briefings, induction of new staff, CRT staff, etc.
  - raises student awareness using fact sheets, posters with messages about anaphylaxis, peer support, etc.

- raises College community awareness via newsletter, website, information nights, assemblies
- 10.3. The Communication Plan includes strategies for advising College staff, students and their Parent about how to respond to an anaphylaxis reaction of a student in various environments:
- during normal College activities, including in a classroom, in the College yard, in all College buildings and sites including gymnasiums and halls
  - during off-site or out of school activities, including on excursions, school camps and at special events conducted, organised or attended by the College.
- 10.4. The Communication Plan includes procedures to inform volunteers and casual relief staff of students who are at risk of anaphylaxis and of their role in responding to an anaphylactic reaction experienced by a student in their care.
- 10.5. The Principal and their nominee work with the Parent to support the student's needs. The Principal develops a communication process for when new or updated medical documentation and/or medication is required as part of the annual or triggered reviews. The College staff engaged in this process are to make communication accessible and culturally appropriate.
- 10.6. Working with the Parent - developing open, cooperative relationships with the Parent, how information will be shared, requesting and updating medical information
- 10.7. The Principal ensures that the College staff are adequately trained by completing an approved training course:
- ASCIA e-training every two years together with associated competency checks assessed by suitably trained Anaphylaxis Supervisor who has completed 22579VIC Course in Verifying the Correct Use of Adrenaline Injector Devices, and
  - provision of an in-house briefing for College staff at least twice per calendar year in accordance with Ministerial Order 706, with one briefing at the commencement of the school year.

## **COLLEGE COMMUNICATION PROCESS**

### **Initial Notification**

- At the start of each school year, upon enrolment and/or when a plan is due to expire, the College communicates to parents/carers informing them of the need to update their child's medical management and/or anaphylaxis action plans.

### **Follow-Up Communication**

- College staff nominee to send reminders via email, phone calls, or College newsletters as the deadline approaches.
- College will send a second reminder via the preferred means of communication (e.g. email, College app, letter) to clarify the required medical information. College staff are to make communication accessible and culturally appropriate. The College informs the Parent of any impact on child's safe participation in College activities without updated medical plans and medication, and work to develop a plan for updating information.
- For critical updates, the College Nurse will call or meet with parents/carers to discuss the importance of the information:
  - Phone Call: A follow-up phone call to the Parent who has not responded, highlighting the potential risks to their child's health and safety if the information is not updated.
  - In-Person Meeting: If there is still no response, an in-person meeting with the Parent is arranged to underscore the importance of the update and to provide additional support or clarification if needed.
- Escalation to the Principal if updated information/medication is not obtained
- Parents seeking guidance around obtaining documentation are encouraged to contact the Anaphylaxis advisory line on 1300 725 911 or 9345 4235 or email [anaphylaxisadviceline@rch.org.au](mailto:anaphylaxisadviceline@rch.org.au)

### **Ongoing Communication**

- Periodic check-ins are scheduled with parents/carers prior to potential review points to ensure the medical information remains current.
- Parent to inform the College of any changes in their child's health status throughout the year.

## **DEFINITIONS**

See Glossary of Terms for a full set of definitions.

### **Anaphylaxis**

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

### **Anaphylaxis Guidelines**

A resource for managing severe allergies in Victorian schools, published by the Department of Education (DE) for use by all schools in Victoria and updated from time to time.

### **Australasian Society of Clinical Immunology and Allergy (ASCIA)**

The peak professional body of clinical immunology and allergy in Australia and New Zealand.

### **Autoinjector**

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

### **Ministerial Order 706**

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

## **RELATED POLICIES AND DOCUMENTS**

Anaphylaxis Policy

Duty of Care Policy

Emergency Management Plan  
 First Aid Policy  
 Medical Management Policy  
 Individual Anaphylaxis Management Plan  
 Anaphylaxis Risk Minimisation Strategies for Schools  
 Emergency Response to Anaphylactic Reaction  
 Anaphylaxis Management Checklist for Off-site Activities  
 Annual Anaphylaxis Risk Management Checklist  
 Glossary of Terms

## LEGISLATION AND STANDARDS

Ministerial Order 706: Anaphylaxis Management in Victorian Schools  
 Department of Education Victoria Anaphylaxis Guidelines  
 Department of Education Victoria Anaphylaxis Management Briefing presentation  
 Department of Education Victoria Facilitator guide for anaphylaxis management briefing  
 ASCIA Action Plans and First Aid Plans for Anaphylaxis or Allergies  
 ASCIA Action Plans for Anaphylaxis (General, Anapen, Epipen)  
 ASCIA First Aid Plan for Anaphylaxis (General, Anapen, Epipen, Pictorial)  
 ASCIA Travel Plan  
 ASCIA Anaphylaxis e-training for Victorian schools  
 ASCIA Adrenaline (Epinephrine) Injectors for General Use

## DOCUMENT INFORMATION

<b>Responsible director</b>	AP - Savio and Bosco Campuses
<b>Policy owner</b>	College Executive
<b>Approving authority</b>	College Executive
<b>Assigned board committee</b>	-
<b>Committee Approval Date</b>	-
<b>Executive Approval date</b>	21/05/2026
<b>Next Review date</b>	21/05/2028
<b>Publication</b>	Schoolbox; Website

POLICY DATABASE INFORMATION	
<b>Assigned framework</b>	MS4-Student_Care; CA4-Student Care, Safety & Welfare
<b>Superseded versions</b>	2026 v1.0