



## Anaphylaxis Communication Plan

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. For details on how we manage anaphylaxis in our College refer to our Anaphylactic Shock Management policy.

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### Harkaway Hills College's Anaphylaxis Communications Plan

This Communication Plan has been developed in accordance with the requirements set out in Ministerial Order No. 706: Anaphylaxis Management in Victorian Schools'.

- (1) All staff will be trained in Anaphylaxis management as stipulated in the Anaphylactic Shock Management policy.
- (2) Parents of students with a diagnosis of Anaphylaxis must provide the school with an individual Action Plan completed by a Medical Practitioner and an EpiPen (if prescribed). An individual anaphylaxis management plan will be developed in consultation with the student's parents and will provide information as stipulated in the Anaphylaxis Policy document.
- (3) The Anaphylaxis management plan and a photo of the student will be pinned up inside the First Aid cupboard in the Administration Office First Aid room. All staff will be alerted as to which students have an anaphylaxis diagnosis by posting photos of each student on the staffroom notice board.
- (4) Staff will be directed to read all Anaphylaxis Management Plans stored in the Administration Office First Aid room.
- (5) Casual Relief Teachers and volunteers will be alerted of students at risk of anaphylaxis via consultation with the Administration Assistant. The Administration Assistant will advise the Casual Relief Teacher (CRT) and volunteers to check the College's Sentral database for a photo identifying the individual child with this condition and further information.
- (6) In the event of an anaphylactic reaction the following steps will be followed:
  - i. **Classroom:**
    - In the event of an anaphylaxis reaction, the classroom teacher / specialist / CRT will remain with the child and class.
    - Classroom teacher / specialist / CRT to either call the Administration Assistant or Principal via mobile phone, or send a student immediately to the office with a First Aid alert card, which will alert first aid officer to come immediately to the classroom with the individual child's EpiPen, action plan and school general use auto injector.
    - First aid officer to administer medication as per training.
    - Ambulance called by First aid officer.
    - Parents immediately notified by Administration Assistant.



**ii. Playground:**

*Ref: Playground Location (1) = Deck and playground beside portables*

*Playground Location (2) = Playground beside Administration building.*

- In the event of an anaphylaxis reaction, the yard duty teacher will remain with the child.
- All teachers and staff should carry a mobile phone while on yard duty.
- Yard duty teacher should call the Administration Assistant or Principal via mobile phone, and should send a student immediately to the office with a First Aid alert card, which will alert the first aid officer to come immediately to the classroom with the individual child's EpiPen, action plan and school general use auto injector.
  - Playground Location (1) A First Aid kit is located in the Library. This kit has a First Aid alert card.
  - Playground Location (2) This site is directly beside the Administration Assistant's desk, the Principal's Office and the Staff Room. A card is not necessary as a student can access the Administration Assistant and Principal directly.
- First aid officer to administer medication as per training.
- Ambulance called by First aid officer.
- Parents immediately notified by Administration Assistant.

**iii. Excursions / Sports Days / Special Events:**

- All staff and volunteers will be informed of students at risk of anaphylaxis as listed in the risk assessment and their role in responding to an anaphylactic reaction by the Administration Assistant.
- Wherever possible, the individual child's parent will be asked by the class teacher to accompany the class on excursions/sports days/special events and will be requested to provide a second backup EpiPen (home use). If the child's parent is in attendance, they will carry the student's back up EpiPen (home use).
- If the parent is not in attendance, a designated first aid teacher will ensure that the individual student's EpiPen, action plan, back up EpiPen (home use) and school general use auto injector are placed in the first aid bag that will accompany the designated first aid teacher on the excursion/ Sports Day / Special Event.
- The individual student's prescribed school use EpiPen and school general use auto injector must be signed out from the first aid room by the designated teacher, and signed in upon return.
- Wherever practicable (if the parent is not accompanying the student), the designated first aid teacher will ensure he/she is assigned to supervise the group that includes the individual child.
- If the student is to be absent from the designated first aid teacher for a sustained period of time and communication cannot be made with this teacher then another supervising teacher will take the EpiPen and back up EpiPen (home use) with him / her and administer medicating treatment as required.
- In the event there is more than one student attending who has been prescribed an EpiPen, the school general use auto injector will stay with the designated first aid officer.
- The supervising teacher must ensure they are equipped with a mobile phone to call for help.
- In the event of an anaphylaxis reaction, the supervising teacher will remain with the child.
  - Supervising teacher to call first aid teacher (first), then the College Administration Assistant or Principal via mobile phone, and (if possible) send a student immediately to the first aid teacher with a First Aid alert card.
  - First aid teacher to administer medication as per training.
  - Ambulance called by First aid teacher.
  - Parents immediately notified by supervising teacher (offsite activity)/or Administration assistant (onsite activity).



### Anaphylaxis Communications Plan: Promoting Awareness

	<b>Staff</b>	<b>Students</b>	<b>Parents /Carers</b>
<b>Strategies to reduce the risk of an allergic reaction</b>	<ul style="list-style-type: none"> <li>- Staff are not to provide food to students with anaphylaxis or other allergies, without consulting parents</li> <li>- Staff to remind students of the no sharing food policy and enforce this when on yard duty</li> <li>- Staff are to follow the risk minimisation strategies listed in the College Anaphylactic Shock Management policy.</li> </ul>	<ul style="list-style-type: none"> <li>- Students are not to share/swap food</li> <li>- Students should be aware of the allergies of their peers</li> <li>- Students to practise good hygiene to minimise the risk of transference of allergens</li> </ul>	<ul style="list-style-type: none"> <li>- Parents to provide up-to-date information regarding student allergies and notify school of any changes to this information</li> </ul>
<b>Anaphylaxis Training</b>	<ul style="list-style-type: none"> <li>- Anaphylaxis training twice a year in January and July</li> <li>- January training completed within a full First Aid course delivered by external provider</li> <li>- July training completed internally with practise EpiPen and online resources</li> </ul>	<ul style="list-style-type: none"> <li>- Students to take part in annual discussion by class teachers to raise awareness</li> </ul>	<ul style="list-style-type: none"> <li>- Parent volunteers to be briefed on Anaphylactic Shock Management policy before Excursions / Sports Days / Special Events</li> </ul>
<b>Responding to an anaphylactic reaction during normal College activities</b>	<ul style="list-style-type: none"> <li>- Staff to be briefed by Principal on anaphylaxis communication plan twice annually (January and July)</li> <li>- Anaphylaxis awareness posters located in staff room</li> <li>- Staff to be mindful that a student at risk of anaphylaxis may not want to be singled out or seen to be treated differently</li> <li>- Administration assistant to brief volunteers and casual relief staff on arrival at the College if they are caring for a student at risk of anaphylaxis and their role in responding to a reaction.</li> </ul>	<ul style="list-style-type: none"> <li>- Anaphylaxis awareness posters located around eating areas at the College</li> </ul>	<ul style="list-style-type: none"> <li>- Parent volunteers to be briefed on Anaphylactic Shock Management policy before Excursions / Sports Days / Special Events</li> </ul>
<b>Responding to an anaphylactic reaction during off-site or out of College activities</b>	<ul style="list-style-type: none"> <li>- Staff to be briefed by Principal on anaphylaxis communication plan before Excursions / Sports Days / Special Events</li> </ul>		<ul style="list-style-type: none"> <li>- Parent volunteers to be briefed on Anaphylactic Shock Management policy before Excursions / Sports Days / Special Events</li> </ul>
<b>Communication with College community</b>	<ul style="list-style-type: none"> <li>- Staff to be verbally briefed and trained in anaphylaxis twice yearly</li> <li>- Staff are to deal with any bullying associated with a student's anaphylaxis status in accordance with the College's Student Discipline Policy</li> <li>- Principal to email updates regarding anaphylaxis management at the College</li> </ul>	<ul style="list-style-type: none"> <li>- Students at risk of an anaphylactic response are encouraged to wear an anaphylaxis wristband.</li> </ul>	<ul style="list-style-type: none"> <li>- Principal to email updates regarding anaphylaxis management at the College</li> <li>- Administration assistant to liaise regularly with parents of students with anaphylaxis</li> </ul>

### Responsibility of Principal

The Principal must:



- ensure that the College develops, implements and annually reviews this Policy in accordance with Ministerial Order No. 706 and the DET Guidelines
- actively seek information to identify students with severe life-threatening allergies or those who have been diagnosed as being at risk of anaphylaxis, either at the time of enrolment or at the time of diagnosis (whichever is earlier)
- ensure that parents/carers provide an ASCIA Action Plan for Anaphylaxis which has been completed and signed by the student's medical practitioner and 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/carers 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, where the College has been notified of that diagnosis
- ensure that an interim Individual Anaphylaxis Management Plan is developed for a student where:
  - the College has not been notified of a student's potential for anaphylaxis, but there is reason to believe that the student is at risk (e.g. where the parents/carers have not told the school about any allergies, but the student mentions it in class); or
  - a student's adrenaline autoinjector has been used or lost and not yet replaced; or
  - a student's autoinjector is identified as out of date or cloudy/ discoloured; or
  - relevant training has not occurred for a member of staff who has a child in their class at risk of anaphylaxis.
- ensure students' Individual Anaphylaxis Management Plans are appropriately communicated to all relevant staff
- ensure that parents/carers 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 that an appropriate Communication Plan is developed
- ensure there are procedures in place for providing information to College volunteers and casual relief staff about students who are at risk of anaphylaxis, and their role in responding to an anaphylactic reaction of a student in their care
- ensure that relevant College staff have successfully completed an approved Anaphylaxis Management Training Course and that their accreditation is current
- ensure that College staff who are appointed as Anaphylaxis Supervisor(s) are appropriately trained in conducting autoinjector competency checks and that their accreditation is current
- ensure that all College staff are briefed at least twice a year by the Anaphylaxis Supervisor (or other appropriately trained member of the College staff), with the first briefing to occur at the start of each year
- allocate time, such as during staff meetings, to discuss, practise and review this Policy
- encourage regular and ongoing communication between parents and College staff about the current status of the student's allergies, the College's policies and their implementation
- ensure that the student's Individual Anaphylaxis Management Plan is reviewed in consultation with parents: annually at the beginning of each school year; when the student's medical condition changes; as soon as practicable after a student has an anaphylactic reaction at school; and whenever a student is to participate in an off-site activities such as camps or excursions, or at special events conducted, organised or attended by the College
- ensure the Risk Management Checklist for anaphylaxis is completed and reviewed annually
- arrange to purchase and maintain an appropriate number of Adrenaline Autoinjectors for general use to be part of the College's first aid kit, stored with a copy of the general ASCIA Action Plan for Anaphylaxis (orange).

**Location of Plan:** The College's Communication Plan is kept in First Aid Room in the Administration Office and in the Library.

**Last updated: February 2023**