ANAPHYLAXIS POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact the school at the General Office.

PURPOSE

To explain to Yarrabing Secondary College parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Yarrabing Secondary College is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

CONTEXT STATEMENT

Yarrabing Secondary College was established in 2024 and is located approximately 35 kilometres west of Melbourne. When fully established, the school will have 1200 students enrolled from Grade 7 to 12 and 130 school staff members including Wellbeing staff.

Our school grounds are very close to native bushland, and we are surrounded by a supportive community. Nearly all students that attend our school live locally and tend to walk or ride their bike to school. Yarrabing Secondary College has developed close ties to the local community and enjoys support from our local shops and community services.

Our school is culturally diverse with 60% of students having a language background other than English (LOTE) spoken in the family home, with the largest LOTE languages being Hindi and Punjabi. The school also has very small representation from the Koorie community. We are proud of our diversity and inclusive school community.

We strive to provide a nurturing and challenging environment that empowers students to reach their personal best, both academically and socially.

SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

POLICY

School Statement

Yarrabing Secondary College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education.

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

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

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

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

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

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes
Treatment
Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

Individual Anaphylaxis Management Plans
All students at Yarrabing Secondary College who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the Principal of Yarrabing Secondary College is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrols at Yarrabing Secondary College and where possible, before the student's first day.

Parents and carers must:

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

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the school
- the name of the person(s) responsible for implementing the risk minimisation strategies, which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details

- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

Review and updates to Individual Anaphylaxis Management Plans

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

Location of plans and adrenaline autoinjectors

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in the First Aid Room. Whilst some students keep their adrenaline autoinjector with them in their classroom, medication for those that do not will be stored and labelled with their name in the First Aid Room, together with adrenaline autoinjectors for general use.

Risk Minimisation Strategies

Classrooms

- A copy of the student's Individual Anaphylaxis Management Plan is kept in the relevant child's Compass folder.
- Liaise with students/parents about food-related activities, this will occur well ahead of time.
- Planning for cooking, food technology, science and art classes will take into account student allergies.
- All cooking utensils, preparation dishes, plates, and knives and forks etc. will be washed and cleaned thoroughly after preparation of food and cooking.
- Staff will liaise with students/parents prior to participation in food technology classes for students with allergies.
- Regular discussions with students about the importance of washing hands, eating their own food and not sharing food will occur.
- The names of any students at risk of anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and adrenaline autoinjector, the school's Anaphylaxis.
- Management Policy, and each individual person's responsibility in managing an incident will be included in Visitor and Volunteer induction processes.

The Canteen

- Canteen staff will demonstrate satisfactory training in food allergen management and its implications for food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergies, label reading, etc.
- Canteen staff, including volunteers, are briefed about students at risk of anaphylaxis and, where the principal determines in accordance with clause 12.1.2 of the Order, these individuals have up to date training in an anaphylaxis management training course as soon as practical after a student enrols.
- Copies of students' ASCIA Action Plan for Anaphylaxis are displayed in the canteen as a reminder to canteen staff and volunteers.
- Providing a range of healthy meals/products that exclude peanut or other nut products in the ingredient list or a 'may contain...' statement.
- Adopting a 'no-sharing food' with the students with food allergies approach.
- Awareness of cross contamination and the use of clean utensils at each stage of food preparation.

Yard

- Ensuring all staff are trained in the use of an EpiPen.
- Ensuring staff are aware of the location of students' Anaphylaxis Management Plan and have direct communication with the school administration office.
- Carrying an adrenaline autoinjector in the school's yard duty bag.
- Maintenance of grassed areas on a regular basis.
- Keeping outdoor bins covered.

Special events (e.g. sporting events, incursions, class parties, etc.)

- Ensuring all staff are trained in the use of an EpiPen/auto-injector.
- Consulting students/parents in advance of special events involving food to either develop an alternative food menu or request the parents to send a meal for the student.
- Informing students/parents/carers in advance about foods that may cause allergic reactions in students at risk of anaphylaxis and request that they avoid providing students with treats whilst they are at school or at a special school event.

Field trips/excursions/sporting events

- Ensuring school staff supervising a special event are trained in the administration of an adrenaline autoinjector and are able to respond quickly to an anaphylactic reaction if required.
- Ensuring a school staff member or team of school staff trained in the recognition of anaphylaxis and the administration of the adrenaline autoinjector accompanies any student at risk of anaphylaxis on field trips or excursions.
- Ensuring the adrenaline autoinjector and a copy of the individual ASCIA Action Plan for Anaphylaxis for each student at risk of anaphylaxis is carried by teachers on field trips and excursions.
- The undertaking of a risk assessment should be for each individual student attending a field trip or excursion who is at risk of anaphylaxis.
- Ensuring all school staff members present during the field trip or excursion are aware of the identity of any students attending who are at risk of anaphylaxis and can identify them by face.
- Consultation 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 excursion activity.
- Ensuring that students at risk of anaphylaxis should take their own adrenaline autoinjector with them to events being held at other schools.

Camps and remote settings

- Prior to engaging a camp owner/operator's services, we will make enquiries as to whether the operator can provide food that is safe for anaphylactic students. If a camp owner/operator cannot provide this confirmation in writing to the school, then we will consider using an alternative service provider.
- Ensuring the camp cook can demonstrate satisfactory training in food allergen management and its implications for food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc.
- Conducting a risk assessment and developing a risk management strategy for students at risk of anaphylaxis while they are on camp in consultation with parents of students at risk of anaphylaxis and camp owners/operators prior to the camp's commencement.
- Consulting with students at risk of anaphylaxis and the camp owner/operator to ensure appropriate procedures are in place to manage an anaphylactic reaction should it occur. If these procedures are deemed to be inadequate, further discussions, planning and implementation will be undertaken for the school to adequately discharge its non-delegable duty of care.
- Avoiding the use of substances containing known allergens.
- Discouraging camp settings from stocking peanut or tree nut products, including nut spreads.
- Products that 'may contain' traces of nuts may be served, but not to students who are known to be allergic to nuts.
- If eggs are to be used, ensuring there is a suitable alternative provided for any student known to be allergic to eggs.
- Reviewing the students' Individual Anaphylaxis Plan prior to the camp taking place to ensure that it is up to date and relevant to the circumstances of the camp.
- The student's adrenaline autoinjector, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis and a mobile phone will be taken on camp.
- All staff attending camp will familiarise themselves with the students' Individual Anaphylaxis Management Plans AND plan emergency response procedures for anaphylaxis prior to camp and be clear about their roles and responsibilities in the event of an anaphylactic reaction.
- Ensuring contact details of emergency services are distributed to all school staff as part of the emergency response procedures developed for the camp.
- Carrying an adrenaline autoinjector for general use on school camp as a back-up device in the event of an emergency.
- Ensuring each student's adrenaline autoinjector remains close to the student and school staff are aware of its location at all times.
- Students with allergies to insects must always wear closed shoes and long-sleeved garments when outdoors and will be encouraged to stay away from water or flowering plants.

Adrenaline autoinjectors for general use
Yarrabing Secondary College will maintain a supply of adrenaline autoinjectors for general use, as a back-up to those provided by parents and carers for specific students, and also for students who may suffer from a first time reaction at school.

Adrenaline autoinjectors for general use will be stored at the First Aid Room and labelled "general use".

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

- the number of students enrolled at Yarrabing Secondary College at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry
- the weight of the students at risk of anaphylaxis to determine the correct dosage of adrenaline autoinjector/s to purchase.

Emergency Response
In the event of an anaphylactic reaction (on or off-site), the emergency response procedures in this policy must be followed, together with the school's general first aid procedures, emergency response procedures and the student's Individual Anaphylaxis Management Plan.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by the First Aid Officer and stored at the First Aid Room. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

Step	Action
1.	• Lay the person flat • Do not allow them to stand or walk • If breathing is difficult, allow them to sit • Be calm and reassuring • Do not leave them alone • Seek assistance from another staff member or reliable student to locate the student's adrenaline autoinjector or the school's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored at the First Aid room. If off-site, the teacher-in-charge of the off-site activity will have immediate access to items listed above • If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5
2.	Administer an EpiPen or EpiPen Jr • Remove from plastic container • Form a fist around the EpiPen and pull off the blue safety release (cap) • Place orange end against the student's outer mid-thigh (with or without clothing) • Push down hard until a click is heard or felt and hold in place for 3 seconds • Remove EpiPen • Note the time the EpiPen is administered • Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration **OR** Administer an Anapen® 500, Anapen® 300, or Anapen® Jr. • Pull off the black needle shield • Pull off grey safety cap (from the red button) • Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing)

	• Press red button so it clicks and hold for 10 seconds • Remove Anapen® • Note the time the Anapen is administered • Retain the used Anapen to be handed to ambulance paramedics along with the time of administration
3.	Call an ambulance (000)
4.	If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.
5.	Contact the student's emergency contacts.
6.	The principal or a staff member allocated to do so must contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 to report 'High' or Extreme' severity incidents to report the incident. Incidents assessed as 'Low' or 'Medium' can be reported directly into EduSafe Plus by the principal or their allocated staff member.

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

Schools can use either the EpiPen® and Anapen® on any student suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.

Where possible, schools should consider using the correct dose of adrenaline autoinjector depending on the weight of the student. However, in an emergency if there is no other option available, any device should be administered to the student.

Communication Plan
This policy will be available on Yarrabing Secondary College's website so that parents and other members of the school community can easily access information about Yarrabing Secondary College's anaphylaxis management procedures. The parents and carers of students who are enrolled at Yarrabing Secondary College and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The Principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Yarrabing Secondary College's procedures for anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

The Principal is also responsible for ensuring relevant staff are trained and briefed twice per calendar year in anaphylaxis management, consistent with the Department's Anaphylaxis Guidelines.

Staff training
The Principal will ensure that the following school staff are appropriately trained in anaphylaxis management:
- School staff who conduct classes attended by students who are at risk of anaphylaxis
- School staff who conduct specialist classes, all canteen staff, admin staff, first aiders and any other member of school staff as required by the Principal based on a risk assessment.

Staff who are required to undertake training must have completed:
- an approved face-to-face anaphylaxis management training course in the last three years, or
- an approved online anaphylaxis management training course in the last two years.

Yarrabing Secondary College uses the following training course:
- ASCIA Anaphylaxis e-training for Victorian Schools followed by a competency check by the School Anaphylaxis Supervisor. To perform the competency check, the Anaphylaxis Supervisor must have completed the Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC.
- A Department of Education approved face to face program (22578VIC, or 22579VIC or 10710NAT).

For details about approved staff training modules, refer to chapter 5 of the Anaphylaxis Guidelines.

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years including the School Anaphylaxis Supervisor. Each briefing will address:

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

When a new student enrols at Yarrabing Secondary College who is at risk of anaphylaxis, the Principal will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.

A record of staff training sessions will be maintained and updated by our Business Manager, through the school's OHS Training Planner as required.

The Principal will ensure that while students at risk of anaphylaxis are under the care or supervision of the school outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

FURTHER INFORMATION AND RESOURCES

- Allergy & Anaphylaxis Australia
- ASCIA Guidelines: Schooling and childcare
- Royal Children's Hospital: Allergy and immunology
- Department's Policy and Advisory Library (PAL):
  - Anaphylaxis

- Related Policies:
  - Medication Administration Policy
  - First Aid Policy
  - Health Care Needs Policy
  - Medication Administration Log
  - Medication Authority Form

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2025
Approved by	Principal
Next scheduled review date	before November 2026

The Principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.