



# VIC-EDU-F-053 Anaphylaxis Communication Plan

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## 1. Purpose

The Anaphylaxis Communication Plan outlines how school staff, contractors and volunteers involved in child-related work, students, parents/guardians/carers (referred to as 'guardians') will be informed of the school's policy and procedures for anaphylaxis management.

## 2. Scope

This plan applies to all MacKillop Education staff, and contractors and volunteers involved in child-related work.

The plan is to be read in conjunction with the *VIC-EDU-P-008 Anaphylaxis Management Policy* and the *VIC-EDU-P-062 Anaphylaxis Management Procedure*.

## 3. Implementation

### Staff

#### Staff training

At MacKillop Education all school staff are required to complete Anaphylaxis training. At a minimum all staff will complete Anaphylaxis training Option 1.

The school anaphylaxis supervisors are also required to complete the *Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC* - at no cost for Victorian Catholic schools from HERO HQ.

Regular volunteers and regular casual relief teachers will also be required to complete the online *ASCIA Anaphylaxis e-training for Victorian Schools*.

#### Options for staff anaphylaxis training

**Option 1.** All school staff complete the online *ASCIA Anaphylaxis e-training for Victorian Schools*. At the end of the online training course, participants who have passed the assessment module, will be issued a certificate which needs to be signed by the school anaphylaxis supervisor to indicate that the participant has demonstrated their competency in using an adrenaline autoinjector device. School staff that complete the online training course will be required to repeat that training and the adrenaline autoinjector competency assessment every two years.

**Option 2.** School staff undertake face-to-face training *Course in First Aid Management of Anaphylaxis 22578VIC*. Accredited for three years.

#### Food allergy safety

MacKillop Education acknowledges that children with food allergy need special care when cooking. All school staff are required to complete the DoFoodSafely online learning program. DoFoodSafely provides training on how to safely work with, and handle food.

## Raising staff awareness

Twice yearly anaphylaxis management briefings are conducted for all school staff, with one briefing held at the start of the year. The briefing is conducted by the school Anaphylaxis Supervisor (or another staff member who has successfully completed an Anaphylaxis Management Course in the previous two years).

The *Anaphylaxis Management Briefing Template* provided by the Department of Education for use in Victorian schools is used for the briefing. A facilitator guide and presentation for briefings created by Department of Education are referenced in the resources section of this plan.

The briefing includes information about the following:

- MacKillop Education's legal requirements as outlined in Ministerial Order 706
- MacKillop Education's *VIC-EDU-P-008 Anaphylaxis Management Policy* and *VIC-EDU-P-062 Anaphylaxis Management Procedure*
- 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 adrenaline autoinjector, including practising with a trainer autoinjector
- The school's general first aid and emergency responses
- Location of and access to adrenaline autoinjectors that have been provided by guardians or purchased by the school for general use.

## Informing volunteers, casual relief staff

The school anaphylaxis supervisor(s) or other designated staff member(s) are responsible for briefing all volunteers and casual relief staff, and new school staff (including administration and office staff, sessional teachers, and specialist teachers) on anaphylaxis management at MacKillop Education. This includes:

- Identification of students at risk of anaphylaxis, details of their year level, allergens, medical condition and risk management plans
- Location of and access to students' adrenaline autoinjectors that have been provided by guardians or purchased by the school for general use
- The school's general first aid and emergency responses including their role in responding to an anaphylactic reaction experienced by a student in their care.

## Responding to an anaphylactic reaction

**During normal school activities** including in the classroom, in the school yard, in all school buildings and sites including gymnasiums and halls.

MacKillop Education will ensure all staff:

1. Know the identity of students who are at risk of anaphylaxis. Know the students by face and, if possible, know what their specific allergy is.

2. Have received training in how to recognise and respond to an anaphylactic reaction, including administering an adrenaline autoinjector.
  - All staff have a mobile phone and will communicate information regarding the anaphylactic reaction via the incident response app.
3. Know where to find a copy of each student's *ASCIA Action Plan for Anaphylaxis* quickly, and follow it in the event of an allergic reaction.
  - Copies of student *ASCIA Action Plans for Anaphylaxis* and *Individual Anaphylaxis Management Plans* are available in multiple locations throughout the school.
4. Know the school's general first aid and emergency response procedures, and understand their role in relation to responding to an anaphylactic reaction.
  - A nominated staff member to call an ambulance.
  - A nominated staff member to wait for the ambulance at a designated school entrance.
  - A second adrenaline autoinjector to be sent to the emergency just in case a further device is required to be administered (this may be the school adrenaline autoinjector for general use or the family purchased device).
5. Know where students' adrenaline autoinjectors and the adrenaline autoinjectors for general use are kept.
  - Adrenaline autoinjectors for general use are available in the Front Office.

**During off-site or out of school activities**, including on excursions, school camps and at special events conducted, organised or attended by the school, the following will be ensured.

1. The principal or their delegate must review the student's *Individual Anaphylaxis Management Plan* in conjunction with the student's guardians.
2. A risk assessment will be conducted for each individual student attending who is at risk of anaphylaxis.
3. The risk assessment will be shared with all staff attending the excursion.
4. Staff will know the identity of students who are at risk of anaphylaxis. Staff will know the students by face and, if possible, know what their specific allergy is.
5. Staff will have received training in how to recognise and respond to an anaphylactic reaction, including administering an adrenaline autoinjector.
6. Staff will know where to find a copy of each student's *ASCIA Action Plan for Anaphylaxis* quickly and follow it in the event of an allergic reaction.
  - Copies of student *ASCIA Action Plans for Anaphylaxis* are available in the portable first aid kit and the Teacher in Charge also has a copy of the plan.
7. Staff will know the school's general first aid and emergency response procedures and understand their role in relation to responding to an anaphylactic reaction.
8. Know where students' adrenaline autoinjectors and the adrenaline autoinjectors for general use are kept.
  - Adrenaline autoinjectors for general use are available in the portable first aid kit.
  - Depending on the age of the student, the student may also carry their own adrenaline autoinjector.

## Students

### Raising student awareness

Peer support is an important element of support for students at risk of anaphylaxis. MacKillop Education will raise student awareness about allergies and anaphylaxis, and the importance of each student's role in fostering a school environment that is safe and supportive for their peers.

MacKillop Education raises awareness of anaphylaxis by displaying fact sheets or posters in hallways, kitchens and classrooms. Key teachers also discuss the topic with students in class, with a few simple key messages such as:

1. Always take food allergies seriously — severe allergies are no joke.
2. Don't share your food with friends who have food allergies.
3. Wash your hands after eating.
4. Know what your friends are allergic to.
5. If a school friend becomes sick, get help immediately even if the friend does not want you to.
6. Be respectful of a school friend's adrenaline autoinjector.
7. Don't pressure your friends to eat food that they are allergic to.

Resources such as the ASIA 'Be a MATE' may also be used.

*Note: It is important to be aware that a student at risk of anaphylaxis may not want to be singled out or be seen to be treated differently. Also be aware that bullying of students at risk of anaphylaxis can occur in the form of teasing, tricking a student into eating a particular food or threatening a student with the substance that they are allergic to, such as peanuts.*

## School Community

### Raising school community awareness

All guardians are provided with information about anaphylaxis to increase understanding about the condition. Information is shared in the school newsletter. The *VIC-EDU-P-008 Anaphylaxis Management Policy* is available on the school website.

Fact sheets on allergic and anaphylactic reactions are made available to the school community.

Whilst MacKillop Education does not ban certain types of foods (e.g., nuts) as it is not practicable to do so, the school avoids the use of nut-based products in school activities, and requests that guardians do not send those items to school if possible.

### Parents/guardians/carers (guardians) of a child who is at risk of anaphylaxis

MacKillop Education works closely with guardians of children at risk of anaphylaxis.

This begins at enrolment when guardians are asked to provide the school with up-to-date medical information, including the *ASCIA Action Plan for Anaphylaxis*. The guardian will also be asked to provide an up-to-date photos for the *ASCIA Action Plan for Anaphylaxis* and an adrenaline autoinjector that is current and not expired.

The *VIC-EDU-F-052 Individual Anaphylaxis Management Plan* is completed and reviewed by MacKillop Education in consultation with the student’s guardians . This will involve the discussion of risk minimisation and management strategies.

At the Student Support Group meeting held each term, guardians are reminded to inform the school 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 for Anaphylaxis*.

#### 4. Related legislation, policy, guidelines and resources

- Department of Education
  - Anaphylaxis Guidelines
  - Anaphylaxis Management School Checklist for Anaphylaxis Supervisor
  - Facilitator guide for Anaphylaxis Briefing
  - Anaphylaxis Management Briefing Presentation
  - Anaphylaxis Management: School Training Checklist
  - School Anaphylaxis Policy
- MACS
  - Anaphylaxis Policy for MACS Schools
- ASCIA
  - Action Plans and First Aid Plans for Anaphylaxis
  - Be a MATE: An Allergy Awareness Resource
  - Allergy Aware presentation – Primary School
  - Allergy Aware presentation – Secondary School
- DoFoodSafely – a free, non-accredited, online learning program provided by the Department of Health Victoria
- Royal Children’s Hospital website
  - Kids Health Information Fact Sheets – Allergic and anaphylactic reactions
- VIC-EDU-F-052 Individual Anaphylaxis Management Plan
- VIC-EDU-P-008 Anaphylaxis Management Policy
- VIC-EDU-P-062 Anaphylaxis Management Procedure

#### 5. Approval and Review Details

Approval and Review	Details
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