



VIC-EDU-P-008 Anaphylaxis Management Policy

1. Policy Scope

This policy applies to:

- All MacKillop Family Services ('MacKillop Education') staff, casual relief staff, and volunteers
- all students who have been diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction, where the school has been notified of that diagnosis, or who may require emergency treatment for anaphylactic reaction
- Parents/guardians/carers (referred to as 'guardians') of students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for anaphylactic reaction

2. Policy Outline

Context

Our values of respect, hope, justice, compassion, and collaboration inform the quality of relationships we establish and all that we do to ensure our learning community is a place of welcome and safety. MacKillop Education celebrates diversity, and we are committed to inclusion, so that every student, regardless of race, religion, culture, gender identity or personal circumstances, including barriers to learning, can access education and experience success.

Our model, Reframing Learning and Teaching Environments (ReLATE), supports our trauma-informed practice and highlights the critical partnership between students, guardians, and staff, as we work together, to enhance the learning outcomes for every child.

Purpose

This policy ensures that MacKillop Education provides, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis are provided with reasonable adjustments for their participation in school programs and activities.

Principles

The following principles underpin this policy:

MacKillop Education principals and staff are responsible for ensuring the safety and wellbeing of all students in the school environment.

MacKillop Education seeks to facilitate the safe participation of all students in educational experiences.

The principal and all staff work with guardians to ensure, as far as practicable, that the needs of children at risk of anaphylaxis will be considered and responded to.

The principal and staff take reasonable steps to reduce and manage risks to students with anaphylaxis in the school environment and school approved activities.

Where students are known to be at risk of anaphylaxis, MacKillop Education requires the active engagement of guardians in the provision of an up-to-date to *ASCIA Action Plan for Anaphylaxis* that complies with Ministerial Order 706. Guardians are also required to provide any other relevant information to enable MacKillop Education to meet its duty of care obligations.

The principal at all times ensures the school complies with Ministerial Order 706: Anaphylaxis Management in Victorian Schools (Ministerial Order 706). The school will also comply with the associated guidelines published and amended by the Department of Education (DE) from time to time to support implementation of Ministerial Order 706 in Victorian schools. The information outlined in this policy and the *VIC-EDU-P-062 Anaphylaxis Management Procedure* reflect The Guidelines.

The Guidelines include information on anaphylaxis including:

- Adrenaline autoinjectors for general use
- Anaphylaxis Management Policy
- Communication Plan
- Individual Anaphylaxis Management Plans
- Legal obligations of schools in relation to anaphylaxis
- Risk Management Checklist
- Risk minimisation and prevention strategies
- School management and emergency responses
- Staff training

Definitions

The Act	The Education and Training Reform Act 2006 (Vic).
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).
ASCIA	Is an acronym, short for Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.
ASCIA Action Plan	Is the plan that is a nationally recognised action plan for anaphylaxis developed by ASCIA. These <u>plans</u> are device specific; that is, they list the student's prescribed adrenaline autoinjector (e.g. EpiPen®, EpiPen® Jr, Anapen® or Anapen Jr®) and must be completed by the student's medical practitioner. Should a different adrenaline autoinjector become available in Australia, then a different ASCIA Action Plan specific to that device would be developed. This plan is one of the components of the student's Individual Anaphylaxis Management Plan.
Autoinjector	Is 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).
The Department	Is the Victorian Department of Education (DE)
The Guidelines	Are the Anaphylaxis Guidelines – A resource for managing severe allergies in Victorian schools, published by the Department of Education for use by all schools in Victoria and updated from time to time.
Online training course	Is the ASCIA Anaphylaxis e-training for Victorian Schools approved by the Secretary pursuant to clause 5.5.4 of Ministerial Order 706.

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

Anaphylaxis Administration

Risk Management Checklist

The principal must complete the *VIC-EDU-F-050 Annual School Anaphylaxis Risk Management Checklist* at the start of each year to monitor the school's compliance with Ministerial Order 706, The Guidelines, and their legal obligations.

Anaphylaxis supervisors

The principal will identify two staff per school or campus to become school anaphylaxis supervisors.

The responsibilities of the anaphylaxis supervisors include:

- Complete the Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC (at no cost for Victorian Catholic schools from HERO HQ).
 - Training in this course is current for 3 years
- Conduct twice yearly briefings for all staff on anaphylaxis management using the briefing template provided by the DE for use in schools
- Communicate the location of student *Individual Anaphylaxis Management Plans* and *ASCIA Action Plans for Anaphylaxis* to staff
- Conduct competency checks on all staff who have successfully completed the ASCIA online training course to assess their competency in using an adrenaline autoinjector device.

Register of students at risk of anaphylactic reactions

The principal will nominate a staff member to be responsible for maintaining an up-to-date register of students at risk of anaphylactic reaction. This register will be shared with all staff and will be accessible to all staff in an emergency. Casual relief teachers, and volunteers working directly with students, will also be informed of the students at risk of an anaphylactic reaction.

Anaphylaxis Plans

ASCIA Action Plan for Anaphylaxis

The guardian will provide the school with a copy of the student's *ASCIA Action Plan for Anaphylaxis* containing the emergency response plan (signed by the medical practitioner) and any medication or adrenaline autoinjector referenced in the plan.

Individual Anaphylaxis Management Plans

The principal is responsible for ensuring that all students who have been diagnosed by a medical practitioner as being at risk of anaphylaxis have an *Individual Anaphylaxis Management Plan* developed in consultation with the student's guardians.

The *Individual Anaphylaxis Management Plan* will be reviewed by the principal or their delegate in conjunction with the student's guardians:

- Annually
- When the student's medical condition changes
- As soon as possible after a student has an anaphylactic reaction at school
- When a student is to participate in an off-site activity, such as camps and excursions or at special events conducted, organised or attended by the school.

MacKillop Education will require the plan to be in place as soon as practicable after the student is enrolled and where possible before their first day of school.

An Interim Management Plan will be put into place for a student who is diagnosed with anaphylaxis after enrolment at the school. The principal or delegate will develop an interim plan in consultation with parents. Training and a briefing for MacKillop Education staff, casual relief staff and volunteers will occur as soon as possible after the interim plan is developed. The Interim Management Plan will be in place until the student's *Individual Anaphylaxis Management Plan* is developed.

The *Individual Anaphylaxis Management Plan* will comply with Ministerial Order 706 and record:

- Student's allergies
- Locally relevant risk minimisation and prevention strategies
- Names of people responsible for implementing risk minimisation and prevention strategies
- Location of the student's adrenaline autoinjector
- Student's emergency contact details
- Student's *ASCIA Action Plan for Anaphylaxis*.

Location of Individual Anaphylaxis Management Plans and ASCIA Action Plans for Anaphylaxis

The anaphylaxis supervisor will inform staff of the location of student *Individual Anaphylaxis Management Plans* and *ASCIA Action Plans for Anaphylaxis* within the school, during excursions, camps and special events conducted, organised, or attended by the school. Casual Relief Teachers, and volunteers working directly with students, will also be informed of the location of the plans.

Adrenaline Autoinjectors

The principal must ensure that all staff are familiar with the location and storage and accessibility of adrenaline autoinjectors at MacKillop Education, including those for general use.

Student adrenaline autoinjectors

Guardians are required to provide the school with an adrenaline autoinjector and any other medication as referenced in the student's *ASCIA Action Plan for Anaphylaxis*.

General use adrenaline autoinjectors

It is the responsibility of the principal to purchase adrenaline autoinjectors for the school for general use:

- As a back-up to adrenaline autoinjectors that are provided for individual students by parents/guardians/carers
- In case there is a need for an adrenaline autoinjector for another student who has not previously been diagnosed at risk of anaphylaxis.

A *First Aid Plan for Anaphylaxis* and emergency procedures are to be stored or posted with general use adrenaline injectors.

Purchase of general use adrenaline autoinjectors

The principal determines the number of additional autoinjector(s) required. In doing so, the principal should take into account the following relevant considerations:

- The number of students enrolled at the school who have been diagnosed as being at risk of anaphylaxis, including those with an *ASCIA Action Plan for allergic* reactions (they are potentially at risk of anaphylaxis)
- The accessibility of adrenaline autoinjectors (and the type) that have been provided by guardians of students who have been diagnosed as being at risk of anaphylaxis
- The availability and sufficient supply of adrenaline autoinjectors for general use in specified locations at MacKillop Education including in the school yard, and at excursions, camps and special events conducted, organised or attended by MacKillop Education
- That adrenaline autoinjectors for general use have a limited life, and will usually expire within 12-18 months, and will need to be replaced at MacKillop Education's expense either at the time of use or expiry, whichever is first.

The principal will determine the type of autoinjector to purchase for general use. In doing so, it is important to note the following:

- autoinjectors available in Australia are EpiPen® and EpiPen Jnr® and Anapen.
- autoinjectors are designed so that anyone can use them in an emergency.

Storage of adrenaline autoinjectors

The anaphylaxis supervisor will ensure that all staff, including casual relief staff, and volunteers are informed of the location of the student and general use adrenaline autoinjectors. The location of adrenaline autoinjectors for off-site activities, such as excursion, camps and special events will be communicated to all staff attending.

The principal is responsible for ensuring that general use autoinjectors are replaced at time of use or expiry, whichever is first. The expiry period is generally 12-18 months. The principal will ensure that the adrenaline autoinjector is stored in a cool dark place at room temperature (between 15 and 25 degrees Celsius).

The principal will ensure that the adrenaline autoinjectors are checked at the beginning or end of each term to ensure that:

- They are clearly labelled (with the student's name or for general use)
- They are not out of date or close to their expiry date
- The contents are not cloudy or discoloured.

If necessary, replacement adrenaline autoinjectors will be organised (guardians will be contacted to replace student adrenaline autoinjector).

When to use an adrenaline autoinjector for general use

The principal ensures that autoinjectors for general use will be used under the following circumstances:

- A student's prescribed autoinjector 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.

Note: if in doubt, give adrenaline autoinjector 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.

Responding to an anaphylactic reaction

In an emergency anaphylaxis situation, the student's *ASCIA Action Plan for Anaphylaxis*, the emergency response procedures described in *VIC-EDU-P-062 Anaphylaxis Management Procedure*, the *ASCIA First Aid Plan for Anaphylaxis* and the general first aid procedures of MacKillop Education must be followed. The *VIC-EDU-P-014 First Aid Policy* outlines the procedures for managing incidents that occur at school or at a school activity that require first aid treatment.

The principal must ensure that when a student at risk of an anaphylactic reaction is under the care or supervision of the school outside normal class activities, such as in the school yard, on camps or excursions or at special events conducted, organised or attended by the school, there are sufficient staff present who have been trained in accordance with Ministerial Order 706.

All staff are to be familiar with the location and storage and accessibility of autoinjectors in the school, including those for general use.

The principal must determine how appropriate communication with school staff, students and guardians is to occur in event of an emergency about anaphylaxis.

Copies of the *ASCIA First Aid Plan for Anaphylaxis* and emergency procedures are prominently displayed in the relevant places in the school.

Review Procedures

The principal must ensure that the student's *Individual Anaphylaxis Management Plan* is reviewed with the student's guardian after an anaphylactic reaction has taken place.

The anaphylaxis supervisor must ensure that the adrenaline autoinjector is replaced as soon as possible, by either the guardian, or by MacKillop Education if the adrenaline autoinjector for general use has been used.

Risk Minimisation Strategies

The principal will ensure 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 specialist classes such as PE or Hospitality)
- During recess and lunchtimes
- Special events including incursions, excursions and camps.

The principal must ensure that when a student at risk of an anaphylactic reaction is under the care or supervision of MacKillop Education outside normal class activities, such as in the school yard, on camps or excursions or at special events conducted, organised or attended by MacKillop Education, there are sufficient staff present who have been trained in accordance with Ministerial Order 706.

MacKillop Education subscribes to the recommendation by the Department of Education and the Royal Children's Hospital to avoid banning certain types of foods (e.g. nuts) as it is not practicable to

do so. MacKillop Education will implement strategies to minimise the risks associated with anaphylactic reactions from food allergens. These strategies are outlined in the *VIC-EDU-P-062 Anaphylaxis Management Procedure*.

The risk minimisation and prevention strategies in place at MacKillop Education are described in *VIC-EDU-P-062 Anaphylaxis Management Procedure*. The principal will ensure that the risk minimisation strategies are regularly reviewed in light of information provided by guardians related to the risk of anaphylaxis and with updated information from the Department of Education, ASCIA or other entity.

Anaphylaxis Training and Briefings

Staff training

Ministerial Order 706 states that the following staff must successfully complete Anaphylaxis training:

- school staff who conduct classes that students who are at risk of anaphylaxis attend;
- any further school staff that the principal identifies, based on an assessment of the risk of an anaphylactic reaction occurring while a student is under the care or supervision of the school.

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.

MacKillop Education requires all staff to participate in one of two accredited training options to manage an anaphylaxis incident.

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.

The school anaphylaxis supervisors will also complete the Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC - at no cost for Victorian Catholic schools from HERO HQ. Anaphylaxis supervisors should also participate in an Anapen workshop if their school has an enrolled student with an Anapen ASCIA Action Plan for Anaphylaxis.

The principal will consider, where appropriate, whether casual relief staff and volunteers should also undertake training.

MacKillop Education staff will be expected to:

- Successfully complete an approved anaphylaxis management training course in compliance with Ministerial Order 706
- Participate in the MacKillop Education's twice yearly briefings conducted by the school's anaphylaxis supervisor or another person nominated by the principal, who has completed an approved anaphylaxis management training program in the past two years.

Staff Briefing

The principal will ensure that twice yearly anaphylaxis management briefings are conducted, with one briefing held at the start of the year. The briefing will be conducted by the anaphylaxis supervisor

or another staff member who has 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 will be used for the briefing. The *VIC-EDU-P-062 Anaphylaxis Procedure* provides further details on the information to be provided in the briefing and resources available.

The principal will develop an interim plan and consult with guardians if staff anaphylaxis training or briefing has not occurred as required. The training and a briefing to occur as soon as possible after the interim plan is developed.

Anaphylaxis Communication Plan

The principal is responsible for ensuring that an anaphylaxis communication plan is developed. The communication plan outlines MacKillop Education's:

- Practices to provide information to all school staff, students and guardians about anaphylaxis and the school's anaphylaxis management policy
- Strategies for advising school staff, students and guardians about how to respond to an anaphylactic reaction of a student in various environments including:
 - during normal school activities including in the classroom, in the school yard, in all school buildings and sites including halls
 - during off-site or out of school activities, including on excursions, school camps and at special events conducted, organised or attended by the school
- 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.

3. Responsibilities

MacKillop Education engages with the guardians of students at risk of anaphylaxis to develop risk minimisation strategies and management strategies.

As reflected in Ministerial Order 706 and the school's Enrolment Agreement, guardians are required to provide the school with up-to-date medical information to enable the school to carry out its duty of care.

Guardians of students at risk of anaphylaxis:

1. Are responsible for the provision of an up-to-date *ASCIA Action Plan for Anaphylaxis* that is:
 - signed by the treating medical practitioner,
 - accompanied by a recent photo of their child
 - accompanied with any medications and adrenaline autoinjectors referenced in the plan and recommended for administration.
2. Must inform the school in writing if their child's medical condition changes, insofar as it relates to allergy and the potential for anaphylactic reaction, and if relevant, provide an updated *ASCIA Action Plan for Anaphylaxis*.
3. Are responsible for replacing the recommended medication and/or adrenaline autoinjectors prior to their expiry date.

4. Must ensure that an *ASCIA Travel Plan for People at Risk of Anaphylaxis* is completed by a registered medical practitioner in conjunction with a red *ASCIA Action Plan for Anaphylaxis* and provided to MacKillop Education, for overseas travel or travel involving flights
5. Must participate in an annual Student Support Group (SSG) meeting to revise their child's *Individual Anaphylaxis Management Plan* and update the plan based on medical advice.

Campus principal:

1. Will ensure that a register of students at risk of anaphylactic reaction is maintained
2. Must complete the *VIC-EDU-F-050 Annual School Anaphylaxis Risk Management Checklist* at the start of each year to monitor the school's compliance with Ministerial Order 706.
3. Will familiarise themselves with the risk minimisation strategies outlined in *MACS Risk minimisation strategies for schools* at least annually
4. Is responsible for ensuring that the *VIC-EDU-F-052 Individual Anaphylaxis Management Plan Template* is completed in consultation with the student's guardians, for any student who has been diagnosed by a medical practitioner as having a medical condition that relates to allergy and the potential for an anaphylactic reaction.
5. Will ensure that the student's *Individual Anaphylaxis Management Plan* is reviewed in conjunction with the student's guardians:
 - Annually
 - When the student's medical condition changes
 - As soon as possible after a student has an anaphylactic reaction at school
 - When a student is to participate in an off-site activity, such as camps and excursions or at special events conducted, organised or attended by the school.
6. Will ensure the storage and display of completed *ASCIA Action Plans for Anaphylaxis* and the students *Individual Anaphylaxis Management Plan* to facilitate access for staff.
7. Will ensure that additional adrenaline autoinjectors are available for general use. They will decide on the type or brand of adrenaline autoinjector that is purchased.
8. Will ensure that *ASCIA First Aid Plan for Anaphylaxis* and emergency procedures are to be stored or posted with general use adrenaline injectors
9. Will take reasonable steps to ensure that all staff members have adequate knowledge and training about allergies, anaphylaxis, and the school's expectations in responding to an anaphylactic reaction.
 - All staff undertake and successfully complete appropriate training for anaphylaxis management in accordance with Ministerial Order 706
 - Ensure twice yearly briefings on anaphylaxis management are conducted, with one briefing held at the commencement of the school year
 - Ensure records of staff training are maintained in the Docebo Learning Platform
10. Develop a communication plan which provides information to all school staff, students, parents/guardians/carers about the school's policy and procedures for anaphylaxis management
11. Ensure this policy is available to the school community and published on the school website

Anaphylaxis supervisor

- Complete the Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC
 - training in this course is current for 3 years
- Conduct twice yearly briefings for all staff on anaphylaxis management using the briefing template provided by the DE for use in schools
- Conduct competency checks on all staff who have successfully completed the ASCIA online training course to assess their competency in using an adrenaline autoinjector device.

MacKillop Education staff

- Participate in required anaphylactic training
- Familiarise themselves with this policy and associated procedures

7. Related legislation, policy, guidelines and resources

- 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
- 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
- DoFoodSafely – a free, non-accredited, online learning program provided by the Department of Health Victoria
- MACS
 - Anaphylaxis Policy for MACS Schools
 - Risk Minimisation Strategies for Schools
- Royal Children’s Hospital website
 - Kids Health Information Fact Sheets – Allergic and anaphylactic reactions
- VIC-EDU-F-050 Annual School Anaphylaxis Risk Management Checklist
- VIC-EDU-F-052 Individual Anaphylaxis Management Plan Template
- VIC-EDU-F-053 Anaphylaxis Communication Plan
- VIC-EDU-P-014 First Aid Policy
- VIC-EDU-P-062 Anaphylaxis Management Procedure

8. Approval and Review Details

This policy will be available to the school community on the MacKillop Education website. It will be communicated to guardians on enrolment and to school staff, casual relief teachers and volunteers as part of their induction.

This policy will be reviewed annually.

Approval and Review	Details
Approval Authority	Group Director, The MacKillop Institute and MacKillop Education
Approval Date	14 February 2024
Recommended to Approval Authority by	MacKillop Education Leadership Team
Next Review Date	1 March 2025
Version	2