

Anaphylaxis Management Policy- Y Community School

1. Purpose:

This policy aims to minimise the risk of anaphylaxis for all students with this condition. This document outlines the school's policy and procedures for the management of students with anaphylaxis when they are at School and when they are undertaking approved School activities. The policy ensures compliance with Ministerial Order 706 and with the associated guidelines of the Victorian Department of Education.

2. Scope:

This policy applies to all Staff, Volunteers and Board Members of Y Whittlesea, students who access or the Y Vocational School and visitors to the school.

3. Definitions:

- **'The Y', 'Y' or 'Y Whittlesea':** refer to YMCA Whittlesea Inc and YMCA Whittlesea Youth and Community Services
- **Staff:** Any person performing duties on behalf of the Y Community School be they an employee, volunteer, trainee or contractor.
- **Allergic reaction:** An immune response to a foreign substance that does not occur in all people caused by a sensitivity to that substance. The signs of mild to moderate allergic reactions include but are not limited to
 - Swelling of the lips, face and eyes
 - Hives or welts
 - Tingly mouth
 - Abdominal pain and/or vomiting (signs of a severe allergic reaction to insects)
- **Anaphylaxis:** A severe allergic reaction that is potentially life threatening. Common allergens include (but are not limited to) tree nuts, eggs, peanuts, wheat, soy, sesame, insect bites and stings and shellfish. The Signs and Symptoms of Anaphylaxis include:
 - Difficulty breathing or noisy breathing
 - Swelling of the tongue
 - Swelling/tightness in the throat
 - Difficulty talking and/or a hoarse voice
 - Wheezing or persistent coughing
 - Rash/welts
 - Loss of consciousness and/or collapse
 - Abdominal pain and or vomiting (usually associated with severe reaction to insects)
- **Principal:** The Principal is the person who has executive management responsibility for the school. For the purposes of this policy the Executive Manager School is responsible for compliance with this policy. The Campus Principal is responsible for the practical application of the policy on a campus.
- **Parent:** The term parent is used to refer to parent(s), and legal guardians. In the case of students who are adults or who have been deemed to have independent status the parent refers to the student and they should sign documentation in their own right. There may be instances where a disengaged young person resides with an adult carer who does not have legal status as their legal guardian. In this instance, where all reasonable attempts to contact a parent have been undertaken, and an Informal Carer Statutory Declaration has been completed, that carer may sign documents in the place of the parent.

4. Policy:

The school will comply with all aspects of Ministerial order 706 and the guidelines related to anaphylaxis management in schools as published and amended by the Department of Education (Vic) from time to time.

The Principal is responsible to ensure that all reasonable steps are taken to ensure the safety and wellbeing of students who may be impacted by anaphylaxis. This includes ensuring that systems are in place to:

- Identify students at risk of anaphylaxis and ensure the school is aware of the risks and their needs.
- Ensure emergency response planning is in place.

- Ensure staff are trained to respond to an anaphylactic episode.
- Lifesaving equipment for anaphylaxis is available.
- Risks and responses are communicated to all staff.
- Risks are reviewed.

While there may not always be students identified as at risk of anaphylaxis enrolled or attending the school, the nature of the student cohort and the risk of students, visitors or staff suffering an unanticipated anaphylactic reaction means that the Principal must ensure sufficient levels of training, preparation, equipment and communication are in place to minimise these risks.

The school's First Aid Policy identifies the school's approach to all types of first aid incidents including anaphylactic incidents.

The First Aid Policy identifies that the same actions are required for an anaphylactic reaction as other medical emergencies. These are:

- Immediately contact emergency medical services (call 000).
- Apply first aid until assistance arrives – in the case of an anaphylactic reaction the use of an adrenaline autoinjector as described in this policy and the individuals ACSI Action Plan
- Notify the Campus Principal and campus administration as soon as possible without compromising the care of the person requiring first aid.
- The campus administration or Campus Principal will contact parents or when unable to do so will use the emergency contacts provided.

4.1 Individual management plans:

The Principal, as part of the admission process, will ensure that all students enrolled at the school will be required to detail any allergens that are known to cause anaphylaxis for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis. This will form part of the enrolment process.

Where the school is aware that a student is diagnosed by a medical practitioner as having a medical condition that relates to an allergy and the potential for anaphylactic reaction, the principal will ensure that an Individual Anaphylaxis Management Plan is in place for that student as soon as practicable after the school becomes aware of this, and wherever possible before the student commences attendance at the school. The principal will work with the student's parents(s) to ensure this is in place.

Where required the school will provide support to parents who are unable or uncertain as to how to manage this process.

[ASCIA Action Plan: Anaphylaxis - Australasian Society of Clinical Immunology and Allergy \(ASCIA\)](#)

The student's management plan will detail:

- Information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has (based on a written diagnosis from a medical practitioner).
- Strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of school staff, for in-school and out of school settings including 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 identified in the plan.
- Information on where the student's medication will be stored.
- The student's emergency contact details.
- An ASCIA plan, provided by the parent, that:
 - sets out the emergency procedures to be taken in the event of an allergic reaction;
 - is signed by a medical practitioner who was treating the child on the date the practitioner signed the emergency procedures plan; and
 - includes an up-to-date photograph of the student.

Wherever possible, the Principal will ensure that this plan is in place prior to the student's commencement. Where a student is already attending the school, when the school becomes aware of the potential for anaphylactic reaction, the principal will take immediate action to ensure this is developed and provide support to parents with this.

Where it is not possible for this plan to be provided prior to the child starting at the School, the Principal will ensure that an interim plan is developed in consultation with the parents/carers.

School staff will ensure the student's Individual Anaphylaxis Management Plan is implemented and monitored.

The school will require that each student's Individual Management Plan will be reviewed in consultation with the student's parents/carers:

- Annually.
- If the student's medical condition, insofar as it relates to allergy and the potential or anaphylactic reaction, changes.
- As soon as practicable after a student has an anaphylactic reaction at school.
- When the student is to participate in an off -site activity, such as camps, excursions or activities or at special events conducted, organised or attended by the school (e.g. class parties, elective subjects, fetes, incursions, etc.).

4.1.1 Parent responsibilities:

It is the responsibility of the parent to:

- Provide the ASCIA Action Plan.
- 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
- Provide an up to date photo for the ASCIA Action Plan when that Plan is provided to the school and when it is reviewed
- Provide the School with an Adrenaline Autoinjector that is current and not expired, for their child.

4.1.2 Location of Individual Management Plans:

The relevant sections of the Student's Individual Management Plan, including an Environment Risk Assessment and an ASCIA Action Plan (see link above), will be completed by the student's parents and the school staff member completing their enrolment. The plan and accompanying documents will be kept with the child's Adrenaline Autoinjector, and a hard copy added to the student's file.

Alert sheets, Individual Anaphylaxis Management Plans and / or ASCIA Action Plans, including a photo of the child and a summary of their condition, will be placed in the following locations, as appropriate:

- In the reception area of the campus.
- On the walls of the staffroom at the campus.
- Provided to the teachers who have that student for any timetabled classes including any relief teachers.
- In all classrooms where the relevant student will be undertaking classes.
- In the common area adjacent to the kitchen.
- Key-ring photos and notes in the yard duty first aid bags carried by yard duty staff.
- In the kitchen area(s) of the campus.
- In the folder of medical contact details and records carried by staff on excursions, camps, and any school organised events.

A medical alert will be added to the child's record in the school student management software along with details of the location of the Individual Management Plan.

4.2 Risk minimisation strategies:

The age and stage of development of students at the school means that it can be expected that they have a degree of knowledge of their responses and can exercise self-management to a reasonable degree. Risk management will centre on the provision of information in all circumstances and the identification and management of the risks of known allergens.

4.2.1 Provision of food at the campus or at school events:

Information regarding the risk of anaphylaxis is collected during a student's enrolment. Any substance known to be an allergen for students enrolled at the school will be assessed with regard to the risk to the student and the student's ability to manage their exposure to this substance. Where this poses a significant risk, this food should not be used in the school.

Any food being served at the school should have information provided as to the ingredients included in the food to support students to manage the risk of anaphylactic reactions.

4.2.2 Commencement of a new student at risk of anaphylaxis:

Whenever a new student is identified as at risk of anaphylaxis, the risks to that student in the school environment will be assessed. Any required changes to the school's provision of food, environment or other practices will be made to reasonably manage the risk to that student. This risk assessment will be undertaken in conjunction with the student and their family and occur prior to their commencement whenever possible.

4.2.3 Provision of information to relief staff, volunteers and others:

To ensure the safety of students at risk of anaphylaxis the school will ensure that all those who are interacting with that student or in a position to provide materials to the student which might trigger a reaction are provided with the necessary information to support that student. This includes:

- Relief staff will be provided with the details of any student in their classes who are at risk. This includes any students they might encounter should they be allocated yard duty.
- Volunteers or service providers attending the school will be provided with the details of any student who is at risk and with whom they are likely to have direct interaction without the support of another staff member.
- Caterers, including at school events, camps etc will be provided with the details of any foodstuffs which are known to trigger an anaphylactic reaction in a person attending that event.

4.3 Emergency response planning and procedures:

The school will maintain a complete and up to date list of students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction. This will be maintained by the school's administration officer and amended whenever students enrol or exit the school, or when a student is diagnosed while enrolled at the school. The list will be on hand at all times in the campus reception and displayed in the staff room.

All teachers of a child with a significant allergen causing anaphylaxis must be familiar with the child's Action Plan and Environment Risk Assessment, be familiar with the location and use of the general use Adrenaline Autoinjectors, and have undertaken Anaphylaxis Management Training.

The campus First Aid officer will be responsible for recording the expiry dates of the campus Adrenaline Autoinjectors and each child's Adrenaline Autoinjector, to ensure that out-of-date Adrenaline Auto-injectors are replaced before they expire.

In the Event of an Anaphylactic Reaction

Whenever an anaphylactic reaction occurs the emergency response procedures (below), first aid policy and the relevant student's ACSIA Action Plan must be followed.

The supervising staff member should:

- Leave student lying down (do not relocate the student)
- If on-site, contact the campus reception and give the name of student, alert them to the anaphylaxis diagnosis of the child and the area of school where assistance is required. Request the immediate attendance of the first aid officer and if necessary, ask them to bring general use or the child's Adrenaline Auto injecting device and Management Plan. Alternatively, access the child's or the closest general use Adrenaline Auto injecting device and the child's Management Plan.
- If off-site, access the child's or the closest general use Adrenaline Auto injecting device and the child's Management Plan (contained in the first aid kit carried with the excursion).
- Ring 000 and request an ambulance.
- Remain with student until help arrives.
- The student's Adrenaline Autoinjector should be administered in accordance with their management plan. If unavailable, a general use Adrenaline Autoinjector should be used.

Any child on a school camp will keep their Adrenaline Autoinjector in the group's first aid kit, although older students, particularly adolescents, may carry their own Adrenaline Autoinjector on camp. All staff, including volunteers, on school excursions must be aware of students with anaphylactic conditions, ensure that a spare Adrenaline Autoinjector is taken and have undertaken Anaphylaxis Management Training. One staff member per trip is to be designated as the First Aid Officer before departure and appropriately informed about students with anaphylaxis.

General

Whenever an Adrenaline Autoinjector is used an ambulance must be called, immediately. Adrenaline lasts for a maximum of only 20 minutes.

A campus general use Adrenaline Autoinjector can be administered to a child with a documented allergy having a severe allergic reaction.

Where a child's Adrenaline Autoinjector has been used, it must be replaced before the child returns to School. Staff must not administer one student's Adrenaline Autoinjector to another student.

An allergen that has affected one student may also affect another. Staff must call 000 and follow the operator's instructions. Staff must also remove, under supervision, any other child at risk of anaphylaxis from the area in which the incident is taking place.

Where possible, only staff with training in the administration of the Adrenaline Autoinjector should administer the Adrenaline Autoinjector. However, the Adrenaline Autoinjector is designed for general use and in the event of an emergency, it may be administered by any person following the instructions in the student's ASCIA Action Plan.

Alert sheets, Individual Anaphylaxis Management Plans and / or ASCIA Action Plans, including a photo of the child and a summary of their condition, will be placed in the following locations, as appropriate:

- In the reception area of the campus.
- On the walls of the staffroom at the campus.
- Provided to the teachers who have that student for any timetabled classes including any relief teachers.
- In all classrooms where the relevant student will be undertaking classes.
- In the common area adjacent to the kitchen.
- Key-ring photos and notes in the yard duty first aid bags carried by yard duty staff.
- In the kitchen area(s) of the campus.
- In the folder of medical contact details and records carried by staff on excursions, camps, and any school organised events.

4.4 Training:

The Principal is responsible to ensure that at any event including normal class activities, in the school yard, at camps and excursions or at special events conducted organised or attended by the school where a student with a medical condition that relates to allergy and the potential for anaphylactic reaction there will be a sufficient number of school staff in attendance who have been trained in accordance with the description below.

All school staff as part of their induction processes will be required to complete the *ASCIA Anaphylaxis e-training schools VIC 2023*, or any subsequent training module which replaces this over time. All school staff will be required to renew this every 2 years.

Two school staff will be trained in *Course in Verifying the Correct Use of Autoinjector Devices 22579VIC* or any subsequent course which replaces this. One of these will be the First Aid Officer for the campus with the second person being a nominee of the principal. These staff are responsible to complete competency checks for school staff in the use of Adrenaline Autoinjectors after they have completed their e-training.

Records of training will be maintained in the Y Whittlesea's Y-Mac system. It is the responsibility of the principal to monitor and ensure that staff training is up to date and that new staff complete the e-training with their first month at the school.

Each campus will keep an Adrenaline auto-injector trainer, clearly labelled "TRAINER", for the purpose of staff training.

Further details relevant to training and in particular the twice / year staff briefing, are included in 4.6 Communication Plan.

Where the required training, including the staff briefings in 4.6, have not yet occurred for any reason, the Principal will consult with the parents of any student with a medical condition that relates to allergy and the potential for anaphylactic reaction, and develop an interim plan to ensure the safety of that student(s). The Principal will ensure that the required training occurs as soon as possible thereafter.

4.5 Adrenaline Autoinjectors:

The Principal is responsible to ensure that additional adrenaline autoinjectors are purchased and maintained at the school for general use and as a backup for those supplied by parents. In doing so, the Principal will consider the number of students enrolled at the school who have been diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction.

In determining the number of additional adrenaline autoinjectors for general use to be purchased the Principal will consider:

- The number of students enrolled at the school that have been diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction.
- The accessibility of adrenaline autoinjectors provided by parents.
- The availability of a sufficient supply of adrenaline autoinjectors for general use in specified locations at the school including in the school yard, and at excursions, camps and special events conducted organised or attended by the school.
- That adrenaline autoinjectors have a limited life, usually expire within 12 – 18 months and will need to be replaced at the schools expense either at the time of use or expiry whichever is first.

In doing so they will apply the following principles.

- A minimum of two general use Adrenaline Autoinjectors for emergency use over and above those provided by families of students who are identified as at risk of anaphylaxis. One of these will be stored in the administration area under the supervision of the first aid officer, the second will be stored in a first aid kit for use in the yard.
- A third autoimmune injector to be taken on any excursions or camps where students are outside the school. This will be carried in the first aid kit which is taken on excursions / camps.
- Should the school have 2 or more students identified at risk of anaphylaxis enrolled and attending at any given time, the number of general use adrenaline autoinjectors will be increased to 3. An additional auto injector will be purchased for every 2 additional students identified as at risk beyond that.

The school's first aid officer is responsible to monitor and renew the supply of autoinjectors.

4.6 Storage:

Autoimmune injectors available for general use or as a back up will be stored as above with:

- One stored in the first aid kit used in the yard during structured activities or yard duties. This will be stored in a clearly labelled accessible container. When not in use the first aid kit will be located in the administration area and stored by hanging in a cool dry easily accessible place out of direct sunlight with the kit clearly labelled.
- One stored in the first aid kit used during excursions. This will be stored in a clearly labelled accessible container. When not in use the first aid kit will be located in the administration area and stored by hanging in a cool dry easily accessible place out of direct sunlight with the kit clearly labelled.
- All remaining general use autoimmune injectors will be stored in a clearly marked waterproof plastic container kept in an accessible location on the workbench in the school's administration area.

Note: where the numbers of students at risk of anaphylaxis indicate this is necessary the number of adrenaline autoinjectors in the first aid kits will be increased proportionately.

Adrenaline autoinjectors provided by student families for individual use will generally be carried by the student as per the arrangements agreed during their enrolment and admission process and the planning for their safety. Where this is not possible it will be located in the classroom or other area where they are present and will be kept in a cool accessible place where it can be easily accessed should it be required.

Where the nature of the activity students are undertaking means this is not appropriate the student will provide the autoimmune injector to the teacher in charge who will keep this in a cool dry place where it is easily accessible should it be required by the student.

4.7 Communication Plan

The Principal is responsible to develop and implement a communication plan to ensure that all school staff, students and parents are informed about anaphylaxis and the school's anaphylaxis management policy. This plan will include strategies for advising staff, students and parents about how to respond to an anaphylactic

reaction during normal school activities such as in the classroom, yard, school buildings and other facilities; during off site or out of school activities, including on excursions, camps and at special events conducted, organised or attended by the school. The principal will ensure casual relief staff and volunteers are provided with the details of any students who have a medical condition that relates to allergy or the potential for anaphylactic reaction who is in their care, and ensure they are aware of their role in responding to an anaphylactic reaction.

The principal will ensure that all staff are aware of the risks of anaphylaxis and their responsibilities. This will occur through a briefing at the first staff meeting of each semester (beginning of year and midyear).

The briefing will include:

- Details of the procedures in the Y Community School Anaphylaxis Policy.
- Information regarding anaphylaxis including causes, symptoms and treatment.
- Specific information regarding students identified as at risk of anaphylaxis, their management plans, the location of their autoinjectors and any other information regarding their safety and wellbeing.
- Refresher on the use of Adrenaline Auto Injection devices and the opportunity to practice their use.
- The locations of management plans and both student specific and general use Adrenaline Autoinjectors.
- The school's first aid and emergency response procedures.
- Expectations of staff.

As identified above (see 4.1.2), the Principal will ensure that staff who have direct care of a student at risk of anaphylaxis will be provided with their ACSIA Action Plan and are briefed and familiar with the students condition, risk factors and the required responses.

In addition to the above volunteers and relief staff will be provided with information regarding any students present who are identified as at risk of anaphylaxis and their management plans.

Volunteers will be briefed at the time that they are engaged as volunteers and provided with the ACSIA Action Plan and details of any student they will be working with who is at risk of an anaphylactic reaction.

Casual relief staff will be briefed on the arrival at the school. This briefing will include an overview of students who are identified as at risk of anaphylaxis, the school's procedures for responding in the event of an anaphylactic attack and the details, including the ACSIA Action Plan (see 4.1.2) and details, regarding any student they will be working with who is at risk of an anaphylactic reaction.

4.8 Annual review:

The principal together with the campus principal will complete an annual Risk Management Checklist using the most current format provided by the Victorian Department of Education.

5. Legislative and Industry Requirements:

- [Link](#) to Legislative Compliance Register

6. Consequences of breaching this policy:

All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).

7. Variations:

Y Whittlesea reserves the right to vary, replace or terminate this policy from time to time.

8. Policy owner:

The Executive Manager - Schools is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.

9. Document Control:

Review of this policy will be undertaken every 2 years, or prior as required by law, in consultation with appropriate Y People.

Policy available on Y-MAC>Communication>Manuals and Files>Policies and Procedures

This document is due for review on 1/03/2026.

| Version: | Description of Amendment | Amended by | Approver and date | Release Date |
|-----------------|---|-------------------|-------------------------------------|---------------------|
| 1.1 | Amendments to provide additional detail as required by MO 706 | Paul van Breugel | Executive Management team 4/12/2023 | 1/1/2024 |
| 1.0 | Policy Created | Paul van Breugel | Executive Management team 19/6/2023 | 1/11/2023 |