

302 Anaphylaxis Policy

Purpose

1. To raise awareness of anaphylaxis and the college's Anaphylaxis Management Procedures within the operations of Community College Gippsland (CCG) and Education Centre Gippsland Community College (ECG College).
2. To ensure all staff have adequate knowledge of anaphylaxis, allergens (triggers), CCG and ECG College's policy and procedures in how to respond to an anaphylactic or allergic reaction.
3. To engage with parents/guardians of students who are at risk of anaphylaxis, in assessing risks and developing risk minimisation strategies and management strategies for each individual student.
4. Anaphylaxis is a severe, rapidly progressive allergic reaction, that is potentially life threatening. Although allergic reactions are common among children, severe reactions are uncommon and death is rare. However, deaths have occurred and anaphylaxis must be treated as a medical emergency at all times.
5. CCG and ECG College will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time in managing Anaphylaxis policies and procedures.

Policy

6. CCG has a legal duty of care to determine if any enrolled or prospective students are diagnosed with Anaphylaxis or Allergic reactions. CCG will gain this information through the enrolment interview process and document this on the enrolment form.

Students who identify with Anaphylaxis and allergic reactions

7. All students who identify on the enrolment form they have been diagnosed by a medical practitioner as being Anaphylactic or possible Allergic reactions will provide the CEO with an Individual ASCIA Anaphylaxis Management Plan or an ASCIA Action Plan for Allergic Reactions. This is to be developed, in consultation with the student's parent/carer/guardian and CCG.
8. The Individual ASCIA Anaphylaxis Management Plan or ASCIA Action Plan for Allergic Reactions will be in place as soon as practicable after the student enrolls, and where possible before their first day with CCG or the College.

Students who are at risk of an allergic reaction but not diagnosed with anaphylaxis

9. Parents are required to provide the school with a green ASCIA Action Plan for Allergic Reaction completed by a medical practitioner

ASCIA Anaphylaxis Management and Action Plan reviews

10. Students who provide CCG or ECG College with ASCIA Management and Action Plans will be consulted annually to ensure the information within the plan is current and sufficient.
11. The student's Management or Action Plan will be reviewed, in consultation with the student's parents/guardian/carer in all of the following circumstances:
 - annually;
 - if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes;
 - as soon as practicable after the student has an anaphylactic reaction at CCG or ECG College; and
 - when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by CCG and ECG College (eg. class parties, elective subjects, cultural days).

302 Anaphylaxis Policy

12. It is the parents/guardians/carers responsibility to:

- provide the ASCIA Management or Action Plan;
- inform CCG and ECG College 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 Management or Action Plan;
- provide an up to date photo for the ASCIA Management or Action Plan when that Plan is provided to CCG and ECG College and when it is reviewed;
- provide CCG and ECG College with an Adrenaline Autoinjector that is current and not expired for their child.

Anaphylaxis Management

302 – 1 Anaphylaxis Management Procedure

13. All CCG and ECG College staff will follow the Anaphylaxis Management Procedure that provides detailed information incorporating:

- I. ASCIA Action Plans
- II. Staff Training
- III. Symptoms and Minimisation Strategies relevant to on and off Campus
- IV. Purchase and provision of Adrenaline Autoinjectors

302--2 Emergency Response Procedures incorporating:

14. All CCG and ECG College staff will follow the Emergency Response procedures in the event of an emergency.

15. The Emergency Response procedure that provides guidelines for all staff on responding to a student who is experiencing symptoms of Anaphylaxis or allergic reactions incorporating:

- I. Responding to an incident
- II. How to administer and EpiPen
- III. First time reactions
- IV. Post incident report and review

302-3 Communication Procedures

16. CCG and ECG College will provide information to staff, students and parents/guardians/carers on how the organisation manages and responds to students with Anaphylaxis and Allergic reactions incorporating:

- I. Raising staff awareness
- II. Raising student awareness
- III. Working with parents/carers/guardians

17. CCG will review the Anaphylaxis Policy and Procedures annually or earlier if required.

302-1A The Anaphylaxis Risk Management Checklist

18. The CEO will complete and review the Anaphylaxis Annual Risk Management Checklist to ensure CCG's and ECG Colleges Anaphylaxis Management is current and effective.

302 Anaphylaxis Policy

Scope

19. The Anaphylaxis Policy and procedures applies to all staff, students and parents/guardians/carers involved with CCG and ECG College.

Definitions

Term	Definition
ASCIA Action Plan for Anaphylaxis	This plan is a nationally recognised action plan for anaphylaxis developed by ASCIA. These plans are device- specific; that is, they list the student's prescribed adrenaline autoinjector (EpiPen® or EpiPen® 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.
Communication plan	A plan developed by the school which provides information to all school staff, students and parents about anaphylaxis and the school's anaphylaxis management policy.
Department	The Department of Education and Training.
Emergency response procedures	Procedures which each school develops for emergency response to anaphylactic reactions for all in-school and out- of-school activities (i.e. how to raise the alarm to first aid staff, how to get the adrenaline autoinjector to the student, who will call the ambulance etc.). The emergency response procedures, which are included in the school's anaphylaxis management policy, are not limited to the ASCIA Action Plan for Anaphylaxis.
Guidelines	<i>Anaphylaxis Guidelines – A resource for managing severe allergies in Victorian schools</i> , published by the Department of Education and Training from time to time.
Individual Anaphylaxis Management Plan	An individual plan for each student at risk of anaphylaxis, developed in consultation with the student's parents. The Individual Anaphylaxis Management Plan includes the ASCIA Action Plan which describes the student's allergies, symptoms, and the emergency response to administer the student's adrenaline autoinjector should the student display symptoms of an anaphylactic reaction. The Individual Anaphylaxis Management Plan also importantly includes age-appropriate strategies to reduce the risk of an allergic reaction occurring.
Medical practitioner	This is a registered medical practitioner within the meaning of the <i>Health Professions Registration Act 2005</i> , but excludes a person registered as a non-practising health practitioner.
Online training course	Means the course called <i>ASCIA Anaphylaxis e-training for Victorian Schools</i> approved by the Secretary pursuant to clause 5.5.4 of the Order.
Order	<i>Ministerial Order 706 - Anaphylaxis Management in Victorian Schools</i> .
Parent	In relation to a child means any person who has parental responsibility for 'major long term issues' as defined in the <i>Family Law Act 1975 (Cth)</i> or has been granted 'guardianship' for the child pursuant to the <i>Children, Youth and Families Act 2005</i> or other state welfare legislation.
Principal	Defined in s 1.1.3 of the Act as meaning a person appointed to a designated position as principal of a registered school or a person in charge of a registered

302 Anaphylaxis Policy

Registered school	Defined in s 1.1.3 of the Act as meaning ‘a school registered under Part 4.3’.
School	<p>Defined in s 1.1.3 of the Act as meaning a place at or from which education is provided to children of compulsory school age during normal school hours, but does not include:</p> <ul style="list-style-type: none"> (a) a place at which registered home schooling takes place (b) a University (c) a TAFE institute (d) an education service exempted by Ministerial Order (e) any other body exempted by the regulations. <p>The Education and Training Reform Regulations 2007 exempt various other bodies from the definition of school.</p>
School anaphylaxis management policy	This is a school-based policy that is required to be developed under s 4.3.1(6) of the Act because the school has at least one enrolled student who has been diagnosed as being at risk of anaphylaxis. This policy describes the school's process for management of the risk of anaphylaxis. The Order prescribes the matters which the policy must contain.
School Anaphylaxis Supervisor	A school staff member nominated by the principal to undertake appropriate training to be able to verify the correct use of adrenaline autoinjector (trainer) devices and lead the twice-yearly briefings on the school’s anaphylaxis
School staff	<p>Any person employed or engaged at a school who:</p> <ul style="list-style-type: none"> • is required to be registered under Part 2.6 of the Act to undertake duties as a teacher within the meaning of that Part • is in an educational support role, including a teacher’s aide, in respect of a student with a medical condition that relates to allergy and the potential for anaphylactic reaction • the principal determines should comply with the school’s anaphylaxis management policy.

Relationships

Internal: First Aid Policy & Procedures Manual, Asthma Policy & Procedure, Student welfare, care and safety Policy & Procedure, Enrolment Fees and Refunds Policy & Procedure, Offsite Activities Policy & Procedure, Medical Form, Enrolment form, Individual Anaphylaxis Management Plan

External: Education Training and Reform Act 2006, Ministerial Order 706 - Anaphylaxis Management in Victorian Schools, Department of Education and Training Anaphylactic Guidelines, VRQA Minimum Standards for Schools, Information Privacy Act 2000,

Procedures

1. 302-1 Anaphylaxis Management Procedures
2. 302-2 Emergency Response Procedures
3. 302-3 Communication Procedures
4. 302-1A Anaphylaxis Risk Management Checklist
5. 302-1B Anaphylaxis Supervisor Checklist