

Purpose

1. To provide the guidelines for managing anaphylaxis within the operations of Community College Gippsland (CCG) and Education Centre Gippsland Community College (ECG College) to be referred to as CCG for this policy and supporting procedures.
2. To ensure all staff have adequate knowledge of anaphylaxis, allergens (triggers) and CCG policy and procedures in responding to an anaphylactic or allergic reaction.
3. To engage with parents/carers/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. All anaphylaxis incidents must be treated as a medical emergency at all times.
5. CCG and ECG College will implement the 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's Anaphylaxis Management Policy strategies include:
 - The Anaphylaxis Management Policy and Plan will be reviewed annually and updated according to any change in individual circumstances
 - A procedure on Risk Minimisation and Prevention Strategies
 - A procedure on Emergency Responses
 - Purchase and provision of Adrenaline Autoinjectors
 - A procedure for Communications
 - A procedure for Staff Training
 - Completion of the Anaphylaxis Risk Management Checklist
7. CCG provides all students with the opportunity to disclose any diagnosed medical condition during the pre-enrolment interview process and also through completion of the enrolment documentation process. The information is recorded the enrolment form and through the Medical Information form for students under 18 years of age.

Students who identify with Anaphylaxis and allergic reactions

8. Students who have identified as having Anaphylaxis or Allergic reactions require a meeting with the CEO, Directors or Principal prior to commencing their course to ensure all parties are clear on the management processes. All students must provide CCG with an Individual ASCIA Anaphylaxis Management Plan or an ASCIA Action Plan for Allergic Reactions. This is developed, in consultation with the student's parents/carer/guardian and a medical practitioner.
9. The Individual ASCIA Anaphylaxis Management Plan or ASCIA Action Plan for Allergic Reactions will be in placed in the appropriate places for access in the event of an emergency.

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

10. Parents/carers/guardians and students are required to provide the school with a green ASCIA Action Plan for Allergic Reaction completed by a medical practitioner.

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SCIA Anaphylaxis Management and Action Plan reviews

11. The student’s Management or Action Plan will be reviewed, in consultation with the student and parents/guardian/carer (for under 18) in all of the following circumstances:
 - annually;
 - if the student's medical condition changes;
 - as soon as practicable after the student has an anaphylactic reaction at CCG and 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
12. It is the student and parents/guardians/carers (for students under 18 years) responsibility to:
 - provide the ASCIA Management or Action Plan;
 - inform CCG and ECG College in writing if there are any changes to the action plan and provide and 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; and
 - Bring their own Adrenaline Autoinjector that is current and not expired.

Anaphylaxis Management including Risk Minimisation and Prevention Strategies . (Refer to 302-1 Anaphylaxis Management Procedure)

13. CCG and ECG College provides a procedure for Anaphylaxis Management, Risk Minimisation and Prevention Strategies for student who are on and off campus. This is relevant to settings which include (but are not limited to) the following:
 - during classroom activities
 - during offsite activities
 - between classes and other breaks;
 - in cooking areas or the Café.

CCG Emergency Response Procedures (Refer to 302-2 Emergency Response Procedure)

14. All CCG and ECG College staff will follow the Emergency Response procedures during an emergency.
15. The Emergency Response procedure provides the guidelines for all staff on responding to a student who is experiencing symptoms of Anaphylaxis or allergic reactions.

Adrenaline Autoinjectors for General Use

16. CCG will provide spare Adrenaline Autoinjector(s) for General Use at each campus and in the Offsite Activities First Aid kit as a back up to those supplied by parents/guardians/carers.
17. The CEO or Principal will determine the number of additional Autoinjectors for general use that is dependent on the number of students enrolled being at risk of anaphylaxis.
18. The additional adrenaline autoinjector(s) for general use can also be used on other students previously undiagnosed for anaphylaxis, where they have a first time reaction.

Communications (refer to 302-1 Anaphylaxis Management Procedure)

19. 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.
20. All students/parents/guardians and carers are provided with the Student and Parent Handbook with information regarding Anaphylaxis and Allergic reactions. The Anaphylaxis Policy is available on CCG’s website and given to all students/parents/guardians and carers at enrolment if required.

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Staff Training (refer to 302-1 Anaphylaxis Management Procedure)

21. It is the responsibility of the Principal to ensure that relevant College Staff will:
- successfully complete an anaphylaxis management training course (either online or face-to-face) and
 - where the school has students enrolled with Anaphylaxis, the staff are to participate in the school’s twice yearly briefings conducted by the School Anaphylaxis Supervisor or another member of staff nominated by the principal who has completed an approved anaphylaxis management training course in the past two years.
22. 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.
23. The Principal will ensure that while the student is under the care or supervision of the College, including excursions, yard duty, camps and special event days, there are sufficient numbers of staff present who have successfully completed an Anaphylaxis Management Training Course in the three years prior.

Annual Risk Management Checklist

24. The CEO will complete an annual Risk Management Checklist.

Scope

25. The Anaphylaxis Policy and procedures applies to all staff, students and parents/guardians/carers (students under 18) 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.

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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/carer/guardian	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.
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 management policy.

Relationships

Internal: First Aid Policy & Procedure, Asthma Policy & Procedure, Information Privacy Act 2000, Education Training and Reform Act 2006, 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

Procedures

- 302-1 Anaphylaxis Management procedures
- 302-1A Anaphylaxis Risk Management Checklist
- 302-2 Emergency Response procedures
- 302-4A Anaphylaxis Supervisor Observation Checklist

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