

302 Anaphylaxis Policy

Purpose

1. To provide guidelines for managing anaphylaxis within the operations of Community College Gippsland (CCG) and ECG Secondary College (to be referred to as CCG for this policy).
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. To ensure that all anaphylaxis incidents are always treated as a medical emergency.
5. CCG will implement 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
 - The 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 enrolment interview process and through completion of the enrolment documentation process. The information is recorded on the enrolment form and the Medical Information form.

Students who identify with anaphylaxis and allergic reactions

8. Students who have been identified as having anaphylaxis or severe allergic reactions require a meeting with the Campus Principal or Authorised Delegate prior to commencing their course to ensure all parties are clear on the management processes.
9. 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.
10. The Individual ASCIA Anaphylaxis Management Plan or ASCIA Action Plan for Allergic Reactions will be stored on the CCG/ECG management system and in hard copy at reception, ECG Admin and First Aid rooms, for use in the event of an emergency.
11. An Individual ASCIA Anaphylaxis Management plan template is in **Appendix A of 302-1 Anaphylaxis Management Procedures**.

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

12. 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.

ASCIA Anaphylaxis Management and Action Plan reviews

13. The student's Anaphylaxis Management Plan or Action Plan will be reviewed, in consultation with the student and parents/guardian/carer or student for students enrolled as a mature minor or independent student, and for CCG students under 18 in all 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

Document ID:	302 Anaphylaxis Policy			Page Ns:	Page 1 of 4
TOID:	4181	School No:	2062	Previous Revision:	Feb 2025
Revision No.:	7	Revision date:	Feb 2026	Next revision:	Feb 2027

302 Anaphylaxis Policy

- 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.
14. It is the student and parents/guardians/carers (for students under 18 years) responsibility to:
- provide the ASCIA Management or Action Plan.
 - inform CCG in writing if there are any changes to the action plan and provide an updated ASCIA Management or Action Plan.
 - provide an up-to-date photo for the ASCIA Management or Action Plan when a Plan is provided to CCG and when it is reviewed; and
 - Bring their own Adrenaline Autoinjector to CCG that is current and not expired.

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

15. CCG and ECG College provide a procedure for Anaphylaxis Management, Risk Minimisation and Prevention Strategies for students 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)

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

Adrenaline Autoinjectors for General Use

18. CCG will provide spare Adrenaline Autoinjector(s) for General Use at each campus and in the Excursion First Aid Kit as a back up to those supplied by parents/guardians/carers.
19. The CEO or Campus Principal will determine the number of additional autoinjectors for general use that is dependent on the number of students enrolled in being at risk of anaphylaxis.
20. 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.
21. When determining the number of autoinjectors for general use the principal must consider:
- The accessibility of adrenaline autoinjectors that have been 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 on excursions, camps and special events conducted, organised or attended by the College.
 - Adrenaline autoinjectors have a limited life, usually expires within 12-18 months, and will need to be replaced at the school's expense, either at the time of use or expiry, whichever is first.

Communications (refer to 302-1 Anaphylaxis Management Procedure)

22. CCG will provide information to staff, students, and parents/guardians/carers on how the organisation manages and responds to students with anaphylaxis and allergic reactions.
23. All students/parents/guardians and carers are provided with access to the Student and Parent Handbook (via website) with information regarding anaphylaxis and allergic reactions. The Anaphylaxis Policy is also available on CCG's website.
24. It is the responsibility of the Principal or Authorised Delegate to ensure that relevant CCG 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 anaphylaxis briefings — twice yearly, conducted by the School Anaphylaxis Supervisor or another member of staff nominated by the principal who has completed an approved

Document ID:	302 Anaphylaxis Policy		Page Ns:	Page 2 of 4
TOID:	4181	School No:	2062	Previous Revision: Feb 2025
Revision No.:	7	Revision date:	Feb 2026	Next revision: Feb 2027

302 Anaphylaxis Policy

anaphylaxis management training course in the past two years.

25. 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.
26. The CEO, Principal or Authorised Delegate 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 enough staff present who have successfully completed an anaphylaxis management training course in the two years prior.

Annual Risk Management Checklist

27. The Executive Manager - Governance and Risk will complete an annual Risk Management Checklist.

Scope

28. The Anaphylaxis Policy and procedures apply to all staff, students, and parents/guardians/carers (for students under 18 at CCG) involved with CCG and ECG Secondary 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®, EpiPen® Jr, Anapen®, Jext®, or neffy®) 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 College which provides information to all college 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 responses to anaphylactic reactions for all in-school and out-of-school activities (i.e., how to raise the alarm to First Aid Officers, 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.

302 Anaphylaxis Policy

TERM	DEFINITION
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-practicing health practitioner.
Online training course	Means the course called <i>ASCI A 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</i> (Cth) 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:

- 301 First Aid Policy & Procedure Handbook
- 303 Asthma Policy & Procedure
- 304 Student Welfare, Care and Safety Policy
- 646 Offsite Activities Policy
- Individual Anaphylaxis Management Plan

External:

- Children, Youth and Families Act 2005
- Education Training and Reform Act 2006
- Family Law Act 1975 (Cth)
- Health Professions Registration Act 2005
- Ministerial Order 706 - Anaphylaxis Management in Victorian Schools
- Department of Education and Training Anaphylactic Guidelines
- VRQA Minimum Standards for Schools
- Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008 (Vic)

Procedures:

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

Document ID:	302 Anaphylaxis Policy			Page Ns:	Page 4 of 4
TOID:	4181	School No:	2062	Previous Revision:	Feb 2025
Revision No.:	7	Revision date:	Feb 2026	Next revision:	Feb 2027