**Anaphylaxis Management Policy**

**1.0 Statement of Context & Purpose**

Al-Taqwa College support all students with Anaphylaxis. We, as a College strive to ensure that we

fully comply with Ministerial Order 706; the Education and Training Reform ACT 2006 and

guidelines related to Anaphylaxis Management in schools as published and amended by the

Department from time to time within our Anaphylaxis Management Policy. We will continue to

review our Policy annually to ensure compliance with Anaphylaxis management at Al-Taqwa

College.

The aim of this Policy is to:

• Provide, as far as practicable, a safe and supportive environment in which students at risk of Anaphylaxis can participate equally in all aspects of the student's schooling;

• Raise awareness about Anaphylaxis within the school community;

• Ensure that staff have knowledge about Allergies, Anaphylaxis, and the school's policy, guidelines and procedures in responding to an Anaphylactic reaction;

• Work closely with Parents/Guardians of students at risk of Anaphylaxis in assessing risks and developing risk minimisation strategies for the student. This is to be further enhanced by the development of a communication plan

* Assess the ongoing risks faced by students with Anaphylaxis at the school and to monitor the

effectiveness of management strategies through the completion of an annual risk checklist.

**2.0 Target Audience**

All Staff

Parents/Guardians

Students

College Community

**3.0 Implementation**

All Staffs

1. Staffs who have direct and indirect responsibility to the students are required to actively

comply with and take on a proactive approach to the College’s Anaphylaxis Management

Policy.

2. Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life

threatening. The most common allergens in school age children are peanuts, eggs, tree

nuts (eg: cashews), cow's milk, fish and shellfish, wheat, soy, sesame and certain insect

stings (particularly bees).

3. The key prevention of Anaphylaxis in schools is the knowledge of those students who have

been diagnosed as at risk, as well as awareness, and prevention of exposure to those

allergens. Partnerships between schools and parents/guardians are important in helping

the student avoid exposure to the allergen.

4. Adrenaline given through an adrenaline auto-injector (such as Epipen® and Epipen Jr®)

into the muscle of the outer mid-thigh is the most effective First Aid treatment for

Anaphylaxis.

**1. Management of students diagnosed at risk of anaphylaxis**

**Parents/Guardians, Enrolment Officers, Nurses**

It is the responsibility of the Parents/Guardians of a child at risk of anaphylaxis to comply with the

following:

1. Provide an ASCIA Action Plan (with current photos) completed, signed and stamped by the

student's medical practitioner to the Enrolment Officer along with the Application Enrolment

Form.

2. Parents/Guardians of all students at risk of anaphylaxis must provide a new ASCIA Action Plan

on an annual basis at the commencement of the school year. However, if there has been a

change in the child's medical condition, the Nurse must be notified and a new ASCIA Action

Plan must be provided.

3. Provide the College with an Adrenaline Auto-injector for their child at risk of Anaphylaxis upon

enrolment and where possible before the student’s first day attendance. It is the responsibility

of the Parents/Guardians to continue to provide a new Adrenaline Auto-injector and ASCIA

action plan annually prior to expiry dates.

4. Where a student with anaphylaxis is attending and leaving the school via the school bus, the Parents/Guardians are required to provide an Adrenaline Auto-injector in the student's school bag for emergency access only whilst travelling on the Bus. The parents are also required to sign the Anaphylaxis Bus Agreement.

**2. Individual Anaphylaxis Management Plan (IAMP) & ASCIA Anaphylaxis Action Plan**

**Parents/Guardian, Nurses.**

1. The Nurse is responsible for ensuring that an individual anaphylaxis management plan is

developed for any student diagnosed with a medical condition that relates to Allergy and

the potential for Anaphylactic reaction and that their ASCIA action plan is current.

2. The Nurse will ensure that an IAMP is developed for any student who has been diagnosed

by a medical practitioner as being at risk of Anaphylaxis. A face to face meeting is required

between the College Nurse and the Parent/Guardian. Copies are available to the

Parent/Guardian upon request.

3. The IAMP must be completed for all new students prior to their enrolment being accepted

or as soon as practicable after the student attend the school with an interim plan developed by the Nurse(s) in the meantime.

4. Individual Anaphylaxis Management Plan will set out the following:

- The student’s allergies

- Locally relevant risk minimisation/prevention strategies.

- Names of people responsible for implementing risk minimisation/prevention strategies.

- Storage of medication

- Student’s emergency contact details.

- The student’s ASCIA Action plan.

5. In consultation with the student's Parent/Guardian, the student's IAMP will be reviewed by the College Nurse in all the following circumstances.

- Annually or as applicable.

- If the student's condition changes.

- Immediately after the student has an Anaphylactic reaction

- When the student is to participate in off-site activities, such as camps and excursions, or at special events conducted, organised or attended by the College (eg. FETE, Open day, incursion). This can occur in the initial IAMP meeting at the commencement of the year.

6. A Register of all IAMPs and ASCIA Anaphylaxis action plan will be maintained and reviewed monthly.

**3. Annual Risk Management**

**Principal/OHS Manager**

The Principal/OHS Manager will complete an Annual Risk Management Checklist as published by

the Department of Education and Training from time to time. This is to ensure compliance with

their obligations.

**4. School Management of Anaphylaxis – Staff Training**

**All Staffs, College Anaphylaxis Supervisor (Nurses).**

1. To ensure compliance with the Ministerial Order 706, two College Nurses as determined by

the Principal must have successfully trained as School Anaphylaxis Supervisor - Course in

Verifying the Correct Use of Adrenaline Auto-injector Devices 22303VIC. This is valid for 3

years; and

2. All College staffs must have successfully completed ASCIA Anaphylaxis e-training for Victorian

Schools followed by a competency check by the School Anaphylaxis Supervisor. This is valid

for 2 years.

3. Re-training will be done before certification expires.

4. It is a condition of employment that all staffs are required to attend the Anaphylaxis briefing

biannually. A certificate of Attainment will be provided by the College.

5. The first briefing must be held at the commencement of the school year, to include the

following information:

- The College's Anaphylaxis Management Policy;

- The causes, symptoms and treatment of anaphylaxis;

- Staff are required to be able to identify, by face, those students at risk of Anaphylaxis, their allergens and the location of their medication.

- How to use an Adrenaline Auto-injector, including hands on practice with a trainer Adrenaline Auto-injector.

- The College's First Aid and Emergency Response Procedures;

- The location of Anaphylaxis Emergency Kits in the College;

- Working through of real-life scenarios to discuss issues.

6. The briefing must be conducted by School Anaphylaxis Supervisors. For the purposes of the Anaphylaxis Guidelines and the Ministerial Order, this means that the Staff member has successfully completed a Course in Verifying the Correct Use of Adrenaline Auto Devices 22303VIC in the previous 3 years.

7. Briefings are done in Term 1 & Term 3.

8. Food Preparation Staffs must be trained and briefed about Anaphylaxis, emergency and

safety procedures. All Food Preparation Staff/volunteers/CRTs are required to sign a

declaration that they have received this information prior to commencement at the College.

9. Staff Enrolment Officers to communicate and update Anaphylaxis Supervisors with a list of

newly employed staffs where applicable. This is to ensure that newly employed staffs are

briefed on the College Anaphylaxis Management Policy and trained in the administration of

an auto injector.

10. If the relevant training and briefing has not occurred, the Principal will develop an interim

Individual Anaphylaxis Management Plan in consultation with the parents of any affected

student.

11. Training will be provided to relevant staff as soon as practicable after the student enrols, and

preferably before the student’s first day at school.

12. While the student is under the care or supervision of the College, including excursions, yard

duty, camps and special event day, the Principal/Delegate will ensure that there are enough

staffs who has successfully completed an Anaphylaxis Training Course in the 2 within the last

two years.

13. Staff directly involved in out of hours activities (eg. Camp) must be trained and briefed in

Anaphylaxis Management and Emergency Response Procedures.

**5. Location, storage, and accessibility of Anaphylaxis Emergency kits**

**All Staffs**

***Locations of the Anaphylaxis Emergency Kits***

1. Emergency Anaphylaxis Kits are available around the College in the following locations:

- Building A - First Aid room.

- Building B - Secretary Office.

- Building C –Staff Office

- Building E – Grade 4 Mini-hall.

- Building F – Secretary Office

- Building G – Staff room

- Building H – Staff room

- Building K – Library/Staff room/Daily Organiser office

- Building M – Staff Office

- Building N – Staff room

- Building O – Secretary Office.

2. Emergency Anaphylaxis Kits must include the following items:

- Adrenaline Auto-injectors for general use (1 x junior and 1 x adult).

- An Anaphylaxis Reference list of all students at risk of Anaphylaxis with a current photo, year level, allergens and type of prescribed Adrenaline Auto-injector.

- A notepad and pen

3.Red emergency pouch (yard duty) must include the following items:

- Adrenaline Auto-injectors for general use (1 x junior and 1 x adult, 1 Ventolin & 1 Spacer).

- An Anaphylaxis Reference list of all students at risk of Anaphylaxis with a current photo,

year level, allergens and type of prescribed Adrenaline Auto-injector.

- A notepad and pen

5. All Emergency Anaphylaxis Kits and red emergency pouches will be reviewed by the College

Nurse monthly, with medical lists being updated as required.

**Student(s) Adrenaline Auto-injectors**

Student(s) Adrenaline Auto-injectors are stored in the College First Aid room cupboard.

- Cupboard is always unlocked and accessible to school staffs during business hours.

- Adrenaline Auto-injectors are stored at a room temperature.

- A copy of the student’s Individual Anaphylaxis Management Plan, including the ASCIA Action plan are kept together with the student’s Adrenaline Auto-injector.

- Student’s Adrenaline Auto-injector and Individual Anaphylaxis Management Plan, including the ASCIA Action plan is clearly labelled with the student’s name and an up to date photo attached.

- Student’s Anaphylaxis kit will be reviewed by the College Nurse monthly, with plan/Adrenaline Auto-Injector being updated as required.

**5. College Anaphylaxis management and emergency response**

**All Staffs**

1. The College Anaphylaxis Emergency Response will be linked to the College’s **Emergency**

**Management Policy and Procedures.**

2. Staff member who has undertaken the Anaphylaxis Management Training Course are

expected to administer the Adrenaline Auto-injector.

3. The College’s First Aid, Emergency Procedures and student’s ASCIA action plan and IAMP

must be followed.

4. Emergency Anaphylaxis kits containing Adrenaline Auto-injectors for general use, and an

Anaphylaxis Reference list, are positioned around the College (refer to location of the

Anaphylaxis Emergency kits).

5. Students’ Individual Adrenaline Auto-injectors are in the First Aid room. Individual kit

includes up to date photo of the student, ASCIA action plan and IAMP.

6. Students’ medical list are kept in red folder. All staffs on yard duty to collect a folder for

easy identification in the event of emergency.

7. 2-way radio/mobile phone is used for the purpose of communicating emergencies

between Departments.

8. Changes to the medical list are updated weekly and notified by email. Grade secretaries

are required to keep up with the updates and print the necessary changes.

9. The Adrenaline Auto-injector must be obtained and administered in accordance with the

ASCIA action plan.

10. Any Staff member is permitted to call the ambulance 000 in the event of an emergency.

11. An Incident Report must be completed and submitted to HR as soon as possible.

12. In the event of a fatality, the Principal or his delegate will contact the Police, Lawyers and

the next of kin. The principal or his delegate will execute the Media Communication Plan

upon Lawyers advice.

**6. Anaphylaxis Management & Emergency response within College grounds (eg mosque/ sports**

**oval/ classroom/ Yard duty).**

**All Staffs**

In the event of an anaphylactic reaction within school grounds: Remember DRSABC.

**All yard duty staffs must always have access to a 2-way radio and red folder with updated**

**students’ medical conditions with them.**

1. Lay the student flat. If breathing is difficult, allow the student to sit (but not stand or walk).

2. Identify student affected using information in class roll/ emergency red medical list folder.

3. Call for help by calling the College Nurse on the emergency mobile – **0435 089 902** or by

using the 2-way radio.

4. Let other staffs know that it is emergency and seek assistance from other staffs by asking

them to help get the nearest Emergency Adrenaline Auto-injector kit over.

5. Responding staff members to help clear the area from bystanders (eg, crowd control).

6. College Nurse will attend with the student’s Adrenaline Auto-injector and the College

spare Adrenaline Auto-Injector.

7. Administer Adrenaline Auto-injector as per the student’s ASCIA action plan.

8. Call Ambulance 000.

9. Take note of the time the Adrenaline Auto-injector was administered and surrender the

used Adrenaline Auto-injector to the Ambulance personnel once they arrive.

10. The Parents/Guardians will be contacted by the College Nurses after the ambulance.

11. If symptoms worsen after 5 minutes, administer another Adrenaline Auto-injector as per

the student’s ASCIA action plan.

12. Stay and monitor student until ambulance arrive.

**7. Anaphylaxis Management & Emergency response Outside of College trips.**

**All Staffs**

1. The Principal/Delegates will ensure that there are enough staffs who has successfully

completed an Anaphylaxis Training Course in the 2 within the last two years attends any

out of college trips.

2. Any student at risk of Anaphylaxis attending out of school trips must have 2 Adrenaline

Auto-injectors – the student’s own and a College emergency kit. (Adrenaline Autoinjectors are packed in the excursion First Aid bag).

3. Staff members who are involved with external College events must be briefed by the

College Nurse; they must then put the following procedures in place prior the external

events: -

* A risk assessment should be undertaken for each individual student attending out of school activities who is at risk of Anaphylaxis. The risks may vary accordingly to the number of Anaphylactic students attending, the nature of the excursion/sporting event, size of venue, distance from medical assistance, the structure of excursion and corresponding staff-student ratio.
* All staff members present during the excursion need to be aware of the identity of any students attending who are at risk of Anaphylaxis and be able to identify them by face.
* Staff involved in external school events are required to not only follow the Risk Assessment

for that event, but also the individual risk assessments of those students attending who are at risk of Anaphylaxis. Organising staff must provide the following details:

a. State the staff member's name who will be carrying the Adrenaline Auto-injector

b. Melway Reference (as noted on the Excursion/Incursion/Camp/Event Application

Form)

* These instructions must be followed with the need for a contingency list of staff to adequately fulfil these roles.
* The student's Adrenaline Auto-injector, IAMP and ASCIA Action Plan and staff mobile phones must be taken to all external events.
* Staff should consider food used in activities or games, including as rewards.
* Parents/Guardians may wish to accompany their child on external events. This should be discussed with the Parents/Guardians as another strategy for supporting the student.
* On the day of the event, a staff member must collect the First Aid bag from the First Aid room, make sure that the Adrenaline Auto-injectors are packed and signed for the First Aid bag. Staff will be assessed on the use of Adrenaline Auto-injector before signing for the First Aid bags. Staff attending camp to collect a Red First Aid trolley and defibrillator.
* A register will be maintained to record the movement of general and personal Adrenaline Auto-injectors.
* Staff in charge of the external event must ensure that the Adrenaline Auto-injectors are easily accessed by all the staff members attending the external event.

**Excursion**

In the event of an anaphylactic reaction during excursion: Remember DRSABC

1. Lay the student flat. If breathing is difficult, allow the student to sit (but not stand or

walk).

2. Get help from other staff members or staffs from the venue.

3. Administer Adrenaline Auto-injectors as per the student’s ASCIA action plan.

4. Call Ambulance 000.

5. Responding staff members to help clear the area from bystanders (eg, crowd control).

6. Take note of the time the Adrenaline Auto-injector was administered and surrender

the used Adrenaline Auto-injector to the Ambulance personnel once they arrive.

7. Stay and monitor student until ambulance arrive.

8. If symptoms worsen after 5 minutes, administer another Adrenaline Auto-injector as

per the student’s ASCIA action plan.

9. Contact the College Nurses on the emergency mobile – 0435 089 902 and stay on the

line with the College Nurses.

10. The College Nurse will notify the student’s Parents/Guardians as soon as ambulance

personnel informed staff which hospital the student will be taken to.

**Camp/Interstate trips/Overseas trips**

In the event of an anaphylactic reaction during camp/Interstate trips/Overseas trips:

1. Lay the student flat. If breathing is difficult, allow the student to sit (but not stand or walk).

2. Get help from other staff members or staffs from the venue.

3. Administer Adrenaline Auto-injector as per the student’s ASCIA action plan.

4. Call Ambulance 000.

5. Responding staff members to help clear the area from bystanders (eg, crowd control).

6. Take note of the time the Adrenaline Auto-injector was administered and surrender the

used Adrenaline Auto-injector to the Ambulance personnel once they arrive.

7. Stay and monitor student until ambulance arrive.

8. If symptoms worsen after 5 minutes, administer another Adrenaline Auto-injector as per

the student’s ASCIA action plan.

9. Notify Parents/Guardians of student conditions and the hospital that the student was

brought to as soon as possible.

10. If the incident happened after school hours, staff then must notify the College Nurses on

the emergency mobile – **0435 089 902** at the earliest convenience.

**8. Post Incident Action**

**All Staffs**

It is expected that after an incident has occurred and has been resolved, that staff members

involved will engage in the following activities:

1. Completion of an incident report form including full details of the event and what

occurred;

2. Collection of the student’s personal effects (if student is transported by an ambulance)

to be return to Parents/Guardians;

3. Debrief with students directly involved as witnesses to the event;

4. Debrief of staff involved;

5. Communication with the Principal as appropriate regarding the incident, actions taken

and outcomes;

6. Principal/Delegate to discuss with parents (when the student is back in College) about

the event and advise them to seek medical advice on how it may be prevented in future;

7. Nurse to review the student’s IAMP;

8. Implement updated risk prevention strategies (where applicable).

**9. Prevention and Risk Minimisation Strategies**

**All Staffs**

This section will relate to any classrooms, food preparation, the yard, internal or external events

organised by the College.

The key prevention of Anaphylaxis is the identification of triggers such as allergens and prevention

of exposure to those allergens. The College can employ a range of practical prevention strategies

to minimise the exposure to known triggers. The information below provides examples of risk

minimisation strategies.

1. Staff must **NOT UNDER ANY CIRCUMSTANCES**, organise food related activities, events or

rewards, except in Home Economics Classes.

2. Staff must NEVER provide students with food from outside sources. In the event of a

student not bringing food to school and the parents are unable to be contacted or are

unable to bring in food, the only staff to provide the student with food are the Nurses. This

needs to be done in consultation with the HR/OHS Manager, following the checking of

student’s medical information for any allergies. Nurses are to seek parental consent prior

to giving of food.

3. Staff are NOT permitted to encourage or advertise in any means such as newsletters or

student diaries that students may bring food from home for special events.

4. A risk assessment must be completed for each student at risk of Anaphylaxis, attending any

College internal or external event. This will be completed in addition to the overall Risk

Assessments involving the entire class or year level and must be compiled together with

the IAMP.

5. Prior to the process of any event application, all Teachers will provide a class list as a part

of this application process. This will assist the College to determine any students at risk of

Anaphylaxis attending the event and to ensure thorough prior planning of individual

student risk assessments.

6. If a current IAMP, ASCIA Action Plan and/or individual Adrenaline Auto-injector is not

available, every attempt will be made to contact the parent/guardian to organise this prior

to the event. However, no students at risk of Anaphylaxis will be permitted to attend ANY

event without a current IAMP, Action Plan and their personal Adrenaline Auto-injector.

7. An updated copy student at risk of Anaphylaxis will be given to the Classroom Teacher and

Food Preparation Staff, ensuring that this information is easily accessible when required.

8. Staff should be aware of hidden allergens listed on labels (eg: in cooking, food, science,

sport and art supplies, maintenance products - egg and milk cartons and latex).

9. All Teachers on yard duty must collect a walkie talkie from Daily Organiser’s office. Nursing

staff will always have a walkie talkie in the first aid room on.

10. Teachers supervising designated areas are required to carry Emergency red bum bags

containing emergency medication for Anaphylaxis and Asthma. This is to be signed for and

collected from the Daily Organiser’s office.

11. Staffs can use personal mobile phones to call First Aid Emergency Hotline Phone in case of

emergency.

12. Ensure that there is sufficient College staff to supervise any event and must have

undertaken the Anaphylaxis Management Training Course.

13. Staff are required to be vigilant to ensure students are always complying with this Policy

and conduct checks to ensure there is no food or substances that may harm a student at

risk of Anaphylaxis or Allergy.

14. The use of balloons must be avoided if the College has students enrolled who are Allergic

to latex.

15. No food is to be consumed by students whilst on the bus.

16. Teachers are required to have regular discussions with students about the importance of

washing hands, eating their own food, not sharing food with others, Anaphylaxis and

Allergy education, washing up and food disposal processes.

17. New staff will be informed of the students at risk of Anaphylaxis, the location of

Anaphylaxis Emergency Kits, IAMPs, ASCIA Action Plans and Adrenaline Auto-injectors, the

College’s Anaphylaxis Management Policy, the location of the Emergency Anaphylaxis kits,

and the responsibilities of Emergency Response.

18. In the yard and classroom, staff are permitted to use personal mobile phones to ring the

First Aid Hotline Phone in case of an emergency.

19. Staff and students must always wear closed shoes as a part of the College Uniform Policy.

20. Students should keep food and opened drinks (eg: drinks in a can) covered whilst outdoors.

21. Staff are to encourage students at risk of Anaphylaxis and Allergies from insect bites are to

avoid stagnant water and flowering plants.

**Food Preparation Staff**

1. Individual risk assessments for students at risk of Anaphylaxis including Allergies, who

participate in food preparation and/or make a purchase from the Canteen and/or Friday

BBQ, will be provided to the Food Preparation Staff on an annual basis. If there is a change

of health, environment or circumstances prior to this timeframe, the risk assessment will

be reviewed.

2. The Food Preparation Staff must ensure that the individual risk assessments are reviewed

on a weekly basis and advise HR/OHS Manager of any changes.

3. Ensure all cooking utensils, preparation dishes, plates and cutlery are washed and cleaned

thoroughly after the preparation of food and cooking to avoid cross contamination.

4. The Food Preparation Supervisors are to engage in regular discussions with their staff about

the importance of washing hands, eating their own food and not sharing food with others

including students (or their own children), Anaphylaxis and Allergy education, the wash up

and food disposal process.

5. The Food Preparation Staff must only provide approved foods listed on the menu, which is

endorsed by the College. The Food Preparation Staff should **NEVER** give food from outside

sources to any student unless listed on the menu and endorsed by the College.

6. Foods cooked in Home Economics classes **cannot** be eaten in the yard or shared with other

students outside this class.

**Transport Coordinator**

1. The Transport Coordinator is to consult with the Parent/Guardian of students at risk of

Anaphylaxis, and the transport provider, to ensure that appropriate Risk Minimisation and

Prevention Strategies are in place to address an Anaphylaxis emergency should it occur on

the bus. This includes the availability and administration of an Adrenaline Auto-injector.

The Adrenaline Auto-injector and ASCIA Action Plan must always be with the student

whilst travelling on the bus.

2. The Transport Coordinator will liaise with bus drivers to ensure all relevant drivers have

undertaken the Anaphylaxis Management Training Course as well as attend the biannual

briefings.

3. A letter will be sent to Parents/Guardians of students at risk of Anaphylaxis who uses bus

service. This letter will inform families that they are required to provide an Adrenaline

Auto-injector in the student's school bag for emergency access only whilst travelling on

the Bus. If Parents/Guardians decline to comply with this request, the student will not be

permitted to use the bus service.

4. Copies of the ASCIA Action Plans for those students who are travelling by bus will be

provided to the Transport Coordinator.

5. Bus safety emergency procedures must include procedures for an Anaphylaxis or Allergy

emergency.

**External Events, Camps, & Interstate/Overseas Trips**

**Teaching Staff, Staff participating in out of College events**

1. In the event of no mobile phone coverage at Camp Coorong, a satellite phone will be

available. Hard wired phones are also installed at the Campsite.

2. Camp Coordinator must advised the Nurse and the Camp Cook, in advance, of any student

with food allergies attending Camp.

3. Camp Coordinator must be cautious when purchasing certain foods for camp. Food

purchases must comply with the Individual Student Risk Assessments.

4. Camp Coordinator must list any student cooking activities in the Risk Assessment.

5. Use of other substances containing allergens (eg: soaps, lotions, or sunscreens, cooking

oils containing nuts) must be avoided again complying with Individual Student Risk

Assessments.

6. At least one staff member attending must be Level 2 First Aid trained and have completed

the Anaphylaxis Management Training Course. However, all staff present need to be able

to identify by face, students at risk of Anaphylaxis.

7. Staff trained with First Aid and CPR MUST put on a green First Aid vest at all times whilst

out on excursion.

8. The Adrenaline Auto-injector must remain close to the student at risk of Anaphylaxis and

staff must always be aware of its location.

9. Any student with allergies to insect bites, must always wear closed shoes whilst outdoors.

10. In the event of overseas travel, all individual risk assessments, IAMPs and instructions on

how to use the Adrenaline Auto-injector must be translated into the language of the

country of destination. The individual risk assessments must consider the food to be

provided on the plane and in the country(ies) of destination.

11. Regarding work experience, the College should involve the student, their

Parents/Guardians and the employer in discussions regarding risk management prior to a

student at risk of Anaphylaxis attending work experience. The employer must be shown

the ASCIA Action Plan, Risk Assessment and how to use the Adrenaline Auto-injector in

case the work experience student shows signs of an allergic reaction whilst at work

experience.

**10. Communication**

**All Staffs, Parents/Guardians, Students & School Community**

At Al-Taqwa College the Anaphylaxis Communication Plan has been introduced to ensure that

important information regarding Anaphylaxis and its management is provided to the entire school

community. This Communication Plan is advising the school community about how to respond to

an Anaphylactic reaction of a student in various environments including during normal school

activities in the classroom, in the yard, in all school buildings and sites including gymnasiums and

halls; and during off-site or out of school activities, including on excursion, school camps and at

special events conducted, organised or attended by the School.

**School Staff Communication and Awareness: -**

1. The new Ministerial Order will be presented to all the board members at Al-Taqwa College

prior to the policy being launched to all senior managers.

2. The new policy will be presented to all the senior managers at Al-Taqwa College in the ESMT

meeting prior to the policy being launched to all staff and uploaded onto the school network.

3. The HR / OHS Manager is to send out communication via email and letters to address all staff,

volunteers, CRT, Canteen Staff, Friday BBQ team, contractors, bus drivers and external bus

company, informing about the policy and procedures of Anaphylactic /Allergy risks, and

advising of the following: definition, Ministerial Order (including the DEECD website), nature

and severity of Anaphylaxis, triggers and actions that the School community can collectively

take to minimise the risks.

4. Twice yearly all staff are briefed on Anaphylaxis awareness as per the Ministerial order

presentation. This training is given by the College Anaphylaxis Supervisor, and all staff are

required to attend. This training identifies students at risk of Anaphylaxis, their allergens, the

College’s management policy including emergency response to an Anaphylaxis incident, and

the use of an auto-injector.

5. All staff who attend will be given a certificate of attainment, with a copy being kept in their

employment file.

6. All staffs are required to sign the attendance register and remain for the entire duration of

the training.

7. All Staffs, CRTs, Volunteers attending training/briefing are required to turn off their mobile

phones at all times and are not permitted to bring any other devices to the training, eg laptops,

iPod, iPad etc.

8. Prior to all incursions, excursions, special events or camps, the event teacher is required to

provide a list of students attending to the nurse to ensure thorough planning.

9. Prior to excursions and camps, nurses are to ensure teaching staff attending are fully informed

about anaphylaxis and how to use an Auto-injector. The teacher involved also needs to sign

that he/she has demonstrated the use of the Adrenaline Auto-injector in front of nursing staff

and is competent.

10. All Staffs must be aware of the Emergency Response Policy and Procedures.

**Student Communication and Awareness**

1. Posters placed around the school by the Nurse to make students aware of the risks of eating

and sharing nuts and sesame seeds whilst at school. These posters must be in each classroom,

the administrative building and on each of the buses.

2. Posters/fact sheets strategically placed around the school by the Nurse in areas such as, the

canteen and Friday BBQ area, classrooms, corridors, library and all halls. These posters are to

highlight the key messages about Anaphylaxis and what students can do to support their

peers.

3. The Nurse/OHS Manager or their delegate and Marketing Coordinator are to encourage,

support and promote Food Allergy Week to the teaching staff annually. This activity is to raise

awareness of allergies and Anaphylaxis. The teaching staff are required to educate their

students on this subject.

4. Regular encouragement of teachers to talk to students in general about Anaphylaxis and

allergies, and the associated risks with these conditions. This can be done through informal

classroom discussions, formal lesson plans, and during pastoral care, all with the support of

the nursing staff. All teaching staff are required to educate their students on a regular basis,

that any attempt to harm a student, diagnosed at risk of anaphylaxis, must be treated as a

serious and dangerous incident and dealt with in line with the College anti-bullying policy.

This includes:

- Teasing

- Tricking a student into eating a food.

- Threatening a student with allergens, such as peanuts

**Parent/Guardian, College Community Communication and Awareness**

1. The Marketing Coordinator is to send out a letter to address the School community,

informing them of Anaphylactic/Allergy risks and advising of the following: definition,

ministerial order (including the DEECD website), nature and severity of Anaphylaxis,

triggers and actions, the School community can collectively take to minimise the risks.

2. Encourage open communication between the school and parents through meetings to

discuss, review and update management plans at least annually. Extra meetings may be

required to occur before students participate in any excursions, incursions, activities or

camps. These meetings will only be required if these activities were not discussed in the

annual management plan or if the student's condition has changed.

3. Organise parent information sessions at least annually, to raise awareness and knowledge

about Allergies and Anaphylaxis, its symptoms, treatment and management. These

sessions are also to promote and explain the current Ministerial order governing

Anaphylaxis in schools.

4. Provide general information about Allergies and Anaphylaxis periodically throughout the

year through the school’s newsletter, website and LCD presentations.

5. Present information regarding Allergies and Anaphylaxis regarding the current Ministerial

order, to the wider school community, through the school’s AGM and Friday presentations

in the Mosque. This is to be achieved through briefings and presentations.

**4.0 Resources**

1. Anaphylaxis Management – Victorian Registration & Qualifications Authority (VRQA)

2. Department of Education and Early Childhood Development -Victoria

3. Anaphylaxis Guidelines - Department of Education and Training (DET)

4. Ministerial Order 706 Anaphylaxis Management in Schools

5. Education and Training Reform Act 2006

6. Australian Society of Clinical Immunology and Allergy (ASCIA) – (Anaphylaxis e-training

schools and early childhood education/care).

**5.0 Help for Non-English Speakers**

If you require assistance in understanding this policy, please contact Al-Taqwa College (03) 9269 5000.