



Ascot Vale West Primary School

The School strives to ensure that our students will become responsible, motivated, life-long learners who can confidently face future challenges.

ANAPHYLAXIS POLICY

Ascot Vale West Primary School is located close to the Royal Melbourne Showgrounds and the Flemington Racecourse. The school serves about 200 families of diverse ethnic and socio-economic backgrounds and family structures. Based on the school's Student Family Occupation index, which takes into account parents' occupations, the school is in the low to mid-range. The proportion of students with English as a Second Language is high. The school enrolment is stable at present with enrolments of around 280 over the past few years.

The school community embraces and benefits greatly from its multicultural mix. Parents and the broader community are encouraged to be involved in the life of the school through training programs, information sessions and by participating in school programs or community events. Links with the broader community have been forged with neighbouring schools, community supports (e.g. Wingate Community Centre) and with local businesses.

PURPOSE

To explain to Ascot Vale West Primary School parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Ascot Vale West Primary School is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

POLICY

School Statement

Ascot Vale West Primary School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Symptoms

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth.

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting.

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.

Treatment

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

Individual Anaphylaxis Management Plans

All students at Ascot Vale West Primary School who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the principal of Ascot Vale West Primary School is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Ascot Vale West Primary School and where possible, before the student's first day.

Parents and carers must:

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline autoinjector for the student that has not expired;
- participate in annual reviews of the student's Plan.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, including in 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, which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

Review and updates to Individual Anaphylaxis Management Plans

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

Location of plans and adrenaline autoinjectors

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at First Aid Room (Administration Building), together with the student's adrenaline autoinjector. Adrenaline autoinjectors are labelled with the student's name.

Risk Minimisation Strategies

In-School Settings

Classrooms	
1.	<p>Ascot Vale West Primary School teachers are aware of all Anaphylactic students on site. A list of all students with medical conditions, including anaphylaxis, is kept by all teachers.</p> <p>The ASCIA Action Plan is available in the First Aid with current photo to identify students with anaphylaxis.</p> <p>Adrenaline Autoinjectors are kept in the First Aid. Each student's autoinjector is in a labelled box with ASCIA Plan.</p>
2.	<p>A designated staff member informs casual relief teachers, specialist teachers and volunteers of the names of:</p> <ul style="list-style-type: none"> • any students at risk of anaphylaxis • the location of each student's Individual Anaphylaxis Management Plan and Adrenaline Autoinjector
3.	<p>Use non-food treats where possible, but if food treats are used in class it is recommended that parents of students with food allergy provide a treat box with alternative treats. Treat boxes should be clearly labelled and only handled by the student. Treats that are given from children to children such as 'lolly bags' should not be given to children at risk of anaphylaxis unless prior arrangements have been made to the point that the parent, child and teacher are satisfied that no anaphylactic causing ingredients are present.</p>
4.	<p>Never give food from outside sources to a student who is at risk of anaphylaxis.</p>
5.	<p>Treats for the other students in the class should not contain the substance to which the student is allergic. It is recommended to use non-food treats where possible.</p>
6.	<p>Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts. Products labelled 'may contain milk or egg' should not be served to students with milk or egg allergy and so forth.</p>
7.	<p>Be aware of the possibility of hidden allergens in food and other substances used in cooking, food technology, science and art classes (e.g. egg or milk cartons, empty peanut butter jars).</p>
8.	<p>Ensure all cooking utensils, preparation dishes, plates, and knives and forks etc. are washed and cleaned thoroughly after preparation of food and cooking.</p>
9.	<p>Have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.</p>

Food orders provided by external provider – Darling Street Café

1.	<p>Ascot Vale West Primary School utilises an external café and thus training in food allergen management can only be satisfied in accordance to that required by cafés in general.</p> <p>Therefore, the prevention and management procedures that need to be carried out for individual children regarding their use of the external café service will be developed and incorporated into the individual's anaphylactic management plan.</p> <p>Café staff should be able to provide an accurate list of ingredients when requested to do so.</p>
2.	<p>Café staff should be briefed about students at risk of anaphylaxis and have participated in the relevant parts of student's anaphylaxis management plan. The principal will encourage café staff to attend Anaphylaxis management training courses.</p>
4.	<p>Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts.</p>
5.	<p>Café staff should be willing to provide a list of ingredients for students at risk of anaphylaxis.</p>
6.	<p>Make sure that tables and surfaces are wiped down with warm soapy water regularly.</p>
7.	<p>Food banning is not generally recommended. Instead, a 'no-sharing' with the students with food allergy approach is recommended for food, utensils and food containers. However, school communities can agree to not stock peanut and tree nut products (e.g. hazelnuts, cashews, almonds, etc.) including chocolate/hazelnut spreads.</p>
8.	<p>Be wary of contamination of other foods when preparing, handling or displaying food. For example, a tiny amount of butter or peanut butter left on a knife and used elsewhere may be enough to cause a severe reaction in someone who is at risk of anaphylaxis from cow's milk products or peanuts.</p>

Playground

1.	<p>All Ascot Vale West Primary School staff attend internal briefings with respect to Anaphylaxis.</p> <p>All Ascot Vale West Primary School attend training provided by an external agency every year.</p> <p>Training includes the administration of the Adrenaline Autoinjector (i.e. EpiPen and EpiPen Junior®) to be able to respond quickly to an anaphylactic reaction if needed.</p>
2.	<p>The Adrenaline Autoinjector and each student's Individual Anaphylaxis Management Plan are easily accessible from the yard, and staff are aware of the exact location. All Plans & Autoinjectors are kept in the First Aid which is located in the Administration Building</p>
3.	<p>Ascot Vale West Primary School has a Communication Plan in place so the student's medical information and medication can be retrieved quickly if a reaction occurs in the yard.</p> <p>Staff carry medical cards in the "Yard Duty Bum Bags" and more specifically, an Anaphylaxis card that provides a photo.</p> <p>All staff on yard duty are aware of the School's Emergency Response Procedures and how to notify the general office/first aid team of an anaphylactic reaction.</p>
4.	<p>Ascot Vale West Primary School does not have any students with an anaphylaxis response to insects. However, in the event that students presented with an anaphylactic response to insects, staff will be provided with the following information:</p> <ul style="list-style-type: none"> • The affected should be encouraged to stay away from water or flowering plants. • School staff should liaise with parents to encourage students to wear light or dark rather than bright colours, as well as closed shoes and long-sleeved garments when outdoors. • In addition, lawns and clover will be mowed and outdoor bins covered. • Students should keep drinks and food covered while outdoors.

Special events (e.g. sporting events, incursions, class parties, etc.)

1.	<p>Sufficient school staff supervising the special events will be made available and trained in the administration of an Adrenaline Autoinjector to be able to respond quickly to an anaphylactic reaction if required.</p>
2.	<p>School staff should avoid using food in activities or games, including as rewards.</p>

3.	For special occasions, school staff consult parents in advance to either develop an alternative food menu or request the parents to send a meal for the student.
4.	Parents of other students should be informed in advance about foods that may cause allergic reactions in students at risk of anaphylaxis and request that they avoid providing students with treats whilst they are at school or at a special school event.
5.	The school uses latex free gloves and discourages using party balloons.

Out of School Settings

Camps and remote settings	
1.	<p>Prior to engaging a camp owner/operator's services the school makes enquiries as to whether it can provide food that is safe for anaphylactic students.</p> <p>Ascot Vale West Primary School will check the emergency response procedures that the camp provider has in place. Ensure that these are sufficient in the event of an anaphylactic reaction and ensure all school staff participating in the camp are clear about their roles and responsibilities.</p>
2.	Ascot Vale West Primary School will not sign any written disclaimer or statement from a camp owner/operator that indicates that the owner/operator is unable to provide food which is safe for students at risk of anaphylaxis. Ascot Vale West Primary School has a duty of care to protect students in their care from reasonably foreseeable injury and this duty cannot be delegated to any third party.
3	<p>Ascot Vale West Primary School will develop a Risk Management Strategy for students at risk of anaphylaxis. This will be developed in consultation with parents of students at risk of anaphylaxis and camp owners/operators prior to the camp dates.</p> <p>The student's Adrenaline Autoinjector, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis will be taken on camp. If mobile phone access is not available, an alternative method of communication in an emergency must be considered (e.g. a satellite phone).</p>
4.	Ascot Vale West Primary School will consult with parents of students at risk of anaphylaxis and the camp owner/operator to ensure that appropriate risk minimisation and prevention strategies and processes are in place to address an anaphylactic reaction should it occur. If these procedures are deemed to be inadequate, further discussions, planning and implementation will need to be undertaken.
5.	If Ascot Vale West Primary School has concerns about whether the food provided on a camp will be safe for students at risk of anaphylaxis, it should also consider alternative means for providing food for those students.
6.	Use of substances containing allergens should be avoided where possible.
7.	Prior to the camp taking place school staff should consult with the student's Parents to review the students Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the circumstances of the particular camp.
8.	Ascot Vale West Primary School staff participating in the camp will be clear about their roles and responsibilities in the event of an anaphylactic reaction

9.	Ascot Vale West Primary School will consider taking an Adrenaline Autoinjector for general use on a school camp, even if there is no student at risk of anaphylaxis, as a back-up device in the event of an emergency. If Autoinjector is taken on camp, Ascot Vale West Primary School must ensure that they make available a replacement Autoinjector for general use. The Autoinjector is signed OUT at the Administration Office by the responsible teacher and placed in the 'First Aid Backpack'. On return, the Autoinjector is signed IN and returned to the First Aid Room.
10.	The Adrenaline Autoinjector should remain close to the student and staff member must be aware of its location at all times.
11.	Ascot Vale West Primary School does not have any students with an anaphylaxis response to insects. However, in the event that students presented with an anaphylactic response to insects, staff will be provided with the following information: Students with anaphylactic responses to insects should always wear closed shoes and long-sleeved garments when outdoors and should be encouraged to stay away from water or flowering plants.
12.	Cooking and art and craft games should not involve the use of known allergens.
13.	Consider the potential exposure to allergens when consuming food on buses and in cabins.

Adrenaline autoinjectors for general use

Ascot Vale West Primary School will maintain a supply of adrenaline autoinjectors for general use, as a back-up to those provided by parents and carers for specific students, and also for students who may suffer from a first time reaction at school.

Adrenaline autoinjectors for general use will be stored in the First Aid Room and labelled "**General Use**".

The principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at Ascot Vale West Primary School at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry.

Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school's general first aid procedures, emergency response procedures and the student's Individual Anaphylaxis Management Plan.

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 is kept in:

- First Aid Room
- Every classroom & Office
- Excursion First Aid Backpack with responsible teacher/first aid officer
- Camp First Aid Backpack with responsible teacher/first aid officer

Details of Individual Anaphylaxis Management Plans and ASCIA Action Plans are located in:

- First Aid Room - Plans are easily accessible by staff, but not on public view - privacy protected.

List of Students with medical conditions including Anaphylaxis are located in:

- First Aid Room
- Every classroom & Office
- Excursion First Aid Backpack with responsible teacher/first aid officer
- Camp First Aid Backpack with responsible teacher/first aid officer

A summary of students with anaphylaxis is located in:

- Teacher's Yard Duty Bum Bag (Bag contains a card system for reporting medical and more specifically anaphylaxis emergencies)

Additional Adrenaline Autoinjectors are stored in:

- First Aid

The table below summarises the areas where appropriate Anaphylaxis Plans; Adrenaline Autoinjectors and relevant information are stored on school grounds and/or with school staff.

Location	Individual Anaphylaxis Management Plan & ASCIA Plan	Adrenaline Autoinjectors	List of Students with medical conditions including Anaphylaxis	Summary of Anaphylaxis Plan
First Aid Room	✓	✓	✓	
Classrooms			✓	
Yard Duty Bum Bags				✓
Excursion First Aid Backpack	✓	✓	✓	
Camp First Aid Backpack	✓	✓	✓	

If a student experiences an anaphylactic reaction at school or during a school activity, school staff will:

Step	Action
1.	<ul style="list-style-type: none"> • Call an ambulance (000)
2.	<ul style="list-style-type: none"> • Lay the person flat • Do not allow them to stand or walk • If breathing is difficult, allow them to sit • Be calm and reassuring • Do not leave them alone • Seek assistance from another staff member or reliable student to locate the student's adrenaline autoinjector or the school's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored in the First Aid Room – Administration Building • If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5
3.	<ul style="list-style-type: none"> • Administer an EpiPen or EpiPen Jr (if the student is under 20kg) • Remove from plastic container • Form a fist around the EpiPen and pull off the blue safety release (cap) • Place orange end against the student's outer mid-thigh (with or without clothing) • Push down hard until a click is heard or felt and hold in place for 3 seconds • Remove EpiPen • Note the time the EpiPen is administered • Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration
4.	If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.
5.	Contact the student's emergency contacts.

If a student appears to be having a severe allergic reaction, but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

[Note: If in doubt, it is better to use an adrenaline autoinjector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction.

Communication Plan

This policy will be available on Ascot Vale West Primary School's website so that parents and other members of the school community can easily access information about Ascot Vale West Primary School's anaphylaxis management

procedures. The parents and carers of students who are enrolled at Ascot Vale West Primary School and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

		Timing
1	<i>In House Briefing</i> for all Ascot Vale West staff	First week of school year (January or early February)
2	List of all anaphylactic students (and other medical conditions) made available in First Aid Room	First day of school year
3	Class lists for all classrooms includes students with medical conditions including anaphylaxis	First day of school year OR at if any changes to current list required
4	Excursions/Camps SIGN OUT and SIGN IN process for all Anaphylaxis Plans and Autoinjectors	As required
5	First Aid Coordinator advise parents of requirements to obtain ASCIA Plan for student prior to commencing school year.	Term 4 prior to school closing dates
6	CRT briefing documentation includes list and photographs of anaphylactic students in the classroom and Action Plan.	As required
7	Teaching staff educate and provide students with information about anaphylactic reactions	Term 1

Role and responsibilities of school staff

All school staff have a duty of care to take reasonable steps to protect a student in their care from risks of injury that are reasonably foreseeable. This includes administrators, canteen staff, casual relief staff, specialist staff, sessional teachers and volunteers such as Breakfast Club.

To assist school staff who conduct classes that students with a medical condition that relates to allergy and the potential for anaphylactic reaction attend, and others school staff where relevant, a summary of some of the key obligations under the Order, and suggested prevention strategies, is set out below.

School Staff	
1.	Know and understand the school's Anaphylaxis Management Policy.
2.	Know the identity of students who are at risk of anaphylaxis. Know the students by face.
3.	Understand the causes, symptoms, and treatment of anaphylaxis.
4.	Obtain regular training in how to recognise and respond to an anaphylactic reaction, including administering an Adrenaline Autoinjector.
5.	Know where to find a copy of each student's Individual Anaphylaxis Management Plan quickly, and follow it in the event of an allergic reaction.
6.	Know the school's general first aid and emergency response procedures, and understand their role in relation to responding to an anaphylactic reaction.
7.	Know where students' Adrenaline Autoinjectors and the Adrenaline Autoinjectors for general use are kept. (Remember that the Adrenaline Autoinjector is designed so that anyone can administer it in an emergency).
8.	Know and follow the prevention and risk minimisation strategies in the student's Individual Anaphylaxis Management Plan.
9.	Plan ahead for special class activities (e.g. cooking, art and science classes), or special occasions (e.g. excursions, incursions, sport days, camp, cultural days, fetes and parties), either at school, or away from school. Work with parents to provide appropriate food for their child if the food the school/class is providing may present a risk for him or her.
10.	Avoid the use of food treats in class or as rewards, as these may contain hidden allergens. Consider the alternative strategies provided in this document (see Chapter 8). Work with parents to provide appropriate treats for students at risk of anaphylaxis.

11.	Be aware of the possibility of hidden allergens in foods and of traces of allergens when using items such as egg or milk cartons in art or cooking classes.
12.	Be aware of the risk of cross-contamination when preparing, handling and displaying food.
13.	Make sure that tables and surfaces are wiped down regularly and that students wash their hands after handling food.
14.	Raise student awareness about severe allergies and the importance of their role in fostering a school environment that is safe and supportive for their peers.
15.	Allow individual students to voice any concerns about their own anaphylaxis management plan and assist the child to act on this concern.

Role and responsibilities of First Aid Coordinator

The First Aid Coordinator at Ascot Vale West Primary School works with the principal to ensure that the Anaphylaxis Policy is implemented, reviewed, monitored and improved on an annual basis.

First Aid Coordinator	
1.	Works with principal to develop, implement and review the school's Anaphylaxis Management Policy.
2.	Obtain regular training in how to recognise and respond to an anaphylactic reaction, including administering an Adrenaline Autoinjector (i.e. EpiPen®/Anapen®).
3.	Provide or arrange regular training to other school staff to recognise and respond to anaphylactic reactions, including administration of an Adrenaline Autoinjector.
4.	Keep an up-to-date register of students at risk of anaphylaxis.
5.	Keep a register of Adrenaline Autoinjectors as they are 'in' and 'out' from the central storage point. For instance when they have been taken on excursions, camps etc.
6.	Work with principal, parents and students to develop, implement and review each Individual Anaphylaxis Management Plan to: <ul style="list-style-type: none"> a. ensure that the student's emergency contact details are up-to-date; b. ensure that the student's ASCIA Action Plan matches the student's supplied Adrenaline Autoinjector; c. regularly check that the student's Adrenaline Autoinjector is not out-of-date, such as at the beginning or end of each term; d. inform parents that the Adrenaline Autoinjector needs to be replaced a month prior to the expiry date; e. ensure that the student's Adrenaline Autoinjector is stored correctly (at room temperature and away from light) in an unlocked, easily accessible place; and f. ensure that a copy of the Individual Anaphylaxis Management Plan (including the ASCIA Action Plan) is stored with the student's Adrenaline Autoinjector. g. Ensure that the student is given the opportunity to fully participate in the development, implementation and review of the activities as listed above, as much as possible. This would be by ensuring that the student knowledgeable about his/her own plan and health condition, and is also given the opportunity at any stage to voice any concerns, which should be addressed collaboratively.
7.	Work with school staff to conduct regular risk prevention, minimisation, assessment and management strategies.
8.	Work with school staff to develop strategies to raise their own, students and school community awareness about severe allergies.
9.	Provide or arrange post-incident support (e.g. counselling) to students and school staff, if appropriate.

Role and responsibilities of parents of a student at risk of anaphylaxis

Parents have an important role in working with the school to minimise the risk of anaphylaxis. Set out below is a summary of some of the key obligations for parents under the Order, and some suggested areas where they may

actively assist the school. This is a guide only, and is not intended to contain an exhaustive list to be relied upon by parents.

Parents	
1.	Inform the school in writing, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed at the time as being at risk of anaphylaxis.
2.	Obtain an ASCIA Action Plan from the student's medical practitioner that details their condition, and any medications to be administered, and other emergency procedures and provide this to the school.
3.	Inform school staff in writing of any changes to the student's medical condition and if necessary, provide an updated ASCIA Action Plan.
4.	Provide the school with an up to date photo for the student's ASCIA Action Plan and when the plan is reviewed.
5.	Meet with and assist the school to develop the student's Individual Anaphylaxis Management Plan, including risk management strategies. The student will be included in this meeting/review as much as possible.
6.	Provide the school with an Adrenaline Autoinjector and any other medications that are current and not expired.
7.	Replace the student's Adrenaline Autoinjector and any other medication as needed, before their expiry date or when used.
8.	Assist school staff in planning and preparation for the student prior to camps, field trips, incursions, excursions or special events (e.g. class parties, cultural days, fetes or sport days).
9.	If requested by school staff, assist in identifying and/or providing alternative food options for the student when needed.
10.	Inform school staff in writing of any changes to the student's emergency contact details.
11.	Participate in reviews of the student's Individual Anaphylaxis Management Plan: <ol style="list-style-type: none"> a. when there is a change to the student's condition; b. as soon as practicable after the student has an anaphylactic reaction at school; c. at its annual review; and d. prior to the student participating in an off-site activity such as camps and excursions, or at special events conducted, organised or attended by the school.
12.	Make efforts to ensure that their child is given the opportunity to fully participate in the development, implementation and review of the activities as listed above, as much as possible. This could be via discussion with the child about his/her health condition and management plan, as well as giving the child opportunity at any stage to voice any concerns.

Role and responsibilities of students at risk of anaphylaxis

Students

1.	Participate in reviews of the student's Individual Anaphylaxis Management Plan: <ol style="list-style-type: none"> when there is a change to the student's condition; as soon as practicable after the student has an anaphylactic reaction at school; at its annual review; and prior to the student participating in an off-site activity such as camps and excursions, or at special events conducted, organised or attended by the school.
2.	Actively reflect on their own anaphylaxis management plan and seek knowledge about their own health condition.
3.	Voice any concerns at any time about their own Anaphylaxis Management Plan

The principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Ascot Vale West Primary School's procedures for anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

The principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

Staff Training

The principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

- School staff who conduct classes attended by students who are at risk of anaphylaxis
- Any other member of school staff as required by the principal based on a risk assessment.

Staff who are required to undertake training must have completed:

- an approved face-to-face anaphylaxis management training course in the last three years, or
- an approved online anaphylaxis management training course in the last two years.

Ascot Vale West Primary School uses the following training course **STITCHES First Aid Education** (with 22303VIC, or 22300VIC or 10313NAT).

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years including First Aid Officer. Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector
- the school's general first aid and emergency response procedures
- location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

When a new student enrolls at Ascot Vale West Primary School who is at risk of anaphylaxis, the principal will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.

The principal will ensure that while students at risk of anaphylaxis are under the care or supervision of the school outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

FURTHER INFORMATION AND RESOURCES

- Policy and Advisory Library:
 - [Anaphylaxis](#)
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)

REVIEW CYCLE AND EVALUATION

This policy was last updated on 22nd February, 2021 and is scheduled for review in February, 2022.

The principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.