



Anaphylaxis Communication Plan

This Communication Plan should be read in conjunction with the Anaphylaxis Policy.

Raising Staff Awareness

All staff are required to undertake training, to be updated every three years.

Staff briefings will be held twice yearly to include information on:

- The College's Anaphylaxis Policy
- Causes, symptoms and treatment of anaphylaxis
- Identity of students diagnosed at risk of anaphylaxis and where medication is stored
- How to use an adrenaline auto-injector – EpiPen
- Discouraging peanut and tree nut products in all forms being brought into the College
- The College's emergency response procedures
- Where lists and photos of students with severe medical conditions are located
 - Campus Office
 - Reception
 - Canteen
 - Food Technology
 - Staff Rooms
 - Science Rooms

ALL STAFF in charge of students at risk of anaphylaxis need to read and be familiar with their student's ASCIA Action Plan and individual management plan.

The Daily Organiser will inform Casual Relief Teachers (CRTs) of the names of any students at risk of anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and EpiPen, the College's Anaphylaxis Policy and each person's responsibility in managing an incident i.e. seeking a trained staff member. Volunteers are under the supervision of the class teacher and are to follow any instructions provided by the teacher or other member of staff.

Raising Student Awareness

In Health classes and during year level assemblies teaching staff will reinforce the importance of:

- Hand washing
- Not sharing food, and discouraging peanut and tree nut products in all forms being brought into the College
- Raising peer group awareness of serious allergic reactions
- Ensuring trip and excursion groups are aware of peer needs in relation to people with severe medical alerts and those at risk of anaphylaxis

Working with Parents

The College will have open and cooperative relationships with parents/guardians. Parents/guardians will be required to:

- Inform the College, either at enrolment or diagnosis (via Operoo), of the student's allergies, and whether the student has been diagnosed at risk of anaphylaxis
- Provide the College with an emergency procedures plan (ASCIA Action Plan) signed by the student's medical practitioner
- Immediately inform the College (via Operoo) if there is a change in the student's medical condition
- Supply the College with the student's adrenaline autoinjector and ensure it has not expired
- Work with the College to develop an individual management plan and review it annually
- Give permission for the student's photo to be displayed in areas around the College

Parents are encouraged to supply a second EpiPen for the student to carry at all times while at College and while travelling to and from the College.

Emergency Response

Responding to an anaphylactic reaction in the school yard

- Lay the student down. Do not allow them to stand or walk. If breathing is difficult, allow them to sit
- For an insect allergy, flick out the sting, if it is visible
- Administer the student's personal EpiPen, if the student is carrying it
- The teacher on duty must stay with the student and either use his/her mobile phone to dial 000 (or 112 for mobiles) or send a student to ask another adult to attend and then call '000'
- A student or available adult is to be sent with a verbal message to the Campus Office to obtain assistance
- Campus Office staff will locate the student's assigned EpiPen and will take it to the student.
- The EpiPen should be delivered without delay and the ASCIA Action Plan followed (noting time delivered)
- The student's parents/guardians should be contacted
- If another EpiPen is available, a further adrenaline dose may be given if there is no response after five minutes.

Responding to an anaphylactic reaction in the classroom

- Lay the student down. Do not allow them to stand or walk. If breathing is difficult, allow them to sit
- For an insect allergy, flick out the sting, if it is visible
- The student's teacher must remain with the student and either use his/her mobile phone to dial 000 (or 112 for mobiles) or send a student to ask another adult to attend and then call '000'
- A student or available adult is to be sent with a verbal message to the Campus Office to obtain assistance
- Campus Office staff will locate the student's assigned EpiPen and will take it to the student.
- The EpiPen should be delivered without delay and the ASCIA Action Plan followed (noting time delivered)
- The student's parents/guardians should be contacted
- If another EpiPen is available, a further adrenaline dose may be given if there is no response after five minutes.

Responding to an anaphylactic reaction during off-site activities (field trips, excursions, camps) and special event days

The staff in charge of the person at risk of anaphylaxis is responsible for knowing the location of the EpiPen and ensuring that in the event of an anaphylactic reaction, the ASCIA Action Plan is followed and the EpiPen is administered promptly. Staff should be aware of what local emergency services are in the area and how to access them.

If it is indicated on a student's medical card that a potentially lifesaving medication may be required during a trip or excursion, and the student does not bring the medication on the day of departure, they will not be permitted to attend the trip or excursion.

The staff in charge need to ensure that they have a spare generic EpiPen (collected from the Campus Office) as a backup.

Staff in charge of students at risk of anaphylaxis should carry a fully charged mobile phone.

EpiPen(s) must remain close to the student; i.e., in the centrally located first aid kit, or in a first aid bag carried by the student/teacher in charge if the student is participating in a small group activity. Staff must be aware that they still have a duty of care to the student, even if the student is carrying their own EpiPen.

It is important to be aware that during an anaphylactic emergency students' thought processes may be adversely affected, and they may be uncooperative or unable to administer their own devices.

In the event of an anaphylactic reaction, staff members must follow the ASCIA Action Plan for anaphylaxis, call and ambulance and then notify the College.

Post-incident Action

It is expected that after an incident has occurred and has been resolved, that staff members involved will engage in the following activities:

- Completion of an Incident/Accident report form including full details of the event and what occurred;
- Collection of the student's personal effects (if the student is transported by ambulance and does not have them) for return to school;
- Debrief with students directly involved as witnesses to the event;
- Debrief of staff involved;
- Communication with Principal and members of Leadership Team, as appropriate, regarding the particulars of the incident, actions taken and outcomes
- Discussion with parents regarding what occurred and ask them to seek medical advice on how it may be prevented in the future (Student Services);
- Review the student's individual management plan (Student Services); and
- Implement updated risk prevention strategies (where applicable).

Reviewed May 2025

Renewal May 2027