



ANAPHYLAXIS

LAUNCHING PLACE PRIMARY SCHOOL POLICY

Rationale

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at the school.

Adrenaline given through an EpiPen® autoinjector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

This policy also ensures that Launching Place primary school is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

Aim

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.

To raise awareness about anaphylaxis and the school's anaphylaxis management policy in the school community

To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.

To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

The key reference and support for Launching Place Primary School regarding anaphylaxis is the [DET Anaphylaxis Guidelines](#)

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.

Implementation

INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

Note: A template of an individual anaphylaxis management plan can be found on Page 26 [DET Anaphylaxis Guidelines](#)

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 medications.

Symptoms

Sights and symptoms of a mild to moderate allergic reactions 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 Launching Place Primary School who are diagnosed as being at risk of suffering from an anaphylactic reaction by a medical practitioner must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the principal of Launching Place 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 Launching Place 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 is 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 allergy 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 Plans

A student's Individual Anaphylaxis 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, together with the student's adrenaline autoinjector. Adrenaline autoinjectors must be labelled with the student's name.
- All plans will be stored with autoinjectors in the secure front office back storeroom. A copy of the plan will also be included in class files and the first aid room.

Risk Minimisation Strategies

Risk minimisation strategies are put in place to reduce the possibility of a student suffering from an anaphylactic reaction at school. These include:

- during classroom activities (including class rotations, specialist and elective classes)
- between classes and other breaks
- in canteens
- during recess and lunchtimes
- before and after school
- camps and excursions, or at special events conducted, organised or attended by the school (eg. class parties, elective subjects and work experience, cultural days, fetes, concerts, events at other schools, competitions or incursions).

To reduce the risk of a student suffering from an anaphylactic reaction at Launching Place Primary School, we have put in place the following strategies:

- staff and students are regularly reminded to wash their hands after eating
- students are discouraged from sharing food
- garbage bins at school are to remain covered with lids to reduce the risk of attracting insects
- gloves must be worn when picking up papers or rubbish in the playground

- school canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination
- year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays
- a general use EpiPen will be stored at the school office and in the first aid bag for ease of access

Adrenaline autoinjectors for general use

General use adrenaline autoinjectors - refer to page 34 of the Department's *Anaphylaxis Guidelines*: <http://www.education.vic.gov.au/school/teachers/health/pages/anaphylaxischl.aspx>.]

Launching Place Primary School will maintain a supply of adrenaline autoinjector(s) 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 at secure front office back storeroom and labelled "general use".

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

- the number of students enrolled at Launching Place Primary School at risk of anaphylaxis
- the accessibility of adrenaline auto-injectors supplied by parents
- the availability of a sufficient supply of auto-adrenaline injectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline auto-injectors, and the need for general use adrenaline auto-injectors 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 being at risk of anaphylaxis is maintained by the First aid officer and stored in the secure front office back storeroom. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate. The school's spare autoinjector will be taken on all camps and excursions.

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

Step	Action
1.	<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 to locate the student's adrenaline autoinjector or the school's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored at front office secure back storeroom. • If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5

2.	Administer an EpiPen or EpiPen Jr (if the student is under 20kg) <ul style="list-style-type: none"> Remove from plastic container Form a fist around the EpiPen and pull of 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
3.	Call an ambulance (000)
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. Refer to page 41 of the [Anaphylaxis Guidelines](#)].

Communication Plan

This policy will be available on Launching Place Primary School's website so that parents and other members of the school community can easily access information about Launching Place Primary School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Launching Place Primary School and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The principal is responsible for ensuring that all relevant staff, including casual relief staff and volunteers are aware of this policy and Launching Place 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. Information will be included in the staff handbook and CRT folders.

Staff training

Staff at Launching Place Primary School will receive appropriate training in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

Staff who are responsible for conducting classes that students who are at risk of anaphylaxis attend, and any further staff that the principal identifies, 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.

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year, facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 12 months, including First Aid Officer.

Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identifies of students with a medical condition that relates to allegory 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
- the 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 Launching Place 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.

FURTHER INFORMATION AND RESOURCES

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

Evaluation

This policy will be reviewed annually.

Policy:	Anaphylaxis Policy		
Date Approved:	November 2017	Person Responsible:	Principal / Education Committee
Date for Review:	November 2018	Date Updated on Policy Index:	December 2017

Appendix 1:**ANAPHYLAXIS RISK MANAGEMENT CHECKLIST** (reviewed at the start of each year)

School name:	Launching Place Primary School	
Date of review:	30 th January 2018	
Who completed this checklist?	Name: Audrey Watt	
	Position: First Aid Officer	
Review given to:	Name: Debra Hobbis-Hartley	
	Position: Assistant Principal	
Comments:	Completed at the start of each school year	
General information		
1. How many current students have been diagnosed as being at risk of anaphylaxis, and have been prescribed an adrenaline Auto-injector?	7	
2. How many of these students carry their adrenaline Auto-injector on their person?	0	
3. Have any students ever had an allergic reaction requiring medical intervention at school?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
a. If Yes, how many times?		
4. Have any students ever had an anaphylactic reaction at school?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
a. If Yes, how many students?		
b. If Yes, how many times		
5. Has a staff member been required to administer an adrenaline Auto-injector to a student?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
a. If Yes, how many times?		
6. If your school is a government school, was every incident in which a student suffered an anaphylactic reaction reported via the Incident Reporting and Information System (IRIS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A	
SECTION 1: Training		
7. Have all school staff who conduct classes with students with a medical condition that relates to allergy and the potential for anaphylactic reaction successfully completed an approved Anaphylaxis Management Training Course, either: <ul style="list-style-type: none"> • ASCIA e-training within the last 2 years, or • accredited face to face training (22300VIC or 10313NAT) within the last 3 years? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
8. Does your school conduct twice yearly briefings annually? If no, why not as this is a requirement for school registration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
9. Do all school staff participate in a twice yearly briefing? If no, why as this is a requirement for school registration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Has your school trained a minimum of 2 school staff (School Anaphylaxis Supervisors) to conduct competency checks of adrenaline Auto-injectors (EpiPen®)? Waiting to be accepted into approved course	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

11. Are your school staff being assessed for their competency in using adrenaline Auto-injectors (EpiPen®) within 30 day of completing the ASCIA Anaphylaxis e-training for Victorian Schools? (Staff trained by outside provider).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
SECTION 2: Individual Anaphylaxis Management Plans	
12. Does every student who has been diagnosed as being at risk of anaphylaxis and prescribed an adrenaline Auto-injector have an Individual Anaphylaxis Management Plan which includes an ASCIA Action Plan for Anaphylaxis completed and signed by a prescribed medical practitioner?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
13. Are all Individual Anaphylaxis Management Plans reviewed regularly with parents / carers (at least annually)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
14. Do the Individual Anaphylaxis Management Plans set out strategies to minimise the risk of exposure to allergens for the following in-school and out of class settings?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
a. During classroom activities, including elective classes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. In canteens or during lunch or snack times	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Before and after school, in the school yard and during breaks	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. For special events, such as sports days, class parties and extra-curricular activities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. For excursions and camps	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Other	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15. Do all students who carry an adrenaline Auto-injector on their person have a copy of their ASCIA Action Plan kept at the school (provided by the parent)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
a. Where are the Action Plans kept?	<ul style="list-style-type: none"> • The Front Office • The First Aid room • Each affected student's emergency management bag • In the first aid bags that contain individual EpiPens that accompany students to special events
16. Does the ASCIA Action Plan include a recent photo of the student?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
17. Have the Individual Management Plans (for students at risk of anaphylaxis) been reviewed prior to any off site activities (such as sport, camps or special events), and where appropriate reviewed in consultation with the student's parent/s?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 3: Storage and accessibility of adrenaline Auto-injectors

18. Where are the student(s) adrenaline Auto-injectors stored?	Front Administration Office
19. Do all school staff know where the school's adrenaline Auto-injectors for general use are stored?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
20. Are the adrenaline Auto-injectors stored at room temperature (not refrigerated)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
21. Is the storage safe?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22. Is the storage unlocked and accessible to school staff at all times? Comments: The storage room is unlocked at 8.00am and remains open until admin staff leave.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
23. Are the adrenaline Auto-injectors easy to find? Comments: highly visible and labelled clearly	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
24. Is a copy of student's individual ASCIA Action Plan for Anaphylaxis kept together with the student's adrenaline Auto-injector?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
25. Are the adrenaline Auto-injectors and Individual Anaphylaxis Management Plans (including the ASCIA Action Plans) clearly labelled with the student's names?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
26. Has someone been designated to check the adrenaline Auto-injector expiry dates on a regular basis? Who? <i>Audrey Watt</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
27. Are there adrenaline Auto-injectors which are currently in the possession of the school and which have expired?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
28. Has the school signed up to EpiClub or ANA-alert (optional free reminder services)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
29. Do all school staff know where the adrenaline Auto-injectors, the ASCIA Action Plans for Anaphylaxis and the Individual Anaphylaxis Management Plans are stored?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
30. Has the school purchased adrenaline Auto-injector(s) for general use, and have they been placed in the school's first aid kit(s)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
31. Where are these first aid kits located? <i>Front office secure storeroom</i> Do staff know where they are located?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
32. Is the adrenaline Auto-injector for general use clearly labelled as the 'General Use' adrenaline Auto-injector?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
33. Is there a register for signing adrenaline Auto-injectors in and out when taken for excursions, camps etc?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 4: Prevention strategies	
34. Have you done a risk assessment to identify potential accidental exposure to allergens for all students who have been diagnosed as being at risk of anaphylaxis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
35. Have you implemented any of the prevention strategies in the Anaphylaxis Guidelines? If not record why not as this is a requirement for school registration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

36. Are there always sufficient school staff members on yard duty who have current Anaphylaxis Management Training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 5: School management and emergency response	
37. Does the school have procedures for emergency responses to anaphylactic reactions? Are they clearly documented and communicated to all staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
38. Do school staff know when their training needs to be renewed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
39. Have you developed Emergency Response Procedures for when an allergic reaction occurs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
a. In the class room?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. In the school yard?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. In all school buildings and sites, including gymnasiums and halls?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. At school camps and excursions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. On special event days (such as sports days) conducted, organised or attended by the school?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
40. Does your plan include who will call the ambulance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
41. Is there a designated person who will be sent to collect the student's adrenaline Auto-injector and individual ASCIA Action Plan for Anaphylaxis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
42. Have you checked how long it will take to get to the adrenaline Auto-injector and the individual ASCIA Action Plan for Anaphylaxis to a student from various areas of the school including:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
a. The class room?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. The school yard?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. The sports field?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
43. On excursions or other out of school events is there a plan for who is responsible for ensuring the adrenaline Auto-injector(s) and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan) and the adrenaline Auto-injector for general use are correctly stored and available for use?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
44. Who will make these arrangements during excursions? <i>The teacher in charge of the excursion in consultation with the classroom teacher</i>	<i>The teacher in charge of the excursion in consultation with the classroom teacher</i>
45. Who will make these arrangements during camps?	<i>The teacher in charge of the excursion in consultation with the classroom teacher</i>
46. Who will make these arrangements during sporting activities?	<i>The teacher in charge of the excursion in consultation with the classroom teacher</i>

47. Is there a process for post incident support in place?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
48. Have all school staff who conduct classes that students with a medical condition that relates to allergy and the potential for an anaphylactic reaction attend, and any other staff identified by the principal, been briefed on:	
a. The school's Anaphylaxis Management Policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. The causes, symptoms and treatment of anaphylaxis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. The identities of students with a medical condition that relates to allergy and the potential for an anaphylactic reaction, and who are prescribed an adrenaline Auto-injector, including where their medication is located?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. How to use an adrenaline Auto-injector, including hands on practise with a trainer adrenaline Auto-injector?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. The school's general first aid and emergency response procedures for all in-school and out-of-school environments?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
f. Where the adrenaline Auto-injector(s) for general use is kept?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Where the adrenaline Auto-injectors for individual students are located including if they carry it on their person?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 6: Communication Plan	
49. Is there a Communication Plan in place to provide information about anaphylaxis and the school's policies?	
a. To school staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. To students?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. To parents / carers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. To volunteers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. To casual relief staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
50. Is there a process for distributing this information to the relevant school staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
a. What is it?	<i>School Website, School Intranet Files and Induction processes for new staff</i>
51. How is this information kept up to date?	<i>Annually reviewed by Assistant Principal as per DET Policy Guidelines</i>
52. Are there strategies in place to increase awareness about severe allergies among students for all in-school and out-of-school environments?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

53. What are they?	<i>Staff instructed by Principal and Anaphylaxis trainer to discuss anaphylaxis with students.</i>
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Appendix 2: Anaphylaxis Management Plan

Cover Sheet

This Plan is to be completed by the principal or nominee on the basis of information from the student's medical practitioner provided by the parent/carer.

SCHOOL		
Phone Number		
Student's name:		
Date of birth:	Year level:	
Severely allergic to:		
Other health conditions:		
Medication at school:		
Parent/carer contact:	Parent/carer information (1)	Parent/carer information (2)
	Name:	Name:
	Relationship:	Relationship:
	Home phone:	Home phone:
	Work phone:	Work phone:
	Mobile:	Mobile:
	Address:	Address:
Other emergency contacts (if parent/carer not available):		
Medical practitioner contact:		
Emergency care to be provided at school:		
EpiPen® storage:		
The following Anaphylaxis Management Plan has been developed with my knowledge and input and will be reviewed on		
Signature of parent:		Date:
Signature of principal (or nominee):		Date:

