

Policy Title	Anaphylaxis Management Policy
Date Policy Approved	April 2026
Policy Owner & Position	Board
Team Responsible for Policy	Principal, First Aid Officer
Authorised by	Board
Who is the Policy for?	All Staff, Parents & Students
Version Control	Version 6
Statutory/ Legislative Requirement	Ministerial Order 706: Anaphylaxis Management in Victorian Schools Health Records Act 2001 Children's Services & Education & Training Reform Amendment (Anaphylaxis Management) Act 2008 Occupational Health & Safety Act 2004
Relevant cross references	Allergies & Anaphylaxis Australia (ASCIA) Guidelines Royal Children's Hospital: Allergy and Immunology Royal Children's Hospital - Anaphylaxis Support Advisory Line Victorian Government Department of Education and Training (DET) Anaphylaxis Management in Schools First Aid Policy
Include during Induction	Yes
Review Date	2028

Purpose of the Policy	This Policy helps the College ensure the safety, welfare and wellbeing of all students within the College and assists to support its zero tolerance for child abuse and neglect. Specifically, the Policy supports the College in its commitment to the implementation of the requirements of Ministerial Order 706 and 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 schooling. This policy is to be read in conjunction with the College's First Aid Policy.
Responsibility for Management of Policy	Principal and First Aid Officer
The Policy Statement	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, hazelnuts,

	almonds), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication. The key to prevention of anaphylaxis at Ballarat Christian College is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. A solid partnership between the College and parents is important in ensuring that certain foods or items where known and as much as possible are kept away from the student whilst at school. Ballarat Christian College will comply with Ministerial Order 706 and the Anaphylaxis Guidelines related to anaphylaxis management as published and amended by the DET from time to time. Ballarat Christian College shall: • Provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equitably in all aspects of the student's schooling • Develop and maintain an Anaphylaxis Management Policy • Raise awareness about anaphylaxis and the College's Anaphylaxis Management Policy in the College community • Develop and maintain a Communication Plan - how the College informs its community • Engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student and in conjunction with the above, complete a Risk Management Checklist on an annual basis • Ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the College's policy and procedures in responding to an anaphylactic reaction. Casual relief staff and education support staff will be required to attend a briefing with members of permanent staff. A copy of this policy and relevant protocols will be given to all casual relief teachers and education support staff • Ensure all training delivered to staff complies with the requirements as outlined in clause 12 of Ministerial Order 706 • Ensure that there is, as far as is practicable, at all College activities (on-site and off-site), sufficient staff who have been appropriately trained and briefed to provide care and supervision to all students with a medical condition that relates to allergy and the potential for anaphylactic reactions
The Procedure	1. Individual Management Plans Ballarat Christian College has developed and regularly reviews the Individual Anaphylaxis Management Plans for affected students.

The Principal will ensure that an Individual Management Plan is developed, in consultation and agreement with parents, for any student who has been diagnosed by a medical practitioner as having a medical condition that relates to allergy and the potential for anaphylactic reaction, where the College has been notified of that diagnosis.

The Individual Management Plan will be in place as soon as practicable after a student enrolls and where possible before their first day of attendance at school.

The College will maintain a Register of all students who have been diagnosed by a medical practitioner as having a medical condition that relates to allergy and the potential for anaphylactic reaction, where the College has been notified of that diagnosis.

This register will be made available through the TASS teacher portal; it will be updated, and re-distributed, as soon as new information is made available to the College.

Students' individual management plans will be reviewed, in conjunctions with the students' parents/carers:

- annually
- after any incident that occurs at the College
- when the College is notified of any changes to the anaphylaxis care regime prescribed by a student's Medical Practitioner, or
- in preparation for any off-site activity such as camps or excursions, or at any special event conducted, organised or attended by the College

The Individual Anaphylaxis Management Plan will set out the following:

- Information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy or allergies the student has (based on a written diagnosis from a Medical Practitioner)
- Strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of College staff, for in-school and out-of-school settings including the school yard, at camps and excursions, or at special events conducted, organised or attended by the College
- The name of the person/s responsible for implementing the strategies
- Information on where the student's medication will be stored
- The student's emergency contact details; and
- An action plan for anaphylaxis in a format approved by the Australasian Society of Clinical Immunology and Allergy (ASCIA) (hereafter referred to as an ASCIA Action Plan), provided by the parent

It is the responsibility of the parent to:

- Provide the ASCIA Action Plan
- Inform the College in writing if their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic

reaction, changes, and if relevant, provide an updated ASCIA Action Plan

- Provide an up-to-date photo for the ASCIA Action Plan when that plan is provided to the College and when it is reviewed and usually the photo is copied from the student's TASS profile photo.
- Provide the College with an adrenaline autoinjector for their child that is current and not expired.

2. Prevention Strategies

Ballarat Christian College has prevention strategies to be used by the school to minimise the risk of an anaphylactic reaction.

Prevention strategies employed by Ballarat Christian College are outlined in Appendix A. They include strategies to minimise risk in the classroom, the canteen, the yard and at camps and special events conducted, organised or attended by the College.

When a student with a medical condition that relates to allergy and the potential for anaphylactic reaction is under the care or supervision of the College outside of normal class activities including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the College, the Principal will ensure that there are a sufficient number of staff present who have been trained (in accordance with Clause 12, M0706).

3. School Management & Emergency Response

In the event of an anaphylactic reaction staff must follow the Emergency Response Plan contained in this policy, the College's general first aid and emergency response procedures, and first aid information as recorded on the Individual Student ASCIA Action Plan.

Affected Students

The affected student Individual Student Management Plans and ASCIA Action Plans are available to staff during staff training, upon request from the First Aid Officer, and are kept in:

- The Administration Office
- In the student's green medication folder within their student file in the Finance Office
- With each student's adrenaline autoinjector above the staff pigeonholes in the Administration Office

A generic ASCIA Action Plan, ASCIA Allergy Plan and information about each student's allergies and treatment plan is available on the TASS teacher portal (Teacher Kiosk) under Listings→Student Medical (Lists/Emails).

The First Aid Officer is responsible for making sure the adrenaline autoinjectors, Individual Student Management plans and ASCIA Action Plans are current, kept in an unlocked location easily accessible to all staff, and to ensure that all College staff know where these are located.

Storage of adrenaline autoinjectors & locations of anaphylactic information at the College is included in detail in Appendix B.

First Aid Procedures

When responding to an anaphylactic reaction, the College's first aid procedures and student emergency procedures plan (ASCIA Action Plan and Individual Anaphylaxis Management Plan (IAMP)) should be followed. If accessing the student's own ASCIA Action Plan delays treatment, the generic ASCIA Action Plan should be used.

If a student has an anaphylactic reaction at the College, whilst in the care of Ballarat Christian College, the College has a First Aid Emergency Response Procedure which is attached as Appendix C. It includes the use of the ASCIA Action Plan.

When on excursion/camp, the generic and affected students' ASCIA Action Plan for Anaphylaxis and an Anaphylaxis Event Record Sheet must be included in the medical folders that accompany students, along with the individual student adrenaline autoinjector and plans.

Review

After an anaphylactic reaction has taken place that has involved a student in the College's care and supervision, it is important that a review process takes place. The procedures for this are outlined in Appendix D.

Post Incident Support is available either through school-based counselling or an external counsellor for the affected student, their family, teachers and any students witnessing the incident.

4. Adrenaline Autoinjectors for General Use

Ballarat Christian College has purchased back up adrenaline autoinjectors for general use by the College.

The Principal is responsible for arranging for the purchase of additional adrenaline autoinjectors for general use and as a back up to those supplied by parents.

The Principal will determine the number and type of additional general use adrenaline autoinjectors required, and in doing so, the Principal will consider the following relevant considerations:

- i. The number of students enrolled at the College that have been diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction
- ii. The accessibility of adrenaline autoinjectors that have been provided by parents
- iii. The availability of a sufficient supply of adrenaline autoinjectors for general use in specified locations at the College, including in the College yard, and on excursions, camps and special events conducted, organised or attended by the College; and
- iv. Staff are to make sure that adrenaline autoinjectors are not kept in vehicles or in any place of extreme heat, or cold (i.e. refrigerators) during a camp/excursion/special event. Extra boxes have been provided by the College to store student medications and adrenaline autoinjectors in a cool location.

- v. That adrenaline autoinjectors for general use have a limited life, usually expiring within 12 months, and will need to be replaced at the College's expense, either at the time of use or expiry, whichever is first.

Extra College adrenaline autoinjectors are kept in the following locations:

- Administration Office, above the pigeonholes outside the Finance Office
- In the LEC on a hook in the photocopier room
- The Kerry Hutton Centre in the PE Coordinator's Office
- The Lower Secondary Staff Room just inside the door on the left in the Area 6 Yard Duty Bag
- The Trade Training Centre in the Office
- In the Area 1 Yard Duty Bag (in the Library)
- In the Area 4 Yard Duty Bag (in Room S11)
- For Area 3 in room S3 behind the main entry door

5. Communication Plan

The Principal is responsible for ensuring that a communication plan is developed to provide information to all school staff, students and parents about anaphylaxis and the College's Anaphylaxis Management Policy.

Ballarat Christian College believes it is important to work with the whole school community to better understand how to provide a safe and supportive environment for all students, including students with severe allergies.

The College is committed to communicating the school's procedures and management practices to staff, students and the wider College community in collaboration with the appropriate authorities and the parents and carers of students who may be at risk of experiencing an anaphylactic reaction whilst at school.

The College Communication Plan is included as Appendix E to the Anaphylaxis Policy.

The training of College staff on anaphylaxis management is an integral part of the Communication Plan.

6. Annual Risk Assessment Checklist

The completion of an annual Risk Management Checklist is part of the College calendar at Ballarat Christian College.

The Principal and/or nominees will complete an annual Risk Management Checklist to monitor their obligations, as published and amended by the Department from time to time. Refer to Appendix F.

7. Work Experience Students

Where a student at risk of anaphylaxis is about to engage in a work experience placement, the College will discuss the risk management of the student with parents, the student and the work experience employer before the students attends their work experience placement. Staff must be shown the ASCIA Action Plan for Anaphylaxis and how to use the

adrenaline autoinjector in the event the work experience student shows signs of an allergic reaction during the placement.

8. Interstate and International Travel

Students travelling overseas on a College-approved excursion are required to have an ASCIA Travel Plan completed by their doctor before travelling.

For overseas events, staff should consider risk minimisation strategies recommended in the anaphylaxis guidelines from the Department of Education and investigate the potential risks at all stages of overseas travel. These may include (but are not limited to):

- Travel to and from the point of embarkation
- Various accommodation venues
- All towns and locations to be visited
- Translation of the student's Individual Anaphylaxis Management Plan (IAMP) and ASCIA Action Plan
- Sourcing safe foods at all the above locations
- Risks of cross-contamination, including:
 - Exposure to the foods of the other students
 - Hidden allergens in foods
 - Whether the table and surfaces that the student may use will be adequately cleaned to prevent a reaction
 - Whether the other students will wash their hands when handling food
- Obtaining emergency contact details and the names, addresses and contact details of the nearest hospital and medical practitioners at each location that may be visited
- Sourcing the ability to purchase additional adrenaline auto-injectors
- Record details of travel insurance, including contact details for the insurer. Determine how any costs associated with medication, treatment, and / or alteration to the travel plans due to an anaphylactic reaction can be paid
- Plan an appropriate level of supervision of anaphylactic students throughout the trip, particularly at times when they are taking medication and eating food
- There will be capacity for adequate supervision of any affected student(s) requiring medical treatment, and that adequate supervision of other students will be available
- Staff/student ratios should be maintained during the trip, including in the event of an emergency where the students may need to be separated

The School should reassess its emergency response procedures, and if necessary, adapt it to the particular circumstances of the overseas trip. A record should be maintained of relevant information such as the following:

- Dates of travel
- Name of airline, and relevant contact details

- Itinerary detailing the proposed destinations, flight information and the duration of the stay in each location
- Hotel addresses and telephone number
- Proposed means of travel within overseas countries
- List of students and each of their medical conditions, medication and other treatment (if any)
- Emergency contact details of hospitals, ambulances, and medical practitioners in each location
- Details of travel insurance
- Plans to respond to any foreseeable emergency including who will be responsible for the implementation of each part of the plans
- Possession of a mobile phone or other communication device that would enable the College staff to contact emergency services in the overseas country if assistance is required. Contact details of the nearest Australian embassy or consulate to each location visited should also be stored and be readily available to supervising staff if required

For students travelling on College-approved excursions to interstate destinations, relevant considerations along the lines of those applying to international excursions should be applied, such as (but not limited to):

- Travel to and from the point of embarkation
- Various accommodation venues
- All towns and locations to be visited
- Sourcing safe foods at all the above locations
- Risks of cross-contamination, including:
 - Exposure to the foods of the other students
 - Hidden allergens in foods
 - Whether the table and surfaces that the student may use will be adequately cleaned to prevent a reaction
 - Whether the other students will wash their hands when handling food
- Ascertaining the address and contact details of the closest medical facilities to each location visited
- Sourcing the ability to purchase additional adrenaline auto-injectors
- Record details of travel insurance, including contact details for the insurer
- Plan an appropriate level of supervision of anaphylactic students throughout the trip, particularly at times when they are taking medication and eating food
- There will be capacity for adequate supervision of any affected student(s) requiring medical treatment, and that adequate supervision of other students will be available
- Staff/student ratios should be maintained during the trip, including in the event of an emergency where the students may need to be separated

Review	Every two years.
Acknowledgement	Independent Schools Victoria Anaphylaxis Management Policy 27 March 2026 version

APPENDIX A

Prevention Strategies for Managing Anaphylaxis in School Settings

1. In Classrooms or other College Buildings/Facilities:

- Teachers have access to student medical information on their computers & phones via TASS. General action plans displayed on walls.
- Spot checks (at least bi-annually) will be undertaken to ensure general action plans are readily accessible on classroom walls.
- Teachers will liaise with parents prior to all food-related activities
- 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. Generic letters sent to members of class where there is a child suffering anaphylaxis at the beginning of each term regarding this matter. Letters are sent to parents of the students in the class, where there is a child with anaphylaxis, at the start of the year.
- Staff must check for the possibility of hidden allergens in food and other substances used in cooking, food technology, Science and art classes (i.e. egg or milk cartons, empty peanut butter jars, etc.)
- Staff must ensure all cooking utensils, preparation dishes, plates, knives, forks etc. are washed and cleaned thoroughly after preparation of food and cooking.
- Staff must have regular discussions with students about the importance of washing hands, eating their own food, and not sharing food.
- Students must be briefed on allergies and what their response should be to an anaphylactic reaction. This may take place in homerooms or as a component of the HPE curriculum or at an Assembly. Teachers in classes where a student/s suffer from anaphylaxis will provide specific information to the class on the student's condition with parental permission.

2. In the Yard:

- Students with anaphylactic responses to insects will be encouraged by staff to stay away from water or flowering plants and wear closed shoes and long-sleeved garments when outdoors.
- Plants/vegetation that have high likelihood of insect attraction should be situated in areas that can be appropriately accessed and/or quarantined to minimise contact for students with potential allergy and/or anaphylactic reactions
- The adrenaline autoinjector and each student's individual Anaphylaxis Management Plan are easily accessible from the Administration Office, or as deemed necessary, a student's classroom or on their person, and spare College adrenaline autoinjectors are located in appropriate buildings around the property as displayed on maps around the College
- Lawns and clover are to be regularly mowed at a time such as to minimise student contact, and outdoor bins are to have appropriate covers
- Students will be encouraged to keep drinks and food covered while outdoors.
- Staff on yard duty will carry mobile phones and College keys at all times and wear high-vis vests to allow easy identification. Staff on duty in areas where an

adrenaline autoinjector is located will collect posterior packs containing an adrenaline autoinjector.

- All staff will be aware of the College's Emergency Response Procedures and how to notify the appropriate people in the case of an anaphylactic event
- College staff on yard duty must be trained in the administration of the adrenaline autoinjector to be able to respond quickly to an anaphylactic reaction if needed

3. During Special Events (including, but not limited to, Mission Week/SPARSH Mini Fete/Garden Show/Class Parties):

- College staff supervising the special event must be trained in the administration of an adrenaline autoinjector to be able to respond quickly to an anaphylactic reaction if required, and must be able to recognise those students at risk of anaphylaxis by face
- Staff should avoid using food in activities or games, including as rewards
- Staff shall consult parents in advance to either develop an alternative food menu or request the parents to send a meal for the student
- Parents of other students will 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
- Party balloons should not be used if any student is allergic to latex. First Aid gloves will be latex-free.

4. Out of School Settings

All College staff members present during a camp/excursion/sporting event will be made aware of the identity of any students attending who are at risk of anaphylaxis and must be able to identify them by face.

a. Travelling to and from school by bus for school events

Staff will ensure that the College adrenaline autoinjectors and those of students with anaphylaxis, and Student Management Plans will accompany the students as they are transported to and from athletics & swimming carnivals, excursions & camps, etc. There will be adequate staff trained in anaphylaxis management on these buses. The adrenaline autoinjectors and Management Plans will be looked after by the organising/homeroom teacher/or delegate (as applicable) and kept with the first aid bags. Staff will carry mobile phones and be aware of each other's mobile phone numbers and the College phone numbers.

b. Offsite Events, including Camps/Excursions/Sporting Carnivals

- College staff supervising students at special events must be trained in the administration of an adrenaline autoinjector and be able to respond quickly to an anaphylactic reaction if required
- A College staff member will be assigned to monitor each student at risk of anaphylaxis
- A copy of the student's Individual Anaphylaxis Management Plan and personal adrenaline autoinjector will accompany any student at risk of anaphylaxis on camps/excursions/sporting events. These will be kept in an insulated case a location at room temperature as much as possible, in the first aid bags and

with the medical records of all students. All accompanying staff and volunteers will be made aware of where these are always located.

- The College will consult parents of anaphylactic students in advance to discuss issues that may arise; and where appropriate to develop and document an alternate food menu. Alternatively, the College may request the parents provide a suitable meal/s
- For each camp/excursion/sporting event, a risk assessment must be undertaken and include information for each student attending who is at risk of anaphylaxis
- College staff participating in the camp/excursion should be clear about their roles and responsibilities in the event of an anaphylactic reaction. Staff will check the emergency response procedures that the camp/excursion provider has in place, and ensure that these are appropriate in the event of an anaphylactic reaction
- Adrenaline autoinjectors are to be signed out by the staff member/s involved in the offsite event. Adrenaline autoinjectors shall, upon return to the College, be signed back in and returned to the Office by the staff member
- Cooking, art and craft activities, and all games shall not involve the use of known allergens. Organising teacher/s must check this in the planning stage of the event
- Where families provide food for camps and excursions, the organising teacher must be assured that known allergens are not present. All provided food must be labelled clearly with contents, and care taken to ensure, as much as is practicable, that such food is only given to that particular student
- Students with anaphylactic responses to insects will be encouraged and advised to wear closed shoes and garments which cover all limbs when outdoors
- The college requests that parents provide an adrenaline autoinjector for their child with a known anaphylaxis to be kept at school. This adrenaline autoinjector must accompany the student on a camp. Where possible, parents are to be encouraged to supply a second adrenaline autoinjector to accompany their child when on camp, or alternatively, ensure that there are sufficient College-supplied autoinjectors available in reserve.

5. In the Canteen

- Canteen staff, including volunteers and student helpers, will be briefed about students at risk of anaphylaxis caused by reaction to food. All staff must complete an Anaphylaxis Management training course each year. Adult volunteers are encouraged to complete this course.
- Products labelled 'may contain traces of nuts, dairy, eggs etc' should not be served to students allergic to nuts, dairy, eggs, etc.

- If product served from the canteen contains peanut or nut, dairy, eggs, etc. products in them, they must have a sign 'may contain traces of nuts dairy, eggs, etc.' over it.
- Make sure that tables and surfaces are wiped down with warm soapy water regularly.
- Be wary of contamination of other foods when preparing, handling or displaying food.
- In the event of a bee/wasp outbreak, the sale of canned or open drinks will be banned from the canteen.

APPENDIX B

Locations of and Storage of & Anaphylactic Information

Extra College adrenaline autoinjectors are kept in the following locations (**refer College Site Map**).

- Administration Office, outside the Finance Office above staff pigeonholes
- In the Learning Enhancement Centre (LEC) in the photocopier room
- The Kerry Hutton Centre in the PE Coordinator's Office
- Room S11 on the bookshelf at the back of classroom (A4 Yard Duty bag)
- In the Staff Room of the Lower Secondary Building
- The Trade Training Centre (TTC) Office
- Area 1 Yard Duty Bag (in the Library)
- Room S3 beside the entrance door of foyer to offices.

There are generic posters (ASCIA Action Plans) in the classrooms. The names and photos of students with allergies and students with medically diagnosed anaphylaxis may be accessed in the Administration Office in the Anaphylaxis Management Folder or on TASS (including through the staff portal).

All College and student adrenaline autoinjectors are registered on the My.com.au website.

The expiry dates of College and student adrenaline autoinjectors must be checked at the beginning or end of each term and recorded. At least one month before its expiry date, the First Aid Officer should send a written reminder to the student's parents to replace the adrenaline autoinjector. Adrenaline autoinjectors must be kept at always kept at room temperature and away from direct light and heat. They should not be stored in the refrigerator or freezer. The Adrenaline autoinjectors should not be cloudy.

Students are not permitted to return adrenaline autoinjectors and anaphylaxis plans on a teacher's behalf due to the confidential nature of such information. Student adrenaline autoinjectors intended to be available from the Administration Office or other specified location must always be in their correct location. All staff are responsible for the prompt return of adrenaline autoinjectors to their location after being signed out. All adrenaline autoinjectors taken from their stored location must be signed out by College staff, and signed in when returned, in the Anaphylaxis Management Folder in the Administration Office.

Emergency Evacuation Plan

Issued - 12/09/2025



APPENDIX C

First Aid Emergency Response Procedure

Ballarat Christian College aims to provide a safe and secure environment for all students, staff and volunteers. Effective planning and management of emergencies is essential to help reduce potential loss of life and, after the event, allow teaching and learning to be maintained or resumed as a priority.

Delays in giving emergency medication or contacting emergency services can result in deterioration and death, therefore the priority actions are to treat the student and phone emergency services from the site.

General Staff Protocols

- All staff should be aware of those students at risk of anaphylaxis and know them by sight and name
- All staff should know the locations of College and individual student adrenaline autoinjectors.
- They should carry a mobile phone and classroom keys at all times
- College adrenaline autoinjectors should be carried by teachers on yard duty in Areas 1 and 4. These are to be returned to their designated storage places at the end of each break and must not be left exposed to heat or direct sun
- The ambulance should be called by the person nearest to the patient rather than from the College Administration Office

Protocols for Management of Anaphylactic Reactions

1. Classroom Teacher

- Teachers must be aware at all times where a child's personal adrenaline autoinjector is located and how they plan to retrieve it in an emergency.
- The class teacher is to carry a mobile phone and attend to child.
- Stay calm and follow directions as per management plan
- If an adrenaline autoinjector is immediately available, follow management plan.
- If an adrenaline autoinjector needs to be collected, call Administration, send two students to the closest adult and have them say there is an emergency in their room. Administration will send two staff with a spare adrenaline autoinjector to assist. Follow emergency management plan procedures and assist child to remain calm. If waiting, call 000.
- After administering the adrenaline autoinjector, call 000 if you have not already done so.
- When another adult arrives, they are to assist other students to another room in an orderly fashion.

Second Adult (if there is another adult already present)

- If another adult is present have them call Administration on Ext 911 stating that "there is an anaphylactic emergency in Room X. Please bring an adrenaline autoinjector for 'state name of child'"
- Other adult then assists other students to leave the room in an orderly fashion to closest classroom with a teacher and then returns to assist as required.

Administration

- Administration should send two staff members immediately with a College adrenaline autoinjector and child's medication (if stored in Administration).
- Remaining Administration staff should delegate responsibility for contacting the family and meeting the emergency services at the appropriate gate to direct them to the location and ensure the route is clear.

2. Before/After School, Recess, Lunch (Outdoors)

- Staff on yard duty should wear high visibility vests as provided by the College.

In a Yard Emergency

- Teacher on duty stays with affected child and assists them to remain calm. Do not move child
- Call Administration clearly stating anaphylaxis emergency and your location. Be specific
- Call 000 if an adrenaline autoinjector has not yet arrived
- Administration should send two staff to the event with the child's adrenaline autoinjector and a spare, or two spares if time works against getting the child's own adrenaline autoinjector
- As soon as an adrenaline autoinjector arrives, follow the directions on the emergency response plan
- Call 000 if you have not already done so
- Remaining Administration staff should delegate responsibility for contacting the family and meeting the emergency services at the appropriate gate to direct them to the location and ensure the route is clear

3. Remote Building

- As for 1. **Classroom Emergency**
- Students considered at high risk in particular circumstances (such as bees at the creek/garden area) should carry an adrenaline autoinjector with them if there is going to be potential exposure to allergens in that location
- College adrenaline autoinjectors are located in the Kerry Hutton Centre, Lower Secondary staff room and the Trade Training Centre for emergency use

4. Special Events & Offsite Emergencies

- At special events at the College or off-site (e.g. Swimming & Athletics Carnivals, Cross Country), adrenaline autoinjectors will be stored at a First Aid point
- All staff must carry mobile phones and must know the number to contact in case of an emergency
- Responding teacher stays with child and keeps them calm. Do not move child more than necessary.
- Teacher or assisting adult call First Aid requesting emergency anaphylaxis assistance
- A bag containing personal adrenaline autoinjector and a College adrenaline autoinjector should be taken to the site of the event.
- Call 000 while waiting for the adrenaline autoinjector to arrive
- As soon as the adrenaline autoinjectors arrive, administer the adrenaline autoinjector as per instructions on emergency management chart
- Call 000 if you have not already done so
- Administration or management contact family and delegate person responsible for directing ambulance to location

5. Camps

- Complete a risk assessment form and determine appropriateness of location and resources in regard to that student (see last page of risk assessment)
- As for **4. Offsite Emergencies**
- Adult responsible for supervision of that child should know where that child is at all times and be able to access the medication easily in the event of an emergency
- Students and other staff should be briefed about their role in responding to an anaphylactic reaction within a camp environment
- Staff should carry a mobile phone capable of reception in all circumstances (i.e. College satellite phone may be necessary)

In an Emergency

- Teacher on duty stays with affected child and assists them to remain calm. Do not move child more than necessary.
- Retrieve and administer an adrenaline autoinjector - have a second device ready
- Call 000
- Send two students for assistance if safe to do so, or call another adult to attend
- Call 000 if you have not already done so
- Contact Administration to report actions and Administration staff will inform parents

APPENDIX D

Review Process

After an anaphylactic reaction has taken place that has involved a student in the College's care and supervision, it is important that a review process takes place.

1. The student's personal adrenaline autoinjector should be replaced by the parent, before the child returns to school.
2. If the adrenaline autoinjector for general use has been used, the College should replace it as soon as possible.
3. The student's Individual Anaphylaxis Management Plan should be reviewed in consultation with the student's parents and Doctor and Principal.
4. The College's Anaphylaxis Management Policy should be reviewed to ensure that it adequately responds to anaphylactic reactions by students who are in the care of College staff.
5. Teachers are required to complete an Incident Notification Form and an Anaphylaxis Event Record Sheet. The completed forms must be returned to the First Aid Officer and reviewed by Principal.

APPENDIX E

College Communication Plan

Communication with Families

- The College believes that effective communication with families and authorities regarding the management of anaphylaxis within the school environment is essential.
- From the time of enrolment, the input of the doctor, anaphylaxis experts and families are valued and seen as an essential feature in the management of anaphylaxis within the school environment.
- The College welcomes support and input from families and where possible will include parents in making decisions regarding how to best implement and manage an individual child's management plan within the school environment.
- Families are strongly encouraged to speak with the College regarding their suggestions and concerns and where possible should be in writing.
- Communication from the College will take the form of letters and emails home (i.e. permission forms/risk assessment for excursions and camps), paperwork requesting information and suggestions, requests for management plans and where appropriate, phone calls to the family.
- At any time, families may request a meeting with the College regarding their child and their anaphylaxis management plan if they feel that there are issues that may need to be addressed.

Communication with the Student Body

Having supportive friends and classmates are important for students at risk of anaphylaxis. Staff should raise awareness of anaphylaxis in school through presentations at assemblies, class discussions, teaching activities and use of fact sheets or posters displayed in prominent locations, canteens and classrooms.

Key messages include:

- always take allergies seriously - severe allergies are not a joking matter
- don't share your food with friends who have food allergies
- wash your hands before and after eating or touching food
- know what your friends are allergic to
- if a friend/student becomes sick or unwell, get help from an adult immediately
- be respectful of a student's adrenaline autoinjector
- do not pressure your friends to eat food that they are allergic to

Communication with the Wider School Community

General information regarding anaphylaxis at Ballarat Christian College is to be made to the College community at the commencement of the calendar year through the College newsletter, letters and generally on the College website and through the parent portal.

A copy of the College Anaphylaxis Management Plan will be available on the College website for community members who wish to know more about the strategies and procedures for anaphylaxis management that are used at Ballarat Christian College.

Letters are sent to parents of classes that have anaphylactic students (food triggers only) at the beginning of each term. A presentation will be made to students by the homeroom teacher at the commencement of each term, and/or at the relevant Primary or Secondary

Assembly, outlining general procedures minimising risks of anaphylaxis and what they should do in case of an emergency.

When the College has a special event in which food will be prepared and/or sold (e.g. SPARSH Mini Fete, Garden Show), the parents of the students with anaphylaxis, and the general College community (staff, parent body) will again be made aware by letter and in the College newsletter that there are students in the College with anaphylaxis.

Raising Staff and Volunteer Awareness

An Anaphylaxis Emergency Response Plan is in place to ensure effective management of an anaphylactic reaction at Ballarat Christian College.

Casual relief teachers, pre-service teachers and volunteers are made aware of the Anaphylaxis Management Policy and Emergency Response Plan during their induction. Administration and class teachers will be responsible for reminding casual relief teachers, pre-service teachers and volunteers about students who are likely to have anaphylactic reactions. These briefings are to be conducted as necessary. The class teacher with the volunteer is responsible for ensuring their volunteers know which students have anaphylaxis and how to treat an anaphylactic/allergic reaction.

Photos and response plans for each student at the College with anaphylaxis, a copy of the College map showing locations of College adrenaline autoinjectors, and a general Action Plan for Anaphylaxis is included in the TASS teacher portal (Teacher Kiosk) under Listings→Student Medical (Lists/Emails). High-use casual relief teachers are to attend annual Anaphylaxis Management Training sessions in Terms 1 and 3 each year.

All staff involved in the care of students at risk of anaphylaxis, including class teachers, casual relief teachers, education support staff, canteen and administrative staff should know:

- the causes, symptoms and treatment of anaphylaxis
- the identities of students who are known to be at risk of anaphylaxis
- the risk minimisation strategies in place
- where adrenaline autoinjectors are kept
- the College's first aid and emergency response procedures
- their role in responding to an allergic reaction

If a new student with anaphylaxis enrolls at any time during a calendar year, a briefing will be conducted for relevant College staff as soon as practicable after the student enrolls. This will inform staff regarding the student's Individual Anaphylaxis Management Plan. This will take place before the student's first day at school. As soon as practicable after the student enrolls, the relevant homeroom teacher, in consultation with the First Aid Officer, will complete an Annual Risk Assessment for Anaphylactic Students.

Staff Training

Completing the Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC

It is the responsibility of the Principal to ensure that all BalCC staff undertake the ASCIA e-training course and have their competency in using an autoinjector tested in person within 30 days of completing the course. The course can be accessed from the ASCIA website. All staff are required to complete this training at least every two years.

If for any reason staff training and briefing sessions have not occurred in accordance with clause 12 of MO706, the Principal will develop an interim plan in consultation with the parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction, and training must occur as soon as possible thereafter.

Two staff members (one male, one female) will be nominated to undertake face-to-face training to skill them in providing competency checks to assess their colleagues' ability to use an autoinjector and become School Anaphylaxis Supervisors. Registration for the course can be accessed from the Asthma Foundation by phoning 1300 314 806 or by visiting www.asthma.org.au. This training is valid for two years.

There will be internal staff briefings twice per year (in Terms 1 & 3) conducted by a staff member who has successfully completed an Anaphylaxis Management Training Course in the previous two years. All staff and regular casual relief teachers will be expected to attend these briefings or make other suitable arrangements to fulfil this requirement.

All staff should have a current First Aid certificate and will participate in a briefing, to occur twice per calendar year (at the beginning of Terms 1 & 3) by a member of College staff who has successfully completed an Anaphylaxis Management Training Course in the two years prior, on:

- i. Understanding the College's Anaphylaxis Management Policy
- ii. The causes, symptoms and treatment of anaphylaxis
- iii. The identities of students with a medical condition that relates to the allergy and the potential for anaphylactic reaction, and where their medication is located.
- iv. How to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector
- v. The College's general first aid and emergency response procedures; and
- vi. The location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the College for general use.

Camps & Special Events

The Principal will ensure that while the student is under the care or supervision of the College, including excursions, yard duty, camps and special event days, there is a sufficient number of College staff present who have successfully completed an Anaphylaxis Management Training Course in the two years prior (depending on training option)

The organising teacher arranging a camp/excursion/special event who are being accompanied by casual relief teachers or volunteers, are required to inform other staff and volunteers about the students with anaphylaxis, their Individual Management Plans and emergency response procedures. The organising teacher will inform all adults attending events of procedures for management of students who may have an anaphylactic reaction.

APPENDIX F

Risk Management Checklist

Annual Risk Management Checklist

School Name:		
Date of Review:		
Who Completed This Checklist?	Name:	
	Position:	
Review Given To:	Name:	
	Position:	
Comments:		
General Information		
1. How many current students have been diagnosed as being at risk of anaphylaxis, and have been prescribed an adrenaline autoinjector?		
2. How many of these students carry their adrenaline autoinjector on their person?		
3. Have any students ever had an allergic reaction requiring medical intervention at school?	☐ Yes ☐ No	
a. If yes, how many times?		
4. Have any students ever had an anaphylactic reaction at school?	☐ Yes ☐ No	
a. If yes, how many students?		
b. If yes, how many times?		
5. Has a staff member been required to administer an adrenaline autoinjector to a student?	☐ Yes ☐ No	
a. If yes, how many times?		
6. Was every incident in which a student suffered an anaphylactic reaction reported via the Incident Reporting and Information System (IRIS)?	☐ Yes ☐ No	

SECTION 1: Individual Anaphylaxis Management Plans	
7. Does every student who has been diagnosed as being at risk of anaphylaxis and prescribed an adrenaline autoinjector have an Individual Anaphylaxis Management Plan and ASCIA Action Plan completed and signed by a prescribed Medical Practitioner?	☐ Yes ☐ No
8. Are all Individual Anaphylaxis Management Plans reviewed regularly with parents (at least annually)?	☐ Yes ☐ No
9. 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?	
a. During classroom activities, including elective classes	☐ Yes ☐ No
b. In canteens or during lunch or snack times	☐ Yes ☐ No
c. Before and after school, in the school yard and during breaks	☐ Yes ☐ No
d. For special events, such as sports days, class parties and extra-curricular activities	☐ Yes ☐ No
e. For excursions and camps	☐ Yes ☐ No
f. Other	☐ Yes ☐ No
10. Do all students who carry an adrenaline autoinjector on their person have a copy of their ASCIA Action Plan kept at the College (provided by the parent)?	☐ Yes ☐ No
a. Where are they kept?	
11. Does the ASCIA Action Plan include a recent photo of the student?	☐ Yes ☐ No
SECTION 2: Storage and Accessibility of Adrenaline Autoinjectors	
12. Where are the students' adrenaline autoinjectors stored?	
13. Do all school staff know where the school's adrenaline autoinjectors for general use are stored?	☐ Yes ☐ No
14. Are the adrenaline autoinjectors stored at room temperature (not refrigerated)?	☐ Yes ☐ No
15. Is the storage safe?	☐ Yes ☐ No

16. Is the storage unlocked and accessible to school staff at all times? Comments:	☐ Yes ☐ No
17. Are the adrenaline autoinjectors easy to find? Comments:	☐ Yes ☐ No
18. Is a copy of student's Individual Anaphylaxis Management Plan (including the ASCIA Action Plan) kept together with the student's adrenaline autoinjector?	☐ Yes ☐ No
19. Are the adrenaline autoinjectors and Individual Anaphylaxis Management Plans (including the ASCIA Action Plans) clearly labelled with the student's names?	☐ Yes ☐ No
20. Has someone been designated to check the adrenaline autoinjector expiry dates on a regular basis? Who?	☐ Yes ☐ No
21. Are there adrenaline autoinjectors which are currently in the possession of the school and which have expired?	☐ Yes ☐ No
22. Has the school signed up to EpiClub or ANA-alert (optional free reminder services)?	☐ Yes ☐ No
23. Do all school staff know where the adrenaline autoinjectors and the Individual Anaphylaxis Management Plans are stored?	☐ Yes ☐ No
24. Has the school purchased adrenaline autoinjector(s) for general use, and have they been placed in the school's first aid kit(s)?	☐ Yes ☐ No