



ALAWA PRIMARY SCHOOL

ANAPHYLAXIS MANAGEMENT POLICY

TITLE OF POLICY: Anaphylaxis Management Policy

EFFECTIVE DATE: August 2025

REVIEW DATE: 2027

TARGET AUDIENCE:

All Staff (including casual relief teachers and volunteers), students, parents/carers and visitors.

1. PURPOSE

At Alawa Primary School, we are committed to providing a safe and inclusive environment for all students, including those at risk of anaphylaxis. We recognise that anaphylaxis is a potentially life-threatening condition and understand the importance of prevention, preparedness and swift emergency response.

This policy outlines the strategies and procedures in place to manage and reduce the risk of anaphylactic reactions. It ensures compliance with NT Department of Education guidelines, aligns with best-practice standards from ASCIA and supports a whole-school approach to health and safety.

By implementing Individual Anaphylaxis Management Plans, maintaining general-use EpiPens on-site and ensuring regular staff training and awareness, we strive to protect the wellbeing of every child in our care—both in the classroom and beyond.

2. POLICY STATEMENT

Alawa Primary School will:

- Comply with NT Department of Education policies and the ASCIA “Allergy Aware” best-practice guidelines.
- Maintain two general-use adrenaline autoinjectors:
 - First Aid room (Front Office) – green pouch.
 - First Aid kit at the Farm – clearly labelled “ANAPHYLAXIS”.
- Ensure every student diagnosed as at risk has an IAMP in place (see Section 5).
- Provide ongoing staff training and twice-yearly briefings (Section 7).
- Review risk controls annually and after any incident.

3. SCOPE

This policy applies whenever students are under the care or supervision of the school: on site, in the Farm, at school-run events, on camps/excursions and during before- or after-school programs on school grounds.

4. INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

Responsibility	Action
Parents/carers	Provide an up-to-date ASCIA Action Plan (with photo), an in-date personal autoinjector and emergency contact details and inform the school of any changes.
Principal (or delegate)	Develop the IAMP in consultation with parents/carers as soon as practicable after enrolment and review it: yearly; after any reaction; when circumstances change (e.g. new allergen, camp, excursion).
Class Teacher	Keep a copy of the ASCIA Action Plan in the class medical folder and know the location of the student's autoinjector.

5. ROLES AND RESPONSIBILITIES

Principal:

- Oversee implementation and compliance with this policy
- Ensure all staff complete required anaphylaxis training
- Facilitate annual reviews of individual student plans and school risk assessments.

All Staff:

- Follow all procedures and emergency plans
- Attend all required training and briefings
- Supervise students and minimise risks during all school activities

Parents/Carers

- Provide up-to-date medical documentation and medication
- Ensure their child has a clearly labelled, in date adrenaline auto injector at school at all times

Students

- Follow school rules regarding food sharing and allergen awareness
- Inform staff if feeling unwell or experiencing symptoms.

6. RISK MANAGEMENT STRATEGIES

Setting	Strategies
Classrooms, library and eating areas.	No food sharing

- Regular hand-washing reminders.
- Relief-teacher folder contains photos/IAMPs.
- Playground & Farm - Covered garbage bins to deter insects.
- Whole-school events - Notify families of allergy awareness.

- Excursions/Camps - Risk assessment must list students with anaphylaxis, carers, locations of personal/general autoinjectors and mobile reception.
- School ensures at least one trained first aid staff member per group.

7. STAFF TRAINING AND BREIFING

Mandatory training – All teaching staff, front-office staff and any staff supervising camps/excursions must complete an approved face-to-face or ASCIA online anaphylaxis course every two years.

Completion recorded in the Alawa Training Register.

8. STORAGE AND ACCESIBILITY OF ADERNALINE AUTOINJECTORS

Type	Location	Label	Checked by	Frequency
General-use #1	First Aid room in front office	EpiPen	Front Office Administration Team	End of every term
General-use #2	Farm First Aid Kit	EpiPen	Front Office Administration Team	End of every term
Students own	With student (if age appropriate) or in labelled class medical basket or at front office			

9. EMERGENCY-RESPONSE PROCEDURE

1. **Recognise** symptoms (difficulty breathing, swelling, hives, collapse, etc.).
2. **Call for help** – send runner to bring: student’s autoinjector/IAMP **or** nearest general-use device.
3. **Lay flat** (or sit if breathing difficult); reassure; do **not** allow to stand or walk.
4. **Administer adrenaline autoinjector** immediately and note time.
5. **Call 000** – state “anaphylaxis”.
6. **If no improvement after 5 minutes**, give a second device if available.
7. **Contact parents/guardians**.
8. **Document** incident and debrief staff and student as soon as practicable.

10. COMMUNICATION AND AWARENESS PLAN

- Policy availability – Website and sent to families of at-risk students..
- Community reminders – newsletter items at least once per term about allergy awareness.

11. RECORD-KEEPING AND EVALUATION

- Annual Risk-Management Checklist completed before Term 3 by Assistant Principal and Business manager.
- Incident reports reviewed at Leadership
- Policy and procedures updated in line with new legislation, NT DoE advice or after any incident.

12. RELATED POLICY, LEGISLATION AND DOCUMENTS

- Alawa *First Aid Certificate Renewal Policy* (2021, rec. 2025)
- Alawa *Food Allergy Awareness Policy* (2017, rev. 2025)
- NT DoE *Health of Students Policy*
- [Administration of Medication to Students with Notified Medical Conditions](#)
- [ASCIA Action Plans and Guidelines](#)
- [ASCIA/Allergy & Anaphylaxis Australia resources](#)
- [ASCIA Anaphylaxis e-Training for Schools](#)
- [Allergy & Anaphylaxis Australia – School Resources](#)

13. EVALUATION

At Alawa Primary School, the Anaphylaxis Management Policy will be formally reviewed every two years, in line with our commitment to providing a safe and inclusive learning environment. An interim review will also take place following any anaphylactic incident, a change in Department of Education guidelines, or updates to ASCIA recommendations.

As part of the evaluation process, the school will:

- Review all Individual Anaphylaxis Management Plans (IAMPs) and ensure they are current and signed by a medical practitioner.
- Check the location, labelling and expiry dates of all general-use and student-supplied EpiPens.
- Confirm completion of staff training and briefing requirements, including updates in the training register.
- Conduct an annual risk-minimisation audit across classrooms, specialist areas, the Farm, the canteen, and during events and excursions.
- Seek feedback from staff, students (where appropriate), and families of children at risk of anaphylaxis.

Findings and recommended changes will be discussed by the Leadership Team and presented to the Alawa School Council for endorsement.

14. DEFINITIONS

Term	Definition
Anaphylaxis	A severe, potentially life-threatening allergic reaction that can occur within minutes of exposure to an allergen.

Adrenaline autoinjector	A single-use device (e.g. EpiPen® or Anapen®) that delivers adrenaline (epinephrine).
ASCIA Action Plan	The nationally recognised action plan completed and signed by a medical practitioner for each student at risk. Australasian Society of Clinical Immunology and Allergy
Individual Anaphylaxis Management Plan (IAMP)	School-based plan that combines the student's ASCIA Action Plan with risk-minimisation and emergency-response strategies.