

Anaphylaxis

Communication Plan



This Communication Plan should be read in conjunction with the Lavalla Catholic College (the College) Management of Students at Risk of Anaphylaxis Policy which is available on CompliSpace and the College website.

This is a plan to provide information to all staff, students and parents / guardians about anaphylaxis and the College's Management of Students at Risk of Anaphylaxis policies and procedures.

What are the College's policy / guidelines, including strategies to reduce the risk of an allergic reaction?

The College is committed to providing a safe learning environment for all our students and complying with Ministerial Order No. 706: Anaphylaxis Management in Victorian Schools, and the Department of Education and Training's Anaphylaxis Guidelines as amended by the Department from time to time.

The College recognises that while policies and procedures to reduce the risk of an allergic reaction can be developed and maintained, they cannot achieve a completely allergen-free environment.

It is critical that staff can recognise an allergic reaction and a potential anaphylaxis risk and treat it appropriately in an emergency.

It is our policy 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
- raise awareness of food and insect allergy and the risk of anaphylaxis and the College's anaphylaxis management policy in the College community
- engage with parents / guardians of each student at risk of anaphylaxis when assessing risks and developing risk minimisation strategies for the student
- ensure that staff have knowledge about allergies, can recognise an allergic reaction including anaphylaxis and understand the College's policy and guidelines and emergency procedures in responding to anaphylaxis.

The Principal:

- actively seeks information to identify students with allergies to food and insects for example, that have not been prescribed an adrenaline autoinjector and those who have been diagnosed as being at risk of anaphylaxis and been prescribed an adrenaline autoinjector, either at enrolment or at the time of diagnosis (whichever is earlier)
- ensures that parents / guardians provide an ASCIA Action Plan which has been completed and signed by the student's medical practitioner and contains an up-to-date photograph of the student

- ensures that an Individual Anaphylaxis Management Plan is developed in consultation with the student's parents / guardians for any student that has been diagnosed by a medical practitioner with a medical condition relating to allergy and the potential for an anaphylaxis reaction, where the College has been notified of that diagnosis
- ensures that an Interim Individual Anaphylaxis Management Plan is developed for a student where:
 - the College has not been notified of a student's potential for anaphylaxis, but there is reason to believe that the student is at risk (e.g. where the parents / guardians have not told the school about any allergies, but the student mentions it in class), or
 - a student's adrenaline autoinjector has been used or lost and not yet replaced, or
 - a student's adrenaline autoinjector is identified as out of date or cloudy / discoloured, or
 - relevant training has not occurred for a member of staff who has a child in their class at risk of anaphylaxis.
- ensures that students' Individual Anaphylaxis Management Plans are appropriately communicated to all relevant staff
- ensures that the canteen provider and all of its employees can demonstrate satisfactory training in the area of food allergy and anaphylaxis and its implications for food-handling practices
- ensures that parents / guardians provide the College with an adrenaline autoinjector for their child that is not out-of-date and a replacement adrenaline autoinjector when requested to do so
- ensures that an appropriate Communication Plan is developed to provide information to all College staff, students and parents / guardians about anaphylaxis management
- ensures that there are procedures in place for providing information to College volunteers and casual relief staff about students who are at risk of anaphylaxis and their role in recognising an allergic reaction and responding to an allergic reaction, including anaphylaxis, of a student in their care
- ensures that relevant College staff have successfully completed an approved anaphylaxis management training course and that their accreditation is current
- ensures that College staff who are appointed as College Anaphylaxis Supervisors are appropriately trained in conducting autoinjector competency checks and that their accreditation is current
- ensures that all College staff are briefed at least twice a year by a College Anaphylaxis Supervisor (or other appropriately trained member of the College staff), with the first briefing to occur at the start of each year
- allocates time, such as during staff meetings, to discuss, practice and review this policy
- encourages regular and ongoing communication between parents / guardians and College staff about the current status of the student's allergies, the College's policies and their implementation
- ensures that the student's Individual Anaphylaxis Management Plan is reviewed in consultation with parents / guardians annually at the beginning of each school year, when the student's medical condition changes, as soon as practicable after a student has an anaphylaxis reaction at the College, and whenever a student is to participate in an off-site activity such as camps or excursions or at special events conducted, organised or attended by the College
- ensures the Risk Management Checklist for anaphylaxis is completed and reviewed annually
- arranges to purchase and maintain an appropriate number of adrenaline autoinjectors for general use to be part of the College's first aid kit, stored with a copy of the ASCIA Action Plan for Anaphylaxis (Orange) for general use.

The College appoints appropriate College staff for the role of College Anaphylaxis Supervisor (the Supervisor).

Responsibilities of the College Anaphylaxis Supervisor/s include:

- working with the Principal to develop, implement and regularly review this plan
- obtaining regular training on how to recognise and respond to anaphylaxis, including administering an adrenaline autoinjector

- verifying the correct use of adrenaline autoinjector (trainer) devices by other College staff undertaking online anaphylaxis training through completion of the College Supervisors' Observation Checklist
- providing access to the adrenaline autoinjector (trainer) device for practice by College staff
- sending reminders to staff or information to new staff about anaphylaxis training requirements and liaising with the Principal to maintain records of training undertaken by staff at the College
- leading the twice-yearly anaphylaxis College briefing
- developing College-specific scenarios to be discussed at the twice-yearly briefing to familiarise staff with responding to an emergency situation requiring anaphylaxis treatment, for example a bee sting occurs on College grounds and the student with bee allergy is conscious, or an allergic reaction, where the student has collapsed on College grounds and the student is not conscious
- organising anaphylaxis drills (not unlike a fire drill) in the College to practice getting an adrenaline autoinjector to a student requiring it quickly in an emergency
- keeping an up-to-date register of students at risk of anaphylaxis
- keeping a register of adrenaline autoinjectors, including a record of when they are 'in' and 'out' from the central storage point. For instance, when they have been taken on excursions, camps etc.
- working with parents / guardians (and students) to develop, implement and review each Individual Anaphylaxis Management Plan in accordance with this plan
- providing advice and guidance to College staff about anaphylaxis management in the College and undertaking regular risk identification and implement appropriate minimisation strategies
- working with College staff to develop strategies to raise their own, students' and College community awareness about severe allergies
- providing or arranging post-incident support (e.g. counselling) to students and College staff, if appropriate.

Information on who needs to be trained, how often they are trained and what training to access / complete

The following staff members will be appropriately trained in accordance with Ministerial Order No. 706:

- staff who have any education or supervisory role of students at risk of anaphylaxis
- staff identified by the Principal, based on a risk assessment of anaphylaxis occurring while a student is under the care of supervision of the College
- staff identified by the Principal to become College Anaphylaxis Supervisors (two are recommended).

The staff members identified above must have successfully completed the following training:

- a face-to-face anaphylaxis management training course at least once every three years; or
- an online anaphylaxis management training course at least once every two years

All face-to-face courses must be attended by the staff member in person and must include a competency check in the administration of an adrenaline autoinjector.

The College Anaphylaxis Supervisor will undertake a competency check on the administration of an adrenaline autoinjector within 30 days of a relevant member of the College staff completing the online training course.

Autoinjector Competency Check Training

Staff members identified as College Anaphylaxis Supervisors must also undertake autoinjector competency check training at least once every three years.

Anaphylaxis Briefings

All College staff must also participate in anaphylaxis briefings. Briefings must occur twice per year, with the first to be held at the beginning of the school year.

Anaphylaxis briefings are conducted by:

- the College Anaphylaxis Supervisor
- a staff member who has successfully completed an Anaphylaxis Management Training Course (either face-to-face or online as listed above) in the two years prior.

The anaphylaxis briefing covers:

- our Management of Students at Risk of Anaphylaxis Policy
- the causes, signs and symptoms and treatment of anaphylaxis
- the identities of students at risk of anaphylaxis, their allergens, year levels and risk management plans that are in place
- the ASCIA Action Plan for Anaphylaxis and how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector
- our general First Aid Policy and Emergency Response Procedures
- the location of, and access to, adrenaline autoinjectors provided by parents / guardians or purchased by the College for general use.

Also refer to the following documents for the briefing:

- Facilitator Guide for Anaphylaxis Management
- Anaphylaxis Management Briefing Presentation

Training Requirements

Staff must successfully complete anaphylaxis training within three years prior to supervising a student at risk.

An interim plan must be developed with parents / guardians of any affected student at risk of anaphylaxis, if training and briefing has yet to occur. Training must occur as soon as possible after the student is enrolled at the College, and preferably before the student's first day at the College.

It is the College's policy that the Principal is to ensure that while the student is under the care of the College, including on excursions, camps and special event days such as sports carnivals, there are a sufficient number of College staff present who have successfully completed an Anaphylaxis Management Training Course.

What are the strategies for advising staff, students and parents / guardians about how to respond to anaphylaxis during normal College activities?

The College has developed the following work practices and procedures for managing the risk of anaphylaxis:

- Individual Anaphylaxis Management Plans (This plan includes Risk Minimisation Strategies)
- Adrenaline autoinjectors – Purchase, Storage and Use
- Communication Plan

- Emergency Response Procedures
- Staff Training
- Risk Management Checklist

The College has also developed a flowchart which outlines our practices for enrolled students or students presenting for enrolment.

The Principal or College Anaphylaxis Supervisor completes an annual Risk Management Checklist included in the Anaphylaxis Guidelines for Victorian Schools, to monitor our obligations.

We regularly check the Department of Education and Training's Anaphylaxis Management in Schools page to ensure the latest version of the Risk Management Checklist is used.

Copies of the ASCIA Action Plans are posted in the staff room and are located with first aid procedures as well as being in each student's medical kit with their adrenaline autoinjector/s.

What are the strategies for advising staff, students and parent / guardians about how to respond to anaphylaxis during off-site or out of College activities?

When planning off-site or out of College activities, risk management plans for those specific activities for students at risk of anaphylaxis should be developed in consultation with parents / guardians.

Prior to leaving the College, the staff in charge will ensure that the student with anaphylaxis has an up-to-date ASCIA Action Plan and a current adrenaline autoinjector. The student's adrenaline autoinjector, ASCIA Action Plan and a spare adrenaline autoinjector (supplied by the College) will be taken to the off-site event.

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

What are the procedures to inform casual relief staff on arrival at the College if they are caring for a student at risk of anaphylaxis and their role in recognising an allergic reaction and responding to instructions on the ASCIA Action Plan?

Casual Relief Teachers (CRT) will be made aware of any students at risk of anaphylaxis and their role in responding to an anaphylaxis reaction through the CRT folder, handed to each CRT upon entry to the College. CRT are expected to undertake the (ASCIA) e-training for Victorian schools once every 2 years.

Copies of the ASCIA Action Plans are posted in the staff room and are located with first aid procedures as well as being in each student's medical kit with their adrenaline autoinjector/s.

How is the responsibility of the Principal or College Anaphylaxis Supervisor for ensuring that all College staff are trained and briefed (by the College Anaphylaxis Supervisor or a staff member who has current anaphylaxis management training) at least twice per calendar year met?

The College Anaphylaxis Supervisor sends reminders to staff or information to new staff about anaphylaxis training requirements and liaising with the Principal to maintain records of training undertaken by staff at the College.

The first briefing is conducted at the start of each calendar year.

The second briefing is conducted in the middle of each calendar year.