

Anaphylaxis Communication Plan



This Communication Plan should be read in conjunction with the Lavalla Catholic College (the College) Allergies and Anaphylaxis Policy and Procedures which is available on PolicyConnect and the College website.

This plan will ensure all members of the College community are aware of the procedures for the prevention and management of anaphylaxis at school, or outside school on school related activities.

Parent/Carer Responsibilities

Parents/carers are required to:

- inform the College in writing, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed as being at risk of anaphylaxis;
- provide the College with an ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner including an up-to-date photo;
- provide the College with at least one (1) adrenaline autoinjector for which the expiry date is at least twelve (12) months in the future, and any other medications that are current and not expired;
- replace the student's adrenaline autoinjector and any other medication as needed, before their expiry date or when used;
- meet with and assist the College to develop the student's Individual Anaphylaxis Management Plan, including risk minimisation and management strategies;
- participate in at least annual reviews of the student's Individual Anaphylaxis Management Plan;
- assist College staff in planning and preparation for the student prior to camps, incursions, excursions or special events;
- immediately inform the College in writing of any changes to the student's medical condition, and if necessary, obtain and provide an updated ASCIA Action Plan for Anaphylaxis.

ASCIA Action Plan for Anaphylaxis

A copy of the student's ASCIA Action Plan will be kept in hardcopy in an individually labelled box at Reception (St Paul's Campus) and Student Services (Kildare Campus).

Photos on the ASCIA Action Plans must be updated annually.

Individual Anaphylaxis Management Plan

The College will develop an Individual Anaphylaxis Management Plan in consultation with the student's parents/carers. This plan will be kept in hardcopy in an individually labelled box at Reception (St Paul's Campus) and Student Services (Kildare Campus) together with their ASCIA Action Plan.

The Individual Anaphylaxis Management Plan must include:

- information on the type of allergy the student has, information about the medical condition and the potential for anaphylactic reaction;
- strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of the College;
- the name of the person responsible for implementing the plan, including implementation of risk minimisation/prevention strategies;
- where the student's medication will be stored;
- emergency contact details of the student;
- a copy of the student's ASCIA Action Plan.

Individual Anaphylaxis Management Plans must be reviewed at least annually or if the student's medical condition changes or they have an anaphylactic reaction.

Location of Autoinjectors

Student adrenaline autoinjectors are kept in individually labelled boxes at Reception (St Paul's Campus) and Student Services (Kildare Campus) together with their ASCIA Action Plan and Individual Anaphylaxis Management Plan.

General use adrenaline autoinjectors are stored in the following locations:

- Student Services (St Paul's)
- Year 7 Homeroom Teacher Office (St Paul's)
- Food Technology Pantry (St Paul's)
- Canteen (St Paul's)
- Student Services (Kildare)
- Food Technology Department (Kildare)
- Canteen (Kildare)

Raising Staff Awareness

Staff Training

The following staff members will undertake an online Anaphylaxis training course once every two (2) years:

- staff who conduct classes attended by 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
- College Anaphylaxis Supervisors.

A 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.

College Anaphylaxis Supervisors must undertake autoinjector competency check training at least once every three years.

Staff Briefings

All College staff must 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 in the two years prior.

The anaphylaxis briefing covers:

- Allergies and Anaphylaxis Policy and Procedures
- the causes, signs and symptoms and treatment of anaphylaxis
- the identities of students with an allergy at risk of an anaphylactic reaction, and where their medication is located
- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector;
- general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjectors provided by parents/carers or purchased by the College for general use.

Casual Relief Staff

Casual Relief Teachers (CRT) will be made aware of any students at risk of anaphylaxis through the CRT folders which is provided to each CRT upon entry to the College and contains a copy of current Student Health Alert information.

Students with a medical condition are identified on the attendance rolls in SIMON with a medical icon.

CRT are expected to undertake the (ASCIA) e-training for Victorian schools once every 2 years.

Raising Student Awareness

The College will promote student awareness of the risk of anaphylaxis using the following methods as appropriate:

- Displaying fact sheets or posters in hallways, canteens and classrooms;
- Discussion by class teachers;
- Acknowledging that a student at risk of anaphylaxis may not want to be singled out or seen to be treated differently;
- Dealing with any bullying or attempt to harm a student in accordance with the College's Student Behaviour Management (Discipline) Policy.

Responding to an Incident

Classrooms

1. Lay the student flat and do not allow them to stand or walk. If breathing is difficult, allow the student to sit. The student must not stand or be moved unless they are in danger.
2. The student's teacher must remain with the student and either use his or her mobile phone to dial triple zero "000" or send a student to ask another staff member to attend and then dial triple zero "000".
3. A student or available staff member is to be sent with a verbal message to Student Services to obtain assistance. Student Services staff should call triple zero "000" if this has not been done.
4. Student Services staff will locate the student's assigned adrenaline autoinjector and ASCIA Action Plan and will take it to the student immediately.

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5. The adrenaline autoinjector should be administered by a trained staff member without delay and the ASCIA Action Plan followed (noting time administered).
6. A staff member will direct the ambulance to the appropriate classroom on arrival.
7. Contact should be made with the student's parents / guardians.
8. If another adrenaline autoinjector is available, a further adrenaline dose may be given if there is no response after five minutes.

Yard

1. Lay the student flat and do not allow them to stand or walk. If breathing is difficult, allow the student to sit. The student must not stand or be moved unless they are in danger.
2. If the student is carrying their own adrenaline autoinjector, a trained staff member should immediately administer it.
3. The teacher on duty must stay with the student and either use his or her mobile phone to dial triple zero "000" or send a student to ask another staff member to attend and then call triple zero "000".
4. A student or available staff member is to be sent to Student Services to obtain assistance. Student Services staff should call triple zero "000" if this has not been done.
5. Student Services staff will locate the student's assigned adrenaline autoinjector and ASCIA Action Plan and will take it to the student immediately.
6. The adrenaline autoinjector should be administered by a trained staff member without delay and the ASCIA Action Plan followed (noting time administered).
7. A staff member will clear the College yard to ensure easy access for the ambulance.
8. A staff member will direct the ambulance to the appropriate place in the College yard on arrival.
9. Contact should be made with the student's parents / guardians.
10. If another adrenaline autoinjector is available, a further adrenaline dose may be given if there is no response after five minutes.

Special Event Days / Excursions / Camps

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/carers.

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.

If anaphylaxis occurs:

1. Lay the student flat and do not allow them to stand or walk. If breathing is difficult, allow the student to sit. The student must not stand or be moved unless they are in danger.
2. The trained staff member should immediately administer the adrenaline autoinjector and implement the student's ASCIA Action Plan.

3. The lead teacher on the excursion, or the student's supervising staff member at an off-site activity (including camps) should contact triple zero "000".
4. Other staff members and / or volunteers should manage other students, ensuring that they are kept at a safe distance and remain calm.
5. Another staff member should wait for the ambulance and direct paramedics to the student when they arrive on the scene.
6. A staff member should travel with the student to the hospital if parents / guardians are not available.
7. The College should be notified of the event without delay. The Principal or member of the Leadership Team will arrange for parents / guardians to be notified and for the appropriate reports to be made.

Post Incident Action

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

- Collection of the student's personal effects (if the student is transported by ambulance)
- Completion of a Safety Incident form via CompliSpace
- Debrief with students directed involved as witnesses to the event
- Debrief of staff involved
- Communication with the Principal and Leadership Team, as appropriate, regarding the particulars of the incident, actions taken and outcome
- Review of the student's Individual Anaphylaxis Management Plan in consultation with parents/carers
- Review the College's response to the incident and consider additional training and other corrective actions
- Implement updated risk prevention strategies (where applicable).