

### Policy Statement

This policy outlines the requirements related to anaphylaxis management in schools and ensures that John Paul College will comply with Ministerial Order 706 (2015): 'Anaphylaxis Management in Victorian Schools', and guidelines related to anaphylaxis management in schools as published and amended by the Department of Education from time to time.

John Paul College is committed to providing, as far as reasonably practicable, a safe and supportive environment for students who are at risk of anaphylaxis.

Risk minimisation to prevent anaphylactic reactions will form part of this policy, to ensure that 'triggers' (allergens) are identified, staff are aware of those students at risk of a reaction, and eliminating those triggers where possible.

The College is committed to the provision of prompt emergency care, by suitably trained and qualified staff, for students, staff or visitors who may experience an anaphylactic reaction. This applies to all activities on College grounds, along with approved off-site activities.

### Definition

Anaphylaxis is a potentially life threatening, severe allergic reaction and should always be treated as a medical emergency. Anaphylaxis occurs after exposure to an allergen (usually to foods, insects or medicines), to which a person is allergic. Not all people with allergies are at risk of anaphylaxis. (Source: ASCIA – Australian Society of Clinical Immunology and Allergy)

### Policy Guidelines

John Paul College will ensure its commitment to this policy by:

- Proactively seeking information about severe allergies of students from parents / guardians
- Proactively seeking information about severe allergies of staff
- Ensuring that staff know the identity of students who are at risk of anaphylaxis
- Ensuring the development, implementation, monitoring and regular review of individual ASCIA Action Plans for anaphylaxis
- Ensuring that prevention and risk minimisation strategies are developed and reviewed regularly
- Ensuring that College management and emergency response procedures are developed and maintained in relation to anaphylaxis, including the purchase of adrenaline auto-injectors (EpiPen) for general use
- Providing staff with training in the emergency management process for anaphylaxis including recognising a reaction and assisting in administering an EpiPen as necessary
- Developing a Communication plan to provide information to all College staff, students and parents about anaphylaxis and the College's Anaphylaxis Management Policy and Procedure
- Ensuring the completion and review of a College Anaphylaxis Risk Management Checklist to monitor the College's obligations

## Legislative Requirements

- [Ministerial order No. 706: Anaphylaxis Management in Victorian schools](#)
- [Department of Education – Anaphylaxis](#)
- Worksafe Compliance Code – First Aid in the Workplace

## Roles and Responsibilities

College Principal	<ul style="list-style-type: none"><li>• Ensure this policy is implemented, monitored and reviewed on a regular basis</li><li>• Ensure the associated Anaphylaxis Management Procedure is reviewed on a regular basis</li><li>• Provide the appropriate resources to ensure this policy and Anaphylaxis Management procedure are communicated and implemented at John Paul College</li><li>• The Principal may delegate these tasks to others for completion, but cannot delegate overall responsibility</li></ul>
College Registrar	<ul style="list-style-type: none"><li>• Ensure all personal medical information is received from students enrolling at the College.</li><li>• Ensure all personal medical information is provided to the College Nurse prior to the student attending the College.</li></ul>
College Nurse	<ul style="list-style-type: none"><li>• Responsible for the administration of an EpiPen in the event of an anaphylactic reaction, and liaising with Emergency Services for further assistance</li><li>• Advise College staff of those students with anaphylaxis and their triggers</li><li>• Arrange annual refresher training for the management of anaphylaxis. This includes accredited First Aid training along with information sessions for College staff.</li><li>• Maintain for each student with anaphylaxis, the EpiPen and Anaphylaxis Management Plan ensuring they are accurate and within use-by dates. Communicate with parent / guardian where needed to ensure all medication and information is current.</li><li>• Provide an appropriate number of spare EpiPen's in the Wellbeing Centre and first aid kits on all excursions authorised by the College.</li><li>• Complete the Annual Anaphylaxis Risk Management Checklist</li></ul>
First Aiders	<ul style="list-style-type: none"><li>• Maintain appropriate qualifications in first aid, including Anaphylaxis management</li><li>• Ensure that this policy is followed and appropriate treatment, in accordance with an individual's Anaphylaxis Action Plan, is given in a timely manner.</li></ul>

Leadership Team	<ul style="list-style-type: none"> <li>Responsible for reviewing this policy on a regular basis, taking into consideration legislative changes and local risk minimisation plans</li> </ul>
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### Supporting Documents and References

- John Paul College - Anaphylaxis Management Procedure
- John Paul College - 1.0 First Aid Policy
- John Paul College – Emergency Management Plan

### Approval

Approved by:	John Visentin
Effective date:	16 <sup>th</sup> July 2019
Review date:	16 <sup>th</sup> July 2021

### Amendments

Version	Date	Author	Change Description
2	20/11/2018	Susan Osborne	Document re-write from 'Anaphylaxis Management Policy 2014'
3	16/5/2019	Susan Osborne	Re-drafted document following Leadership Team review