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COLLEGE

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Anaphylaxis Communication Plan

This Communication Plan should be read in conjunction with the St Thomas Aquinas College (the College) Management of Students at Risk of Anaphylaxis Policy which is available the College website.

This Communication Plan is available on the College website.

Purpose

The Anaphylaxis Communication Plan will ensure that all members of the College community are aware of the procedures for the prevention and management of anaphylaxis at the College or outside the College on College related activities.

Individual Anaphylaxis Action Plans

The Individual Anaphylaxis Action Plan will be in place as soon as practicable after the student enrolls and where possible before their first day of school. This should include:

- Information about the diagnosis, including the type of allergy or allergies the student has (based on diagnosis from a medical practitioner);
- Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, for in-school and out-of-school settings including camps and excursions;
- The name of the person/s responsible for implementing the strategies;
- Where the student's medication will be stored;
- Emergency contact details for the student;
- The ASCIA Action Plan for Anaphylaxis.

Individual Anaphylaxis Action Plans are kept in St Thomas Aquinas College Administration Office and on each students Tassweb record and in the Student Medical Alerts Folder in Kolbe, Bosco and MacKillop Learning Centres.

Adrenaline Autoinjectors

Adrenaline autoinjectors for students identified as being at risk of anaphylaxis are kept at St Thomas Aquinas College Administration Office.

General purpose autoinjectors are also located at:

- Administration Office
- Kolbe Learning Centre
- MacKillop Learning Centre

- Bosco Learning Centre
- College Science Laboratory
- College Library
- College Gymnasium

Risk Minimisation Strategies

The College may implement the following risk minimisation strategies that are designed to identify allergens, prevent exposure to them and enhance our response in the case of an allergic reaction.

Staff should determine which strategies are appropriate after consideration of factors such as:

- the age of the student at risk
- what the allergy is to (e.g. food, insect etc)
- facilities and activities available at the College
- College activities away from the College location
- the likelihood of that student's exposure to the relevant allergen/s whilst at the College
- the general College environment

In the Classroom

In the classroom, teachers should:

- ensure they are aware of the identity of any students who are considered at risk of anaphylaxis.
- be familiar with the student's ASCIA Action Plan and adrenaline autoinjector and have medication readily accessible in an unlocked location
- be familiar with how to respond to an allergic reaction using the ASCIA Action Plan and College's Emergency Response Procedures
- for students with food allergy, liaise with parents / guardians about food-related activities ahead of time
- use non-food treats where possible. If food treats are used in class, it is recommended that parents / guardians provide a box of safe treats for the student at risk of anaphylaxis. Treat boxes should be clearly labelled. Treats for the other students in the class should be consistent with the College's Allergy Awareness policy
- never give food to a student who is at risk of anaphylaxis without consulting a parent / guardian. Older students can read packaging themselves and should use caution about accepting food that is not labelled
- be aware of the possibility of hidden allergens in cooking, food technology, science and art classes (e.g. egg or milk cartons)
- have regular discussions with students about the importance of washing hands, eating their own food and not sharing food

Casual and relief teachers are:

- required to have completed training in anaphylaxis management upon commencing employment
- provided with a copy of the student's Individual Anaphylaxis Management Plan (including ASCIA Action Plan) upon commencing employment.

In the College Yard

In the College yard:

- a student with an allergy to insects should wear closed toe shoes at all times and long-sleeved garments where possible
- outdoor bins should be kept covered
- lawns and clover should be kept regularly mowed
- a student with an insect allergy should keep open drinks covered while outdoors (e.g. drinks in bottles / cans)
- students with food / insect allergy will not be allocated to pick up papers or be on bin duty because of the risk of food contamination or insect sting / bite
- staff will be aware of the play areas that are of the lowest risk to a student identified as at risk of anaphylaxis to insects and encourage the student and their peers to play in these areas
- all staff who are on yard duty should be trained to recognise an allergic reaction and provide an emergency response to anaphylaxis outside of class times (e.g. recess and lunch)
- the adrenaline autoinjector and ASCIA Action Plan must be easily accessible at all times
- staff on duty need to be able to communicate that there is an anaphylaxis emergency without leaving the student experiencing the reaction unattended

During On-Site Events (e.g. sporting events, in College activities, class parties)

During on-site events:

- class teachers should consult parents / guardians in advance to either develop an appropriate food menu or request the parents / guardians to send a meal for the student
- parents / guardians of other students should be informed in advance about foods that may cause allergic reactions in students at risk of anaphylaxis as well as being informed of the College Allergy Awareness policy
- all staff should be aware of the most common allergens during on-site events
- although it is advised that food bans cannot be adhered to in environments such as College environments, staff should consider alternative foods that pose less risk for College activities involving food
if someone has a latex allergy, all staff should be aware of latex containing materials including latex gloves, balloons, band aids, latex swimming caps and goggles, and their use should be restricted around students at risk of an anaphylaxis from these materials all staff must know where the adrenaline autoinjector and ASCIA Action Plan for each at risk student is located and how to get it to the student quickly when required
- staff should avoid using food in activities such as science experiments or games, including as rewards
- for sporting events, it may be appropriate to take the student's adrenaline autoinjector and ASCIA Action Plan to the on-site event location. Ensure that the autoinjector is stored in the shade and out of direct sunlight .

During Off-Site College settings (e.g. field trips, excursions)

During field trips and day excursions:

- the student's adrenaline autoinjectors (two are recommended), ASCIA Action Plan and a means of contacting emergency assistance must be taken
- mobile phone reception should be a priority and there should be at least two people on the off-site excursion who have mobile phone reception with two separate networks if possible. Phones must be charged, and a charger should be taken as required

- staff members who have been trained in the recognition of an allergic reaction and anaphylaxis and administration of the adrenaline autoinjector must accompany the student on field trips or excursions. All staff present during the field trip or excursion need to be aware if there is a student at risk of anaphylaxis on the excursion
- staff should develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylaxis during that specific field trip
- parents / guardians should be consulted in advance to discuss the excursion and forward plan. An appropriate food menu should be developed, or a request made for the parent /guardian to send a meal
- consider the potential exposure to allergens when consuming food on public transport including buses / trains / planes

During Off-Site College settings – Camps and remote settings

During College camps and overnight excursions:

- when planning College camps and overnight excursions, risk management plans for that specific excursion for students at risk of anaphylaxis should be developed in consultation with parents / guardians and camp managers
- the student's two adrenaline autoinjectors must always be taken on camps and overnight excursions
- in the week prior to the camp, staff going on the camp must have a 15 minute briefing on students at risk of anaphylaxis attending, signs and symptoms of an allergic reaction and practice with an adrenaline autoinjector training device
- camp site / accommodation providers and airlines should be advised of any student at risk of anaphylaxis well in advance of the event and on arrival
- camp staff and College staff should liaise with parents / guardians to develop appropriate menus or allow students to bring their own meals
- staff need to check food is appropriate for students with food allergies at all meal times and be present in the dining room during meal times
- camp providers should avoid stocking peanut or tree nut products, including nut spreads. Products that 'may contain traces of peanuts / tree nuts / milk / egg' may be served, but not to the student who is known to be allergic to peanuts / tree nuts / milk / egg students with food allergies should bring their own soaps, lotions and sunscreen as guided by their parents / guardians

staff must verify that each student brings their two adrenaline autoinjectors and accompanying ASCIA Action Plan on camp. Staff should also bring a mobile phone. Despite the student being old enough to bring their own medical kit, College staff are still responsible for making sure it is brought on camp. Some parents / guardians opt for two separate medical kits to be taken on camp, with one being for the student to carry and the other for staff

- mobile phone reception should be a priority and there should be at least two people at the camp or remote setting who have mobile phone reception with two separate networks if possible. One of the phones must always be in the group with the student at risk of anaphylaxis
- staff will be responsible for notifying the student's parent / guardian if there is an allergic reaction or an anaphylaxis
- a team of staff (majority if not all who are at the camp or remote setting) who have been trained in management of the risk of anaphylaxis, the recognition of an allergic reaction including anaphylaxis and the administration of the adrenaline autoinjector should accompany the student on camp. All staff present need to be aware if there is a student at risk of anaphylaxis and they should be able to recognise the student by face
- staff should develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylaxis whilst at that camp location. This needs to be done with camp site staff who understand challenges in emergencies at that camp location (e.g. locked gates, difficult finding site, etc.)

- students at risk of anaphylaxis must always be in a group with a staff member trained in recognition and emergency treatment of anaphylaxis
- adrenaline autoinjectors and the student's ASCIA Action Plan must always be easily accessible. Decisions on management / location of the medical kit need to be made if the student is canoeing / swimming etc.
- staff should be aware of what local emergency services are in the area and how to access them. The College should liaise with local emergency services before the camp when possible
- the adrenaline autoinjector should remain close to the student at risk of anaphylaxis and staff must be aware of its location at all times. It may be carried in the College's first aid kit, although the College can consider allowing students, particularly adolescents, to carry it on their person. Remember, staff still have a duty of care towards the student even if they carry their own adrenaline autoinjector
- students with allergies to insect bites and stings should always wear closed shoes when outdoors
- cooking, art and craft, and games on camp should not involve the use of known allergens
- consider the potential exposure to allergens when consuming food on buses / airlines and in cabins

Raising Staff Awareness

Staff Training

Teachers and other school staff who conduct classes which students at risk of anaphylaxis attend, or give instruction to students at risk of anaphylaxis, must have up to date training by completing the Australasian Society of Clinical Immunology and Allergy (ASCI) e-training for Victorian schools once every 2 years. In order to meet legislative requirements, staff also need to have their competency in using an autoinjector (eg. EpiPen) tested in person within 30 days of completing the course. The College has appointed a number of School Anaphylaxis Supervisors who are the contacts for anaphylaxis management requirements in the College.

Staff Briefings

All staff will be briefed once a semester by a staff member who has up to date anaphylaxis management training. The briefing will include information regarding the College's policy, will identify those students diagnosed with a medical condition which is related to allergy and potential anaphylactic reaction, where their medication is located, how to use an autoinjector and the College's first aid and emergency response procedure.

Procedures to inform volunteers and casual relief staff

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

One of the College Anaphylaxis Supervisors will brief all volunteers and CRT on their role in responding to an anaphylactic reaction experienced by a student in their care.

Raising Student Awareness

Classroom teachers can discuss the topic with students in class with key messages such as the following:

- Always take food allergies seriously – severe allergies are no joke;
- Don't share your food with friends who have food allergies;

- Wash your hands before and after eating;
- Know what your friends are allergic to;
- If a friend becomes sick, get help immediately even if the friend does not want you to;
- Be respectful of a friend's adrenaline autoinjector;
- Don't pressure your friends to eat food that they are allergic to.

The College displays posters in hallways, canteens and classrooms promoting student awareness of the risk of anaphylaxis.

Working with Parents / Guardians

Parents / guardians are required to:

- Communicate their child's allergies and risk of anaphylaxis to the College at the earliest opportunity, in writing and preferably on enrolment;
- Continue to communicate with school staff and provide up to date information about their child's medical condition and risk factors;
- Provide the College with an ASCIA Action Plan for Anaphylaxis completed by a medical practitioner which includes a current photo of their child;
- Supply the College with their child's adrenaline autoinjector and ensure it has not expired;
- Work with the College to develop an Individual Anaphylaxis Action Plan and review it annually;

The College Management of Students at Risk of Anaphylaxis Policy and Anaphylaxis Communication Plan are available on the College website.

Responding to anaphylaxis during normal College activities

Classroom

The College has developed the following emergency response in the classroom:

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

College Yard

The College has developed the following emergency response in the College yard:

- 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.
- If the student is carrying their own adrenaline autoinjector, a trained staff member should immediately administer it.
- 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".
- 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.
- Student Services staff will locate the student's assigned adrenaline autoinjector and ASCIA Action Plan and will take it to the student immediately.
- The adrenaline autoinjector should be administered by a trained staff member without delay and the ASCIA Action Plan followed (noting time administered).
- A staff member will clear the College yard to ensure easy access for the ambulance.
- A staff member will direct the ambulance to the appropriate place in the College yard on arrival.
- Contact should be made with the student's parents / guardian.
- If another adrenaline autoinjector is available, a further adrenaline dose may be given if there is no response after five minutes.

Responding to anaphylaxis during off-site or out of school activities

Prior to leaving the College on an excursion (including camps), 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.

The College has developed the following emergency response during excursions and off-site activities:

- 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.
- If anaphylaxis occurs, the trained staff member should immediately administer the adrenaline autoinjector and implement the student's ASCIA Action Plan.
- 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".
- Other staff members and / or volunteers should manage other students, ensuring that they are kept at a safe distance and remain calm.
- Another staff member should wait for the ambulance and direct paramedics to the student when they arrive on the scene.
- A staff member should travel with the student to the hospital if parents / guardians are not available.

- 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

After anaphylaxis has occurred that has involved a student in the College's care and supervision, the College's critical incident review will also include the following procedures:

- The adrenaline autoinjector must be replaced as soon as possible, by either the parent / guardian or the College if the adrenaline autoinjector for general use has been used.
- The Principal or College Anaphylaxis Supervisor should ensure that there is an interim Individual Anaphylaxis Management Plan, should another anaphylaxis occur prior to the replacement adrenaline autoinjector being provided.
- The student's Individual Anaphylaxis Management Plan should be reviewed in consultation with the student's parent / guardian.
- The Policy should be reviewed to ascertain whether there are any issues which require clarification or modification.

Policy Administration

Version... 2024

Date Ratified: 27/05/2024

Date for Review: 27/05/2025