



Relationship with other policies

This plan is to be read in conjunction with the Anaphylaxis Policy.

Purpose

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

Implementation

Expectations of enrolling parent/carers

- At the time of enrolment or diagnosis, parents/carers are expected to advise the school, without delay, when a student has allergies or is at risk of anaphylaxis and has been prescribed an adrenaline autoinjector.
- An ASCIA Action Plan will be provided by the parent/carer for their child at risk of Anaphylaxis. The ASCIA Action Plan is to be completed by a medical practitioner and signed by the parent/carer. It must contain an up-to-date photograph of the student. Templates of the recommended actions plan can be found on the College parental portal.
- The ASCIA Action Plan is to be updated annually. This is to occur prior to the commencement of each school year.
- The Action Plan is to be uploaded by the parent/carer to their child's PAM student medical profile and is acknowledged as a current action plan each time an event/ excursion/camp is responded to and accepted for the student.
- Any changes or updates to the student's medical condition and/or ASCIA action plan are the responsibility of the parent/carer to inform the school and update the student's PAM profile.
- Parents/carers must provide their child with an adrenaline autoinjector that has not expired to be kept at the College Reception/Health Centre with the ASCIA Action Plan.
- It is the parent/carers' responsibility to provide a replacement adrenaline autoinjector when requested by the school.
- It is also strongly recommended that a student at risk of anaphylaxis carries an additional adrenaline autoinjector on their person at all times, including at school and at events/ excursion/ camps.

School responsibility (under the guidance of the School Nurse)

- All staff members will familiarise themselves with the medical needs of all students at the College who are at risk of anaphylaxis.
- The student Anaphylaxis information can be found listed on SIMON (School Attendance Program), posters around the school in confidential areas, and student medical profiles.
- Ensures the parents/ carers provide the College with an adrenaline autoinjector for their daughter at risk of anaphylaxis that has not expired and a replacement adrenaline autoinjector when requested to do so.
- The College maintains an up- to- date register of students at risk of anaphylaxis.
- The College will arrange and maintain an appropriate number of adrenaline autoinjectors for general use. They will be stored with a copy of the ASCIA Action Plan Anaphylaxis for general use. The locations of general adrenaline autoinjectors are highlighted on posters around the school for reference.
- The students' ASCIA action plan, individual adrenaline autoinjector in a clearly labelled bag at the College Reception/ Health Centre.
- The College Nurse/Anaphylaxis Supervisor provides advice and guidance to staff about anaphylaxis management in the College and identifies and implements appropriate risk minimisation strategies.
- A hard copy of the students' ASCIA action plan is placed in confidential spaces around the school.
- The College Nurse ensures the Risk Management Checklist for Anaphylaxis is completed and reviewed annually.
- The College ensures that the relevant staff have successfully completed an approved anaphylaxis management training course and that their accreditation is current. This is to be completed every two years.
- That there are a sufficient number of College staff on excursions, sports carnivals, camps with current anaphylaxis training.
- College staff who are appointed as College Anaphylaxis Supervisors are appropriately trained in conducting autoinjector competency checks and that their accreditation is current. This is to occur at least once every three years. And that they have a current Anaphylaxis Management training certificate.
- The College ensures the canteen provider and its employees can demonstrate satisfactory training in the area of food allergies and its implications for food handling practices.

- The College Nurse develops strategies to raise students and the College community's awareness about severe allergies.
- The College Nurse briefs staff about anaphylaxis training requirements and liaise with staff administration to maintain accurate records of current staff training.
- The Anaphylaxis Policy and Anaphylaxis Communication plan is reviewed regularly.

Casual Relief Teacher (CRT) and volunteers

Will be made aware of anaphylactic students in their care via SIMON. They are identified on the attendance rolls with a medical icon.

All CRT'S must have up to date Anaphylaxis training.

Volunteers will be informed of students at risk of Anaphylaxis and considerations will be given as to whether Anaphylaxis training is required for these individuals.

Communication to all staff

Relevant staff must be trained and briefed **twice** per calendar year.

All staff will be briefed regularly on anaphylaxis by the Anaphylaxis Supervisor. At this time instructions for action will be detailed.

The Anaphylaxis Briefing covers:

- the College's 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.
- the College's emergency response procedures for anaphylaxis.
- the location of, and access to, adrenaline autoinjectors provided by parents/ carers and general adrenaline autoinjectors.

Anaphylaxis Supervisors

Two Anaphylaxis Supervisors will be appointed by the College.

The responsibilities of the Anaphylaxis Supervisor include:

- Obtain regular training on how to recognise and respond to anaphylaxis, including administering the adrenaline autoinjector. (Training is in accordance with Ministerial Order No.706)
- Verifying the correct use of adrenaline autoinjector (trainer) device for practise by College staff.
- Provide access to the adrenaline autoinjector (trainer) device for practice by the College staff.
- Lead the twice- yearly anaphylaxis College briefing
- Complete all relevant observation checklists for staff when assessed as part of anaphylaxis training and keep accurate records.

Raising Student Awareness

Classroom education from Year Level Leaders, Homeroom Teachers and via SIMON during the year will reinforce the importance of:

- Hand washing.
- Not sharing food and discouraging peanut and tree nut products in all forms being brought into the school.
- Discussion by class teachers
- Acknowledging that a student diagnosed with anaphylaxis may not want to be singled out or seen to be treated differently
- Displaying posters in locations around the school
- Raising peer awareness of serious allergic reactions- especially food and insect allergies.
- Ensuring trip and excursion groups, and sporting teams are aware of peer needs in relation to students/ staff with severe medical alerts and those at risk of anaphylaxis.

Adrenaline Autoinjector	ASCIA Action Plan
<p>Kilbreda College maintains Adrenaline Autoinjectors and other relevant medication in the following location/s:</p> <ul style="list-style-type: none"> • College Reception/Health Centre • Mary Dalton Hall Entrance Foyer • Canteen Office • Staff Room • Auditorium Entrance Foyer • Library Helpdesk • Food Technology Kitchen • Maintenance Shed 	<p>Individual ASCIA Action Plans for Anaphylaxis are kept at College Reception/Health Centre and in the student medical profiles in SIMON.</p> <p>Copies of the ASCIA Action Plans for Anaphylaxis are also kept in the following locations:</p> <ul style="list-style-type: none"> • College Reception/Health Centre • Canteen • Staff Photocopy Room • Staff Room

Responding to Anaphylaxis

Classrooms

In the event of an anaphylactic reaction in the classroom, the teacher is to immediately implement the student's ASCIA Action Plan:

- The classroom teacher must ring the College Reception/Health Centre and request the students adrenaline autoinjector. If no classroom phone or mobile phone is available, the teacher may send two responsible students from the class to the College Reception/Health Centre with the student name and location and the College Nurse/First Aid Officer will bring the students adrenaline autoinjector as well as a First Aid kit containing the backup general adrenaline autoinjector and ASCIA Action Plan.
- If a student has their own adrenaline autoinjector on their person, a trained staff member should immediately administer the adrenaline autoinjector.
- The attending staff member will contact the ambulance on 000, stating the adrenaline autoinjector was given. Student should be kept lying down. If breathing is difficult, allow the student to sit. The student must not stand or be moved unless they are in danger. Follow the ASCIA Actions for Anaphylaxis.
- The College Reception will contact the Parent/Carer and Principal and inform them of the situation.
- A staff member from the College Reception will direct the ambulance to the appropriate classroom on arrival.

Emergency Response During Excursions and Offsite Activities

- Each individual excursion and offsite activity including College camps and special events such as sports carnivals require an individual risk management analysis.
- The College has developed the following emergency response during excursions and offsite activities:
 - If anaphylaxis occurs, a trained staff member should immediately administer the adrenaline autoinjector and follow the ASCIA Action Plan.
 - The lead teacher on the excursion should contact the ambulance on 000, stating that an adrenaline autoinjector was given and their location. They should also contact the student's parent/carers and Principal.
 - If possible other staff members including any volunteers should manage other students, ensuring that they are kept at a safe distance and remain calm.
 - An available person should wait for the ambulance to direct paramedics to the student when they arrive on the scene.
 - A supervising staff member or another trained staff member to travel with the student to the hospital if parents/carers are unavailable.
 - It is important to be aware that during an anaphylactic emergency, a student's thought processes may be adversely affected, and they may be uncooperative or unable to administer their own devices.

Yard

The College has developed the following emergency response in the School Yard:

- Staff on duty must remain with the student suffering anaphylaxis at all times.
- A staff member on duty to send two responsible students to the College Reception/Health Centre with the student name and location and the College Nurse/First Aid Officer will bring the students adrenaline autoinjector as well as a First Aid kit containing the backup general adrenaline autoinjector and ASCIA Action Plan.
- If a student has their own adrenaline autoinjector on their person, a trained staff member should immediately administer the adrenaline autoinjector.
- The attending staff member will contact the ambulance on 000, stating the adrenaline autoinjector was given. Student should be kept lying down. If breathing is difficult, allow the student to sit. The student must not stand or be moved unless they are in danger. Follow the ASCIA Actions for Anaphylaxis.
- The College Reception will contact the Parent/Carer and Principal and inform them of the situation.
- All other staff members are to clear the yard to ensure easy access for the ambulance to the student with anaphylaxis.
- A staff member from the College Reception College office will direct the ambulance to the appropriate place in the yard on arrival.

Administration of an adrenaline autoinjector

A member of staff should remain with the student displaying signs of an anaphylaxis reaction at all times. Another member of College staff should immediately locate the student's adrenaline autoinjector and the student's ASCIA Action Plan for Anaphylaxis. Where possible, only College staff with training in the administration of an adrenaline autoinjector should administer the student's adrenaline autoinjector. However, it is imperative that an adrenaline autoinjector is administered as soon as signs of anaphylaxis are recognised by any staff member available if trained College staff are unavailable.

For students having anaphylaxis, the following first aid steps should be followed:

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 (for example from bees in a nearby hive).

2. If the student is carrying their adrenaline autoinjector, follow instructions on the ASCIA Action Plan and give the adrenaline autoinjector accordingly.
3. If the student is not carrying their adrenaline autoinjector the backup general adrenaline autoinjector and ASCIA Action Plan can be used.
4. Call an ambulance on triple zero "000".
5. The College Reception will contact the Parent/Carer and Principal and inform them of the situation.
6. Further adrenaline autoinjector doses may be given if no response after five minutes.

Always give the adrenaline autoinjector first, and then the asthma reliever puffer if someone with known asthma and allergy to food, insects or medication has sudden severe breathing difficulty including wheeze, persistent cough or hoarse voice.

Post-Incident Action

After an anaphylactic reaction has taken place that has involved a student in the College's care and supervision, the College's critical incident review will also include the following procedures:

- if the student has been admitted to hospital, the College should contact Security Services Unit, Department of Education and Training to report the incident on 9589 6266 (available 24 hours a day, 7 days a week). A report will then be lodged on IRIS (Incident Reporting Information Systems).
- the Adrenaline Autoinjector must be replaced as soon as possible, by either the parent/carers or the College if the Adrenaline Autoinjector for general use has been used.
- this Communication Plan should be reviewed post incident to ascertain whether there are any issues which require clarification or modification.

Publication

This Anaphylaxis Communication Plan will be published on the College's website and on the staff intranet.

Reviewed and updated December 2024