

ANAPHYLAXIS POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Keysborough Secondary College.
Phone 03 9798 1877 – Acacia Campus or 03 9546 4144 – Banksia Campus or email at:
keysborough.sc@education.vic.gov.au.

PURPOSE

To explain to Keysborough Secondary College parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Keysborough Secondary College is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for

Location of plans and adrenaline auto-injectors

All students will have an auto injector pen stored in the First Aid room and also in the Junior School and Senior School Administration Offices on each Campus. Upon agreement with the Keysborough Secondary College Nurse and the Keysborough Secondary College Principal,

Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school's general first aid procedures, emergency response procedures and the student's Individual Anaphylaxis Management Plan.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by the Campus Nurse and stored at the First Aid Room on each campus, Main Administrative Office of each campus and in the Junior and Senior School Administration Offices at each campus.

For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline auto-injectors, where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

| EMERGENCY RESPONSE ACTIONS | |
|----------------------------|--|
| Step | Action |
| 1. | Lay the person flat Do not allow them to stand or walk If breathing is difficult, allow them to sit Be calm and reassuring Do not leave them alone Seek assistance from another staff member or reliable student to locate the student's adrenaline autoinjector or the school's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored at the Campus First Aid Room, Campus Main Administrative Office and in the Campus Junior and Senior School Administration Offices If the student's plan is not immediately available, or they appear to be experiencing a first-time reaction, follow steps 2 to 5 |

If a student appears to be having a severe allergic reaction, but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

[Note: If in doubt, it is better to use an adrenaline auto-injector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction. Refer to page 41 of the [Anaphylaxis Guidelines](#)].

Staff training

The College Principal will ensure that the following school staff are appropriately trained in anaphylaxis management:
All staff employed by Keysborough Secondary College

Staff who are required to undertake training must have completed:
an approved face-to-face anaphylaxis management training course in the last three years, or
an approved online anaphylaxis management training course in the last two years.

Keysborough Secondary College uses the following training course ASCIA eTraining course VIC6
[Note, for details about approved staff training modules, see page 13 of the [Anaphylaxis Guidelines](#)]

Staff are also requi (e)9 (nt)2.878 ((c)- ((c)-Mdh.1 (ne)9/nd(ne)9/ndd277 -1.577 -1.577 -2.7dyf t)-6.3 (r)-43e(t)-6.3 ().1 (r)4.9.3 ().1 (r

Keysborough Secondary College won't ban certain types of foods (eg: nuts) as it is not practicable to do so, and is not a strategy recommended by the Department of Education and Training or the Royal Children's Hospital.

COMMUNICATION

The parents and carers of students who are enrolled at Keysborough Secondary College and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

This policy will be communicated to our school community in the following ways:

- Available publicly on the College website

- Available on the Staff Intranet and Compass

- Included in induction processes for relevant staff

- Included in our Staff Handbook

- Made available in hard copy from school administration upon request