

St Mary's College for the Deaf (St Mary's College) is a college which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS Specialist Schools Ltd (MACSS).

## Purpose

St Mary's College seeks to provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis are provided with reasonable adjustments. The school seeks to facilitate the safe participation of all students in the educational experiences offered by the school. Where students are known to be at risk of anaphylaxis, St Mary's College requires parents to provide relevant information to enable them to carry out their duty of care obligations. St Mary's College requires the active engagement of parents/carers in the provision of up to date Anaphylaxis Management Plans (ASCI Action Plan) that comply with Ministerial Order 706. St Mary's College's processes reflect the associated guidelines published by the Victorian government to support implementation of Ministerial Order 706 in all Victorian schools.

The Principal will at all times ensure that the school complies with Ministerial Order 706.

The Victorian guidelines on anaphylaxis management include information on anaphylaxis including:

- legal obligations of schools in relation to anaphylaxis
- School Anaphylaxis Management Policy
- staff training
- Individual Anaphylaxis Management Plans
- risk minimisation and prevention strategies
- school management and emergency responses
- adrenaline autoinjectors for general use
- Communication Plan
- Risk Management Checklist.

## Scope

This policy applies to:

- all staff, including casual relief staff and volunteers and staff of the partner school
- all students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for anaphylactic reaction
- parents, guardians and/or carers (parents) of students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for anaphylactic reaction.

## Definitions and terms

**The Act** is the Education and Training Reform Act 2006 (Vic).

**Anaphylaxis** is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, lupin and certain insect stings (particularly bee stings).

**ASCIA** is an acronym, short for Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.

**ASCIA Action Plan** is the plan that is a nationally recognised action plan for anaphylaxis developed by ASCIA. These plans are device specific; that is, they list the student's prescribed adrenaline autoinjector (e.g. EpiPen® or EpiPen® Jr) and must be completed by the student's medical practitioner. Should a different adrenaline autoinjector become available in Australia, then a different ASCIA Action Plan specific to that device would be developed. This plan is one of the components of the student's **Individual Anaphylaxis Management Plan**.

**Autoinjector** is an adrenaline autoinjector device, approved for use by the Commonwealth Government Therapeutic Goods Administration, which can be used to administer a single pre-measured dose of adrenaline to those experiencing a severe allergic reaction (anaphylaxis).

**The Department** is the Victorian Department of Education and Training

**The Guidelines** are the Anaphylaxis Guidelines – A resource for managing severe allergies in Victorian schools, published by the Department of Education and Training for use by all schools in Victoria and updated from time to time.

**Online training course** is the ASCIA Anaphylaxis e-training for Victorian Schools approved by the Secretary pursuant to clause 5.5.4 of Ministerial Order 706.

**Ministerial Order 706** is Ministerial Order 706 - Anaphylaxis Management in Victorian Schools which outlines legislated requirements for schools and key inclusions for their Anaphylaxis Management Policy.

## Procedures

St Mary's College and each partner school operate as a combined community that includes a high level of sharing of information between both schools and a reasonable duty of care to students of the other school in accordance with the Campus Collaboration Agreement. Medical information, including Anaphylaxis and Asthma plans are collected from parents by St Mary's College and shared regularly with each partner school.

To ensure a streamlined response, to medical emergencies, St Mary's College students attend the First Aid room of the partner school where staff on duty have medical information on hand for all St Mary's College students. The partner school's procedures include notifying the Head of Campus or Teacher of the deaf about any student who has attended for treatment.

The Principal engages with the parents of students at risk of anaphylaxis to develop risk minimisation strategies and management strategies. The Principal also takes reasonable steps to ensure each staff member of St Mary's College and the partner school has adequate knowledge about allergies, anaphylaxis and the school's expectations in responding to an anaphylactic reaction. The principal purchases additional adrenaline autoinjectors for general use. These are stored in the first aid room of the partner school and in the school's portable first aid kit as required.

As reflected in Ministerial Order 706 and the school's enrolment agreement, parents are required to provide the school with up to date medical information to enable the school to carry out its duty of care. Parents are responsible for the provision of an updated ASCIA Action Plan signed by the treating medical practitioner together with a recent photo of their child and any medications and autoinjectors referenced in the plan and recommended for administration. Parents are also responsible for replacing the recommended medication and/or autoinjectors prior to their expiry date. St Mary's College stores and displays completed ASCIA Action Plans to facilitate access for staff e.g. in staff working areas at St Mary's College, the first aid room of the partner school and class teacher manuals. Information about some students at significant risk of anaphylaxis is included in the Yard Duty folder that includes key information about what treatment is needed. Parents must participate in an annual Program

Support Group meeting to revise their child's anaphylaxis management plan and update the plan based on medical advice.

## 1. Individual Anaphylaxis Management Plans

The Principal ensures that all students who have been diagnosed by a medical practitioner with a medical condition that relates to allergy and at risk of an anaphylactic reaction have an Individual Anaphylaxis Management Plan developed in consultation with the student's parents which includes an ASCIA Action Plan. These plans will be updated:

- annually
- when the student's medical condition changes
- as soon as possible after a student has an anaphylactic reaction at school
- when a student is to participate in an off-site excursion or special event organised or attended by the school.

St Mary's College requires the plan to be in place as soon as practicable after the student is enrolled and where possible before their first day of school. An Interim Management Plan will be put into place for a student who is diagnosed with anaphylaxis after enrolment at the school until the Individual Anaphylaxis Management Plan is developed. The principal or delegate will develop an interim plan in consultation with parents. Training and a briefing will occur as soon as possible after the interim plan is developed.

The principal is responsible for the plans. Completed plans would be uploaded by the Principal or the administration officer at the Principal's direction to SIMON (the Learning Management System).

The Individual Anaphylaxis Management Plan will comply with Ministerial Order 706 and record:

- student allergies
- locally relevant risk minimisation and prevention strategies
- names of people responsible for implementing risk minimisation and prevention strategies
- storage of medication
- student emergency contact details
- student ASCIA Action Plans.

The student's Individual Anaphylaxis Management Plan is reviewed, in consultation with the student's parents in all of the following circumstances:

- annually
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- as soon as practicable after the student has an anaphylactic reaction at School
- when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the School (e.g. class parties, elective subjects, cultural days, fetes, incursions), whether arranged by St Mary's College or the partner school.

See Anaphylaxis Support Resource 1: Example of Individual anaphylaxis management plan

## 2. Risk minimisation and prevention strategies

St Mary's College ensures that risk minimisation and prevention strategies are in place for all relevant in-school and out-of-school settings which include (but are not limited to) the following:

- during classroom activities held at St Mary's or the partner school (including class rotations, specialist and elective classes)
- between classes and other breaks
- in canteens

- during recess and lunch times
- before and after school where supervision is provided (excluding Out-of-School-Hours-Care)
- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

St Mary's College does not ban certain types of foods (e.g. nuts) as it is not practicable to do so, and is not a strategy recommended by the Department or the Royal Children's Hospital. However, the school avoids the use of nut-based products in all school activities, request that parents do not send those items to school if at all possible; that the canteen eliminate or reduce the likelihood of such allergens, and the school reinforces the rules about not sharing and not eating foods that were not provided from home. These strategies are consistent with the practices of the partner schools.

In consultation with the principal of the partner school, St Mary's College Principal regularly reviews the risk minimisation strategies outlined in Appendix A: Risk Minimisation in light of information provided by parents related to the risk of anaphylaxis.

See Appendix A: Risk Minimisation strategies for schools.

### 3. Register of students at risk of anaphylactic reactions

The principal has nominated a staff member to maintain an up-to-date register of students at risk of anaphylactic reaction. This information is shared with all staff of St Mary's College and the partner school and accessible to all staff in an emergency.

### 4. Location of the Plans, storage and accessibility of autoinjectors (EpiPens)

The location of individual anaphylaxis management plans and ASCIA plans during on-site normal school activities and during off-site activities is known to staff of both schools so they are accessible in an emergency. This includes the first aid room at the partner school. St Mary's College students are aware that their plans and EpiPens are located here and to seek assistance from the nurse or first aid staff on duty.

It is the responsibility of the principal to purchase autoinjectors for the school for general use:

- as a back-up to autoinjectors that are provided for individual students by parents, in case there is a need for an autoinjector for another patient who has not previously been diagnosed at risk of anaphylaxis.

The Principal determines the number of additional autoinjector(s) required. In doing so, the Principal should take into account the following relevant considerations:

- the number of students enrolled at the school who have been diagnosed as being at risk of anaphylaxis, including those with an ASCIA Action Plan for allergic reactions (they are potentially at risk of anaphylaxis)
- the accessibility of autoinjectors (and the type) that have been provided by parents of students who have been diagnosed as being at risk of anaphylaxis
- the availability and sufficient supply of autoinjectors for general use in specified locations at both schools including in the school yard, and at excursions, camps and special events conducted, organised or attended by the school
- that autoinjectors for general use have a limited life, and will usually expire within 12–18 months, and will need to be replaced at the school's expense either at the time of use or expiry, whichever is first.

The Principal needs to determine the type of autoinjector to purchase for general use. In doing so, it is important to note the following:

- auto-injectors available in Australia are EpiPen® and EpiPen Jnr®

- auto-injectors are designed so that anyone can use them in an emergency.

#### 4.1 When to use an Autoinjector for general use

Autoinjectors for general use will be used when:

- a student's prescribed autoinjector does not work, is misplaced, out of date or has already been used
- when instructed by a medical officer after calling 000
- First time reaction to be treated with adrenaline before calling 000.

*RCH help desk advises that you do not require permission or advice, this only delays the administration of adrenaline – if in doubt, give autoinjector as per ASCIA Action Plans.*

### 5. Emergency response to anaphylactic reaction

In an emergency anaphylaxis situation, the student's ASCIA Action Plan, the emergency response procedures in this policy and general first aid procedures of the school must be followed.

The principal ensures that when a student at risk of an anaphylactic reaction is under the care or supervision of the St Mary's College or the partner school outside normal class activities, such as in the school yard, on camps or excursions or at special events conducted, organised or attended by the school, there are sufficient staff present who have been trained in accordance with Ministerial Order 706.

Details of the location of Individual Anaphylaxis Management Plans and ASCIA Plans within the school, the partner school, during excursions, camps and special events conducted, organised or attended by the school must be communicated to staff.

All staff are familiar with the location and storage and accessibility of autoinjectors in the school and the partner school, including those for general use.

The principal must determine how appropriate communication with school staff, students and parents is to occur in the event of an emergency about anaphylaxis.

Copies of the emergency procedures are prominently displayed in the relevant places in the school, for example, first aid room, classrooms and in/around other school facilities, including the canteen.

See Appendix B: Example emergency response to anaphylactic reaction procedures.

### 6. Staff training

In compliance with Ministerial Order 706, it is recommended that all Victorian school staff undertake the online training course and have their competency in using an autoinjector tested in person within 30 days of completing the course by an Anaphylaxis Supervisor that has completed Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC. Staff are required to complete this training every two years.

School staff can also undertake face-to-face training courses in First Aid Management of Anaphylaxis 22300VIC or Course in Allergy and Anaphylaxis Awareness 10710NAT formerly 10313NAT.

St Mary's College requires all staff to participate in training to manage an anaphylaxis incident. The training should take place as soon as practicable after a student at risk of anaphylaxis enrolls and, where possible, before the student's first day at school.

Staff of St Mary's College and the partner school will undertake training to manage an anaphylaxis incident if they:

- conduct classes attended by students with a medical condition related to allergy and the potential for anaphylactic reaction
- are specifically identified and requested to do so by the principal based on the principal's assessment of the risk of an anaphylactic reaction occurring while a student is under that staff member's care, authority or supervision.

St Mary's College considers where appropriate whether casual relief teachers and volunteers should also undertake training and consults with the partner school in this regard.

St Mary's College staff will:

- successfully complete an approved anaphylaxis management training course in compliance with Ministerial Order 706
- participate in the school's twice-yearly briefings conducted by the school's anaphylaxis supervisor or another person nominated by the principal, who has successfully completed an approved anaphylaxis management training program in the past two years.

A range of training programs are available and St Mary's College will determine an appropriate anaphylaxis training strategy and implement this for staff. St Mary's College will ensure that staff are adequately trained and that a sufficient number of staff are trained in the management of anaphylaxis, noting that this may change from time to time depending on the number of students with ASCIA plans.

The principal has identified two partner school staff per campus as School Anaphylaxis Supervisors. A key role is to undertake competency checks on all staff who have successfully completed the ASCIA online training course. To qualify as a School Anaphylaxis Supervisor, the nominated staff members will need to complete an accredited short course that teaches them how to conduct a competency check on those who have completed the online training course e.g. Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC. At the end of the online training course, participants who have passed the assessment module, will be issued a certificate which needs to be signed by the School Anaphylaxis Supervisor to indicate that the participant has demonstrated their competency in using an adrenaline autoinjector device.

School staff that complete the online training course will be required to repeat that training and the adrenaline autoinjector competency assessment every two years.

The Asthma Foundation has been contracted by the Catholic Education Commission of Victoria to deliver training in the Course in Verifying the Use of Adrenaline Autoinjector Devices 22303VIC. Training in this course is currently for three years.

St Mary's College notes that Course in First Aid Management of Anaphylaxis 22300VIC and Course in Allergy and Anaphylaxis Awareness 10710NAT formerly 10313NAT are face-to-face courses that comply with the training requirements outlined in Ministerial Order 706. School staff that have completed these courses will have met the anaphylaxis training requirements for the documented period of time.

## 6.1 Twice Yearly Staff Briefing

The Principal ensures that twice yearly anaphylaxis management briefings are conducted, with one briefing held at the start of the year. The briefing is conducted by the Anaphylaxis Supervisor or another staff member who has successfully completed an Anaphylaxis Management Course in the previous two years. The school uses the template presentation for the briefing provided by the Department of Education for use in Victorian schools. These briefings are conducted by St Mary's College unless being conducted by the partner school to the staff of both school communities.

The briefing includes information about the following:

- the school's legal requirements as outlined in Ministerial Order 706

- the school's anaphylaxis management policy
- causes, signs, symptoms and treatment of anaphylaxis
- identities, including pictures, of students at risk of anaphylaxis, details of their year level, allergens, medical condition and risk management plans including location of their medication
- ASCIA Action Plan for Anaphylaxis and how to use an auto injector, including practising with a trainer auto injector
- the school's general first aid and emergency responses, including how they integrate with the partner school
- location of and access to auto injectors that have been provided by parents or purchased by St Mary's College or the partner school for general use.

All school staff should be briefed on a regular basis about anaphylaxis and the school's anaphylaxis management policy.

## 7. Anaphylaxis communication plan

The Principal is responsible for ensuring that a communication plan is developed to provide information to all school staff, partner school staff, students and parents about anaphylaxis and the school's anaphylaxis management policy.

This communication plan includes strategies for advising school staff, partner school staff, students and parents about how to respond to an anaphylaxis reaction of a student in various environments:

- during normal school activities at St Mary's College and the partner school, including in a classroom, in the school yard, in all school buildings and sites including gymnasiums and halls
- during off-site or out of school activities, including on excursions, school camps and at special events conducted, organised or attended by either school.

The Communication Plan includes procedures to inform volunteers and casual relief staff of students who are at risk of anaphylaxis and of their role in responding to an anaphylactic reaction experienced by a student in their care. The Principal ensures that the school staff are adequately trained by completing:

- First Aid Management of Anaphylaxis 22300VIC or Course in Allergy and Anaphylaxis Awareness 10710NAT formerly 10313NAT course every 3 years, or
- ASCIA e-training every 2 years together with associated competency checks by suitably trained Anaphylaxis Supervisor that has completed Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC.

AND provision of

- an in house briefing at least twice per calendar year in accordance with Ministerial Order 706.

The Principal consults with the Principals of partner schools to ensure staff of those schools are also adequately trained in one of these courses.

## 8. Procedures

The Principal provides to staff of St Mary's College the actions and procedures to be undertaken at St Mary's College to ensure that the requirements of the MACSS policy are enacted which are also provided to the partner school.

### 1. Register of students with anaphylaxis

- How this information will be recorded, what will be included.
- Where it is located.

- Who will maintain and update the register.

## 2. Location, storage and accessibility of autoinjectors (EpiPen)

- Where the plans and EpiPen's are located at St Mary's College – students and those for general use.
- Where the plans and EpiPen's are located at the partner school – students and those for general use.
- Procedures for camps, excursions and special activities.

## 3. Emergency Response

- Complete and up-to-date list of students identified at risk of anaphylaxis and where this is located at St Mary's College and at the partner school.
- Details of Individual Anaphylaxis Management Plans and ASCIA action plans and their locations within each school and during off site activities or special events.
- Location and storage of autoinjectors, including those for general use, at both schools.
- How appropriate communication with staff, students, parents is to occur.

### Staff training

- Expectations in the school for training and how this is done.
- How the records of training are maintained and by whom.
- Who are the anaphylaxis supervisors in **each** school?

## 4. Communication plan

- Outline the practices within the school for the following.
- Raising staff awareness – arrangements for twice yearly briefing, regular briefings, induction of new staff, CRT staff, etc.
- Raising student awareness – Use of fact sheets, posters with messages about anaphylaxis, peer support, etc.
- Working with parents – developing open, cooperative relationships with parents, how information will be shared; requesting and updating medical information.
- Methods for raising school community awareness – e.g. Newsletter, website, information nights, assemblies.

## 9. ANNUAL RISK MANAGEMENT CHECKLIST

The Principal completes the Annual Risk Management Checklist to ensure the obligations of Ministerial Order 706 are monitored.

If St Mary's College has a minimum of one student at risk of anaphylaxis, there will be an anaphylaxis policy in place that the Principal reviews annually.

## Anaphylaxis Support Resources

Anaphylaxis Support Resource 1: Individual Anaphylaxis Management Plan

Anaphylaxis Support Resource 2: Risk Assessment Checklist for camps, excursions, etc.

Anaphylaxis Support Resource 3: Annual risk assessment checklist

## Related policies

Asthma Management Policy

Emergency Management Plan

First Aid Policy

Distribution of Medicines Policy

## Appendix A: Risk Minimisation strategies for schools

### In-school settings

#### Learning Areas/Classrooms

1.	A copy of each student's Individual Anaphylaxis Management Plan will be easily accessible kept in the First Aid room of each partner school and on Operoo (CareMonkey). Each student's individual Action Plan for Anaphylaxis is also kept on their profile in SIMON Learning Management System for easy access by staff as well as the Administration Office of St Mary's College and each partner school.
2.	Where food-related activities are planned, St Mary's College staff will liaise with parents ahead of time
3.	Use non-food treats where possible, but if food treats are used in class it is recommended that parents of students with food allergy provide a treat box with alternative treats. Alternative treat boxes should be clearly labelled and only handled by the student.
4.	Staff will not provide food items from external sources to students who are at risk of anaphylaxis
5.	Lunch box items/Treats from other students in class should not contain the substances to which the student is allergic. Staff will avoid the use of food items as 'treats.'
6.	Products labelled as containing specific allergens known to impact students e.g. 'may contain traces of nuts' should not be served to students allergic to nuts. Products labelled 'may contains milk or egg' should not be served to students with milk or egg allergy.
7.	Staff will be aware of possible hidden allergens in food and other substances used in cooking, food technology, science and art classes including packaging e.g. peanut butter containers, egg containers etc. They will also be vigilant where these substances may be used in classes attended at the partner school.
8.	All cooking utensils, preparation dishes, plates, knives and forks etc. will be washed and cleaned thoroughly after preparation of food and cooking
9.	St Mary's College acknowledges that children with food allergy need special care when cooking or doing food technology. St Mary's College will liaise with parents prior to the student

	undertaking these activities/subjects. St Mary's College will utilise the resources available to support decision making processes noting that helpful information is available at: <a href="http://www.allergyfacts.org.au/images/pdf/foodtech.pdf">www.allergyfacts.org.au/images/pdf/foodtech.pdf</a>
10.	St Mary's College will regularly undertake discussions with students about the importance of washing hands, eating their own food and not sharing food
11.	The Head of Campus informs teachers of the partner school, emergency teachers, specialists, teachers and volunteers of the names of any students at risk of anaphylaxis, the location of each student's Individual Anaphylaxis Management Plan and EpiPen, the School's Anaphylaxis Policy and each person's responsibility in managing an incident i.e. seeking a trained staff member.

### School Grounds

1.	St Mary's College regularly liaises with First Aid staff of each partner school to review plans to ensure that sufficient school staff trained in the administration of the adrenaline autoinjector (i.e. EpiPen®) are on yard duty and be able to access and autoinjector and respond quickly to an allergic reaction if needed.
2.	St Mary's College reviews processes to ensure that EpiPens and Individual Anaphylaxis Plans are easily accessible from the school grounds
3.	St Mary's College ensures the partner school has an emergency response procedure and communication plan regarding St Mary's College students in place for Staff on Duty so medical information can be retrieved quickly if an allergic reaction occurs in the yard. Partner school staff are aware of the school process for seeking support (notify the Head of Campus or Teacher for the Deaf and first aid team) if an anaphylactic reaction occurs during recess or lunch time.  Staff in secondary settings use walkie talkies whilst on yard-duty to communicate with the First Aid staff on duty Front Administration Office in the case of an emergency.
4.	Staff on duty at both schools are able to identify by face those students at risk of anaphylaxis
5.	Students with anaphylactic responses to insects are encouraged to stay away from water or flowering plants
6.	St Mary's College liaises with partner schools to ensure lawns are regularly mowed and bins are covered and will immediately bring any concerns to the partner school

7.	Students are to keep drinks and food covered while outdoors
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### Special Events (e.g. sporting events, incursions, class parties, etc)

1.	St Mary's College ensures that sufficient staff, who have been trained in the administration of an autoinjector, are supervising students to be able to respond quickly to an anaphylactic reaction if required. All staff at St Mary's College are required to maintain current first aid qualifications.
2.	Staff avoid using food in activities or games or as rewards
3.	St Mary's College consults with parents in advance of planned special events to either develop an alternative food menu or request the parent to send a meal for the student/s at risk
4.	Parents of other students are informed in advance about foods that may cause allergic reactions in students at risk and request that they avoid providing students with treats containing known allergens whilst they are at a special school event
5.	Party balloons are not used if a student has an allergy to latex
6.	Where students from other schools are participating in an event at St Mary's College or the partner school, staff consider requesting information from the participating schools about any students who will be attending the event who are at risk of anaphylaxis. In this instance, staff will seek agreement on strategies to minimise the risk of a reaction while the student is visiting the school. This should include a discussion of the specific roles and responsibilities of the partner and visiting school. Students at risk of anaphylaxis will be required to bring their own adrenaline autoinjector with them to events outside their own school.

### Out-of-school settings/Excursions/Camps/Tours

St Mary's College determines which of the strategies set out below apply in the specific context for the out-of-school setting involved in the planned activity. The strategies that are appropriate will be determined with consideration of factors such as the age and independence of the student, the facilities and activities available, and the general environment. Not all strategies will be relevant for each school activity. As appropriate to the activity, St Mary's College consults with the partner school in determining the strategy.

### Travel to and from school by bus

1.	School staff consult with parents of students at risk of anaphylaxis and the bus service provider to ensure that appropriate risk minimisation strategies are in place to manage an anaphylactic reaction should it occur on the way to or from the school or venue on the bus. This includes the availability and administration of an adrenaline autoinjector. The adrenaline autoinjector and
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	ASCIA Action Plan for Anaphylaxis must be with the student on the bus even if this child is deemed too young to carry an adrenaline autoinjector on their person at school.
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### Field trips/excursions/sporting events

1.	Risk Assessment is undertaken for each individual student attending. If a student/s at risk of anaphylaxis is attending, sufficient school staff supervising the special event will be trained in the administration of an adrenaline autoinjector and be able to respond quickly to an anaphylactic reaction if required.
2.	A school staff member or team of school staff trained in the recognition of anaphylaxis and the administration of the adrenaline autoinjector attends field trips or excursions.
3.	School staff and venue staff should avoid using food in activities or games, including as rewards
4.	The adrenaline autoinjector and a copy of the individual ASCIA Action Plan for Anaphylaxis for each student at risk of anaphylaxis should be easily accessible and school staff must be aware of their exact location.
5.	For each field trip, excursion etc, a risk assessment will be undertaken for each individual student attending who is at risk of anaphylaxis. The risks may vary according to the number of anaphylactic students attending, the nature of the excursion/sporting event, size of venue, distance from medical assistance, the structure of excursion and corresponding staff-student ratio. All school staff members present during the field trip or excursion will be made aware of the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face.
6.	Staff in charge should consult parents of anaphylactic students in advance to discuss issues that might arise, to develop an alternative food menu or request the parent provide a meal (if required)
7.	In rare cases where the school deems it necessary, parents may be invited to accompany their child on field trips and/or excursions. This will be discussed with parents as one possible strategy for supporting the student who is at risk of anaphylaxis.
8.	Prior to the excursion taking place, school staff should consult with the student's parents and medical practitioner (if necessary) to review the student's Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the particular excursion activity.

9.	If the field trip, excursion or special event is being held at another school then that school should be notified ahead of time that a student at risk of anaphylaxis will be attending, and appropriate risk minimisation strategies discussed ahead of time so that the roles and responsibilities of the host and visiting school are clear. Students at risk of anaphylaxis should take their own adrenaline autoinjector with them to events being held at other schools.
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### Camps or Remote Settings

1.	Prior to engaging a camp owner/operator's services St Mary's College will make enquiries as to whether the operator can provide food that is safe for any anaphylactic students that may be attending. If a camp owner/operator/camp cook cannot provide this confirmation in writing to the school, St Mary's College will not sign any written disclaimer or statement from a camp owner/operator that indicates that the owner/operator is unable to provide food which is safe for students at risk of anaphylaxis. Where this attestation is not provided in writing, then the school will strongly consider using an alternative service provider as a reasonable step in discharging its duty of care to the student/s at risk of anaphylaxis due to food allergens.
2.	St Mary's College will conduct a risk assessment and develop a risk management strategy for any student/s at risk of anaphylaxis while they are on camp. This will be developed in consultation with parents/carers of students at risk of anaphylaxis and camp owners/operators prior to the camp's commencement.
3.	St Mary's College's staff will consult with the parents of students at risk of anaphylaxis and where appropriate, the camp owner/operator to ensure that appropriate procedures are in place to manage an anaphylactic reaction should it occur. If these procedures are deemed to be inadequate, further discussions, planning and implementation will be undertaken in order for the school to adequately discharge its non-delegable duty of care.
4.	If St Mary's College has concerns about whether the food provided on a camp will be safe for students at risk of anaphylaxis, it will raise these concerns with the camp owner/operator and consider alternative means for providing food for those student/s at risk of anaphylaxis
5.	The use of substances containing known allergens should be avoided where possible
6.	Prior to the camp taking place school staff should consult with the student's parents to review the Individual Anaphylaxis Management Plan/s to ensure that it is up to date and relevant to the circumstances of the particular camp. Schools will seek parental support to advise students with allergies to insects to wear closed shoes and long-sleeved garments when outdoors and encouraged them to stay away from water or flowering plants.
7.	St Mary's College will ensure that the student's adrenaline autoinjector, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis and a mobile phone are

	taken on camp. If mobile phone access is not available, an alternative method of communication in an emergency will be considered, e.g. a satellite phone. All staff attending camp should familiarise themselves with the students' Individual Anaphylaxis Management Plans AND plan emergency response procedures for anaphylaxis prior to camp and be clear about their roles and responsibilities in the event of an anaphylactic reaction.
8.	St Mary's College will conduct a risk assessment prior to excursions/school camps which will include contact with local emergency services and hospitals well before the camp to provide details of any medical conditions of students, location of camp and location of any off-camp activities. Contact details of emergency services will be available for school staff as part of the emergency response procedures developed for the camp. Camp activities will be reviewed to avoid activities that use known allergens (cooking, craft etc)
9.	Autoinjectors should remain close to the students and staff must be aware of its location at all times.
10.	General use Autoinjectors will be included in camp first aid kits as a back-up device in the event of an emergency.
11.	Staff will consider exposure to allergens when students are consuming food during travel on bus/plane/etc. and whilst in cabins/tents/dormitories/etc.

### Overseas Travel

1.	Strategies used will be similar to those for camps/remote settings and St Mary's College will involve parents in discussions regarding risk management well in advance.
2.	<p>Potential risks at all stages of overseas travel will be considered. Potential risks include:</p> <ul style="list-style-type: none"> <li>● travel to/from airport/port</li> <li>● travel to/from Australia</li> <li>● various accommodation venues</li> <li>● all towns and venues visited, and sourced safe foods at all locations.</li> </ul> <p>The risk of cross contamination of food will be assessed including:</p> <ul style="list-style-type: none"> <li>● exposure to food of other students,</li> <li>● hidden allergens in foods,</li> <li>● whether the table and surfaces will be adequately cleaned to prevent reaction,</li> <li>● whether the other students are able to wash their hands when handling food</li> </ul>
3.	St Mary's College will assess where each of these risks can be managed using minimisation strategies such as the following: Translation of student's Individual Anaphylaxis Management Plan and ASCIA Action Plan into the local language, sourcing safe food, obtaining names, address

	and contact details of the nearest hospital and medical practitioners at each location that may be visited, obtaining emergency contact details, seeking information about sourcing additional autoinjectors if required in situ.
4.	Details of travel insurance, including contact details for the insurer, will be recorded. It will be determined how any costs associated with medication, treatment and/or alteration to the travel plans as a result of an anaphylactic reaction can be paid.
5.	The school will plan for appropriate supervision of students at risk of anaphylaxis at all times including: provision of sufficient supervising staff who have been trained in Anaphylaxis Management, sufficient supervision of at risk students particularly during meal times, when taking medication or engaged in activities where there may be added exposure to potential allergens, provision of adequate supervision of any affected student(s) requiring medical treatment and other students, staff/students ratios can be maintained, including in the event of an emergency where students may need to be separated.
6.	The School's Emergency Response Procedure will be determined given local circumstances
7.	<p>The school should reassess its emergency response procedures, and if necessary adapt them to the particular circumstances of the overseas trip. Keep a record of relevant information such as the following:</p> <ul style="list-style-type: none"> <li>● dates of travel</li> <li>● name of airline, and relevant contact details</li> <li>● itinerary detailing the proposed destinations, flight information and the duration of the stay in each location</li> <li>● hotel addresses and telephone numbers</li> <li>● proposed means of travel within the overseas country</li> <li>● list of students and each of their medical conditions, medication and other treatment (if any)</li> <li>● emergency contact details of hospitals, ambulances, and medical practitioners in each location</li> <li>● details of travel insurance</li> <li>● plans to respond to any foreseeable emergency including who will be responsible for the implementation of each part of the plans</li> <li>● possession of a mobile phone or other communication device that would enable the school staff to contact emergency services in the overseas country if assistance is required.</li> </ul>

## Work Experience

1.	St Mary's College will involve parents, the student and the work experience employer in discussions regarding risk management prior to a student at risk of anaphylaxis attending work experience. The employer and relevant staff must be shown the ASCIA Action Plan for Anaphylaxis and how to use the adrenaline autoinjector in case the work experience student
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shows signs of an allergic reaction whilst at work experience. It may be helpful for the teacher and the student to do a site visit before the student begins placement.

## Appendix B: Example Emergency Response to Anaphylactic Reaction Procedures

Emergency Response to anaphylactic reaction	
In all situations	1. If safe to do so, lay the person flat, do not allow patient to stand or walk.
	2. If breathing is difficult allow patient to sit <ul style="list-style-type: none"> <li>● Be calm, reassuring</li> <li>● Do not leave them alone</li> <li>● Seek assistance from another staff member or reliable student to locate the autoinjector or a general use autoinjector, and the student's Individual Anaphylaxis Management Plan</li> <li>● If the student appears to be experiencing a first-time reaction, continue with steps 2 – 6.</li> </ul>
	3. Administer prescribed adrenaline autoinjector or EpiPen– note the time given and retain used EpiPen to give ambulance paramedics
	4. Phone ambulance 000 (112 – mobile)
	5. If there is no improvement or severe symptoms progress, further adrenaline doses may be given every five minutes (if another autoinjector is available)
	6. Phone family/emergency contact
<p><b>If in doubt, give autoinjector.</b></p> <p><b>If the student has not been previously diagnosed with an allergy or at risk of anaphylaxis but appears to be having a severe allergic reaction, follow Steps 2–6 above.</b></p>	

If St Mary's College has a minimum of one student at risk of anaphylaxis, there will be an anaphylaxis policy in place that the Principal reviews annually.