



Purpose

This plan seeks to outline:

- the procedures by which St Margaret's Berwick Grammar (**SMBG, the School**) will provide information to all staff (including volunteers and casual relief staff), students and parents about Anaphylaxis and the School's Anaphylaxis Policy.
- what to do in response to an anaphylactic reaction of a student in the School's care.

The Principal is responsible for ensuring that this Communication Plan is developed and implemented to provide information above to the school community.

Communication and Staff Training

The following School staff will be trained and briefed on Anaphylaxis management:

- those who conduct classes that students with a medical condition relating to allergy and the potential for anaphylactic reaction attend.
- any further School staff (including volunteers, regular casual relief staff and trainees) that the Principal identifies, based on an assessment of the risk of an anaphylactic reaction occurring while a student is under the care or supervision of the School (including, for example, during excursions, yard duty, camps and special event days).

Staff will be advised about how to respond to an anaphylactic reaction through briefings and training, in accordance with the School's Anaphylaxis Policy. The School keeps records to ensure that all relevant staff have received the training and therefore, are able to respond to an anaphylactic reaction.

The School will communicate with relevant staff about the date, time and requirements of Anaphylaxis training through its internal online network.

In the event that a casual staff member, trainees or volunteers engagement at the School does not overlap with the School's twice-annual briefings, such staff will either receive a special briefing from the School Anaphylaxis Supervisors or receive information from a member of the Executive Team or HR/Dir Risk and Compliance.

This is to ensure that during their engagement, such staff are aware of the School's Anaphylaxis Policy and associated procedures (including an understanding of the expectations and content covered in the twice-annual briefings), and what do in response to an anaphylactic reaction of a student in their care (regardless of whether this occurs on or off-site).

Communication with Parents

It is important to develop an open and co-operative relationship with students and their families, so that they can feel confident that appropriate management strategies are in place. The School is aware that parents sending a child to school who is at risk of Anaphylaxis can be an anxious experience.

All parents are asked at enrolment if their child has any allergies or medical conditions of which the School needs to be aware.

During the enrolment process and during enrolment at the School, parents will be:

- provided with a copy of the Anaphylaxis Policy

-
- requested to provide to the School a current Individual Anaphylaxis Management Plan (IAMP) in ASCIA format and adrenaline auto-injector as soon as possible after the enrolment offer is made, and as required during the enrolment
 - informed through correspondence (including on excursion forms) of the School's procedures for responding to a student's anaphylactic reaction in various environments (including during normal School activities in the classroom, in the yard, in all School buildings and sites including gyms and halls; and during off-site or out of School activities, including on excursions, camps and at special events conducted, organised or attended by the School).
 - encouraged to speak to their children about the importance of Anaphylaxis and what to do in the event of an actual or suspected reaction.

For current students, a letter to parents seeking notification of changes to the ASCIA plan and expiry date for the provided adrenaline auto-injector will be sent prior to the annual review of the student's IAMP. The School will also communicate to parents any significant changes to the School's procedures for responding to a student's anaphylactic reaction.

Parents will be contacted to discuss and review the ASCIA plan following any anaphylactic reaction, so that the IAMP can be updated accordingly.

Parents may be contacted by a member of staff as required, prior to any School camp, to discuss prevention and response strategies that may affect their child in the specific environment

Parents will also receive a notice in the once per term or a weekly notice in Junior School and ELC newsletter when a child is enrolled at the School who is at risk of Anaphylaxis.

In the event that a student suffers an anaphylactic reaction whilst in the care of the School, after staff have tended to the medical needs of the student (in accordance with the Anaphylaxis Policy, including by calling emergency services), parents will then be contacted by phone at first instance.

First Aid staff are responsible for making contact with parents following an onsite reaction, and in the event of an off-site reaction, responsibility for the communication lies with the staff member in charge. Parents will be advised of next steps and what they are required to do, which will largely depend on the circumstances (e.g. attending the hospital).

Where communication with parents is unsuccessful, the School will make contact with the emergency contact listed on that student's file.

The School is committed to implementing practical prevention strategies, increasing awareness about the risks of Anaphylaxis and regularly communicate to ensure that appropriate management strategies are in place to manage an anaphylactic reaction.

Identity of Anaphylactic Students

All At Risk Students are identified and a photographic listing with the students' known allergens is collated by the relevant Campus [insert details] and/or nurse, and displayed for viewing, in the following areas on the relevant School campus:

- the staff room and/or communication rooms.
- in **Sick Bay/ first aid room/nurses office; and**
- in the kitchen or canteen areas.

The information is also located on the School Employees section of the School Intranet. These lists are updated biannually or when a new At Risk Student enters the School.

All At Risk Students are also identified through their TASS medical records and their allergen details are shown on any class lists.

For any camps, excursions, adventure or other off campus activities, the relevant Admin Officer will provide student records to the Teacher in Charge through the risk management process, which details matters including whether a Student is an At Risk Student. The Teacher in Charge is required to provide this information to other staff involved in the off campus activity.

Communication with students

Peers are an important element of support for students at risk of Anaphylaxis.

Students are briefed during class time and through School assemblies about the risks posed by Anaphylaxis and the need to promptly alert a member of staff if they believe that they, or a peer is suffering an anaphylactic reaction.

These briefings will also address the School's expectations of students in the event of an actual or suspected anaphylactic reaction (whether this occurs on or offsite).

These include:

- remain calm and promptly seek help.
- listen carefully to any instructions you receive from staff (or if applicable, medical professionals or emergency services).

Teachers will also discuss key messages at appropriate times with students in their classes. This can be adopted by students during both normal and off-site or out of school activities.

The following messages are regularly conveyed to Students (for example, during assemblies, classroom discussion):

These include:

- Do not share your food with friends who have food allergies.
- Wash your hands after eating.
- Know what your friends are allergic to.
- If a peer becomes sick, get help immediately even if the person feeling unwell does not want to.
- Be respectful of adrenaline auto-injectors – they are not toys.
- Do not pressure your friends to eat food that they are allergic to.

Always take food allergies seriously – severe allergies are no joke!

It is also the School's process to brief students on the above matters at camps and external events.

Informational posters and materials are also displayed around the campus to promote awareness of Anaphylaxis, and what to do in the event of an actual or suspected reaction.

It is also important to be aware that a student at risk of Anaphylaxis may not want to be singled out or be seen to be treated differently. Staff must be sensitive to this situation and use their discretion when discussing Anaphylaxis with that student

School Employee Briefing (Teaching Staff) ¹

The School is responsible for ensuring that the School employees that are identified as requiring training under Ministerial Order 706 are:

- trained accordingly as detailed below; and
- briefed at least twice per calendar year in accordance with Ministerial Order 706.

All School Employees who conduct classes which may contain At Risk Students, or give instruction to At Risk Students, must have accredited three yearly training in an Anaphylaxis management training course or have completed two yearly training in the ASCIA on line e-learning module.

All employees who are School full time and part time teaching and/ are briefed every six (6) months by a School employee who has completed online anaphylaxis management training course developed by the Australasian Society of Clinical Immunology and Allergy (ASCIA) within the past two years.

The first briefing must occur as close as is practicable to the start of the School year. Both briefings must include the following information on:

- the School's Anaphylaxis Management Policy.
- the causes, symptoms and treatment of anaphylaxis.
- the identities of Students diagnosed at risk of anaphylaxis and where their medication is located.
- how to use an auto-adrenaline injecting device, including videos of use of a trainer adrenaline autoinjector.
- the School's first aid and emergency response procedures.
- adrenaline auto-injector and ASCIA plan locations.
- the location of School purchased generic auto-injectors; and
- notification that a letter outlining the School's requirements of parents is communicated late in each year, prior to a Student at risk of an allergy attending the School.

All full time teaching School employees complete First Aid Training which includes an accredited course in first aid management of Anaphylaxis and is current for three (3) years.

The Occupational Health and Safety (OHS) Induction for new teaching School employees informs participants of the School's Anaphylaxis Management Policy and where to find it on the Nexus

Training records are maintained for all applicable School Employees.

Other Employees Required to Undertake an Anaphylaxis Briefing

All School Employees who are casual relief and tutoring, external sport coaches and other employees identified based on an assessment of the risk of an anaphylactic reaction occurring while a Student is under their care must have accredited three (3) yearly training in an anaphylaxis management training course or have completed two (2) yearly training in the ASCIA on line e-learning module.

All School Employees who are casual relief and tutoring teaching, external sports coaches and other employees identified based on an assessment of the risk of an anaphylactic reaction

¹ Jext and Neffy are new adrenaline devices that will be available in 2026 (see the Anaphylaxis Policy for more information). It is mandatory for School Anaphylaxis Supervisors to receive training on the new adrenaline devices before the end of Term 2, 2026.

occurring while a Student is under their care must attend one annual internal Anaphylaxis briefing.

Additional Requirements

Students who are At Risk of Anaphylaxis have their photo on the Staff Room notice boards, and also in the Gym and Music areas.

Prior to every hike/outdoor activity the Teacher in Charge highlights these Students during the pre-hike briefing to School Employees.

There are current photos of all Students who have a life-threatening allergy or condition (for example asthma, epilepsy, diabetes or anaphylaxis) in the kitchen and the School Canteen (Lunch Box).

Volunteers

Volunteers assisting with a School event, or an off campus activity will be advised of any At Risk Students who may be in any group they are assisting with, along with information related to the location of the School first aid supplies for the relevant event or activity.

Volunteers are not expected to be trained in first aid or in anaphylaxis management. If a volunteer identifies that a Student or another person may be having an anaphylactic reaction, they must immediately notify the supervising School Employee for immediate action.

Parent/Legal Guardian Communication

Parents/legal guardians are required to complete Individual Management Plans at the start of the year in consultation with the School's relevant team. New students and their parents meet for a discussion at the commencement of their attendance at the School, to discuss their management plan and the School's expectations and processes for parents and for students, including carrying their EpiPen/s at all times, and what to do in the event of an anaphylactic incident.

Emergency Posters

Anaphylaxis Emergency Response Procedure posters are placed strategically around the School listing the Procedure for administering and auto injector and the location of the nearest generic auto injector.

Related Policies and Processes

- Anaphylaxis Management Policy and Procedure
- First Aid Policy

Previous Version Approved Date	
Review Date:	February 2026
Authorised/Endorsed By:	Executive Leadership Team
Date Approved:	February 2026
Next Review:	November 2028