



### **1. Purpose**

- 1.1. The purpose of this Anaphylaxis Management Policy is to provide the framework and guidance for the management of allergies and anaphylaxis at the School as required by Ministerial Order 706 and guidelines related to anaphylaxis management in schools or school boarding premises as published and amended by the Department of Education from time to time.
  - 1.1.1. The School's Principal provides overarching supervision of the School's compliance with this Policy and its procedures, and ongoing management of At Risk Students.

### **2. Commitment**

- 2.1. The School is committed to
  - 2.1.1. being allergy aware, to ensure that students, School employees and parents/legal guardians are familiar with some common and serious allergies and know how to manage an allergic reaction. Every effort is made to reduce the risks associated with allergies; however, it cannot be guaranteed that the School is 'free' of any particular product.
  - 2.1.2. providing, as far as practicable, a safe and supportive environment in which Students at risk of anaphylaxis can participate equally in all aspects of their schooling.
  - 2.1.3. raising awareness about anaphylaxis and the School's Anaphylaxis Management Policy in the School community.
  - 2.1.4. engaging with parents and legal guardians of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
  - 2.1.5. ensuring that each School Employee has adequate knowledge about allergies, anaphylaxis and the School's Policy and Procedures in responding to an anaphylactic reaction.
  - 2.1.6. complying with Ministerial Order 706, including that when an At Risk Student is under the care or supervision of the School including outside of normal classroom or activities, that the Principal must ensure that there is a sufficient number of School Employees present who have been trained in accordance with clause 12 of Ministerial Order 706; and
  - 2.1.7. complying with guidelines related to anaphylaxis management in schools as published and amended by the VRQA or the Australian government from time to time.

### **3. Individual Anaphylaxis Management Plans**

- 3.1. Where the School has been notified, and under direction from the Principal will ensure that an individual anaphylaxis management plan (IAMP) is developed, in consultation with the Student's parents/legal guardians, for any Student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis.
- 3.2. The IAMP will be in place as soon as practicable after the Student's enrolment at the School, and where possible before their first day of School.
- 3.3. The IAMP will set out the following:

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- 3.3.1. information about the medical condition that relates to the allergy and the potential for anaphylactic reaction, including the type of allergy or allergies the Student has (based on a diagnosis from a medical practitioner);
  - 3.3.2. strategies to minimise the risk of exposure to allergens while the Student is under the care or supervision of School Employees, for in-school and out of school settings, for camps and excursions, playing sport, or at special events which are conducted, organised or attended by the School.
  - 3.3.3. the name of the person/s responsible for implementing the strategies.
  - 3.3.4. information on where the Student's medication will be stored.
  - 3.3.5. the Student's emergency contact details.
  - 3.3.6. an ASCIA Action Plan (in a format approved by ASCIA) provided by the parents/legal guardians, that:
    - 3.3.7. sets out the emergency procedures to be taken in the event of an allergic reaction.
      - 3.3.7.1.1. is signed by a medical practitioner; and
      - 3.3.7.1.2. includes an up to date photograph of the Student.
- 3.4. The Student's IAMP will be reviewed, in consultation with the Student and their parents/legal guardians:
- 3.4.1. When a new At Risk Student enters the School.
    - 1.1.2. Annually, by way of a Nexus post to parents at the commencement of each calendar year, with a new ASCIA plan requesting update, along with targeted communication to relevant families.
  - 3.4.2. if the Student's condition changes (where the change relates to allergy and/or the potential for anaphylactic reaction)
  - 3.4.3. as soon as is practicable after a Student has an anaphylactic reaction at School; and
  - 3.4.4. prior to any excursion or off Campus activity, by the School Employee in charge of the excursion.
- 3.5. It is the responsibility of the parents/legal guardians to:
- 3.5.1. provide the Student's ASCIA Action Plan to the School.
  - 3.5.2. inform the School if their child's medical condition changes and, if relevant, provide an updated ASCIA Action Plan.
  - 3.5.3. provide an up to date photo for the ASCIA Action Plan when the plan is provided to the School and when it is reviewed; and
  - 3.5.4. provide the School with an adrenaline auto-injector that is current and not expired.

#### **4. School EpiPen Register**

- 1.1.3. The School has an EpiPen Register which alerts the School when a Student's EpiPen is due for replacement. This Register is managed at each separate campus by the relevant First Aid Officer. The relevant campus Registers are collated digitally and are also monitored and reviewed by the First Aid Officers on quarterly basis.

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4.1. In the event of a notification, the First Aid Officer will email a Student's parents/legal guardians to remind them of the expiry, and that they should provide a new EpiPen to the School as soon as possible.

## **5. Prevention Action Plan and Emergency Management Action Plan**

5.1. The School has developed an Anaphylaxis Preventative Action Plan and an Emergency Management Action Plan to support this policy.

5.2. These documents contains practical risk strategies to reduce the risk to School Employees and Students of anaphylactic reactions, along with details of emergency management if someone is or is believed to be suffering an Anaphylactic reaction.

## **6. Communication and Training Plan**

6.1. The School has developed an Anaphylaxis Communication and Training Plan to explain how explains how the School informs School Employees, parents/legal guardians and students about anaphylaxis and the School's Policy.

## **7. Anaphylaxis Risk Management Checklist <sup>1</sup>**

Each individual School campus completes an Anaphylaxis Risk Management Checklist every year. When completed they are forwarded to the relevant School Employee who presents them to the Principal for review.

## **8. Emergency Response**

8.1. The School's first aid procedures, and the emergency response procedures for Anaphylaxis and the Student's individual ASCIA Action Plan will be followed in responding to an anaphylactic reaction. The campus specific general Emergency Management Plans do not incorporate anaphylaxis management and should not be followed in the event of an Anaphylaxis incident.

8.1.1. These procedures are reinforced to all School employees attending the six-monthly briefings. The briefings also include information about the auto injector locations.

8.2. All Anaphylaxis incidents must be recorded on the Anaphylaxis Event Register to enable thorough investigation and outcomes from the Anaphylaxis incident.

### **Important**

In the event of a medical emergency involving anaphylaxis, the school's highest priority is the immediate safety and wellbeing of all students. If a student's prescribed Neffy device is not accessible or available at the time of an anaphylactic reaction, staff may administer a general (school-owned) EpiPen as an emergency measure, in accordance with anaphylaxis management guidelines and school policy.

This approach is undertaken solely in the interest of student safety and aligns with best-practice emergency response procedures.

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## **9. Policy Variations**

9.1 The School reserves the right to amend, replace or terminate this Policy from time to time.

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<sup>1</sup> Refer to RiskWare Risk Number

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## **10. Associated Documents**

- 10.1. Emergency Management Plan
- 10.2. Anaphylaxis Emergency Response Procedure
- 10.3. Anaphylaxis Preventative Action Plan
- 10.4. Anaphylaxis Communication Plan
- 10.5. First Aid Policy

## Definitions

<b>Term</b>	<b>Definition</b>
<b>Allergy</b>	occurs when a person's immune system reacts to substances in the environment that are harmless for most people. Common Allergens include dust mite, pets, pollen, insects, ticks, moulds, foods and some medicines
<b>Anaphylaxis</b>	means a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (eg cashews), cow's milk, fish & shellfish, wheat, soy, sesame, latex, certain insect stings and medication;
<b>Anaphylaxis Risk Management Checklist</b>	means a checklist completed by the School's First Aid Officers and Risk and Compliance Manager at the beginning of every school year
<b>ASCIA</b>	means the Australian Society of Clinical Immunology
<b>ASCIA Action Plan</b>	means Australian Society of Clinical Immunology approved form of action plan which is provided by the Student's treating doctor or clinician;
<b>At Risk Student</b>	means a Student at risk of Anaphylaxis;
<b>Premises</b>	means the School's registered at the Berwick & Officer Campus
<b>Community Service</b>	means an external activities program conducted at the School's Campus
<b>Department</b>	means the Department of Education and Training
<b>EpiPen</b>	means EpiPen® autoinjector which is adrenaline given to the muscle of the outer mid-thigh
<b>Neffy</b>	means Neffy which is an adrenaline (epinephrine) nasal spray
<b>Jext</b>	means Jext an adrenaline autoinjector device
<b>Ministerial Order 706</b>	means the Ministerial Order 706: Anaphylaxis Management in Schools Premises and Associated Guidelines as varied from time to time
<b>the School</b>	means St Margaret's Berick Grammar School (inclusive of Officer Campus)

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## Review and Circulation

This policy is reviewed every two years and/or earlier if required due to operational or regulatory changes.

Owner	Principal
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