

Anaphylaxis Communication Plan



ST ANDREWS
CHRISTIAN COLLEGE

INSPIRED BY
FAITH

DISTINGUISHED BY
CHARACTER

LEADERS BY
INFLUENCE



Anaphylaxis Communication Plan

PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”

POLICY DOCUMENT INFORMATION

TITLE:	Anaphylaxis Communication Plan
AUTHORS:	St Andrews Christian College on advice from Russell Kennedy Lawyers
ACKNOWLEDGEMENTS:	<i>Children’s Services and Education and Training Reform (Anaphylaxis Management) Amendment Act 2008</i> <i>Health Records Act 2001</i> <i>Ministerial Order 706</i> <i>Occupational Health and Safety Act 2004</i> State of Victoria, Department of Education and Training: <ul style="list-style-type: none">- <i>Anaphylaxis Guidelines (as amended or replaced from time to time.)</i>- <i>Anaphylaxis Management in Schools</i>
PURPOSE:	To provide policy and direction for all the College Community.



RELATED DOCUMENTS:

ASCIA Action Plan for Anaphylaxis College Documents:

- a) *Anaphylaxis Communication Plan*
- b) *Emergency and Crisis Management Procedures*
- c) *First Aid Policy and Procedures*
- d) *Drugs and Addictive Substances Policy*

KEY DATES

ISSUE DATE:

July 2022

REVIEW DATE:

July 2023 (*and annually thereafter or more frequently as required by Ministerial Order 706*)

APPROVAL REQUIRED:

Executive Leadership Team (with input from the College Nurse)

SIGN OFF DATE:

July 2022

IMPLEMENTATION DATE:

July 2022



1. PREAMBLE

Ministerial Order 706 sets out the anaphylaxis-management requirements that St Andrews Christian College (the College) follows as a minimum standard for school registration under Part IV of the Education and Training Reform Act 2006 (Vic).

The College is committed to complying with Ministerial Order 706, and this policy seeks to, so far as practicable, provide a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of schooling.

This policy is to be read in conjunction with the School's First Aid and Emergency Response policies, as well as its Anaphylaxis Management Policy.

2. RATIONALE

All policy, protocols and procedures flow from the College's Mission Statement:

To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.

3. AIM

This plan seeks to outline:

- a) The procedures by which St Andrews Christian College (the College) will provide information to all staff (including volunteers and casual relief staff), students and parents about Anaphylaxis and the College's Anaphylaxis Management Policy.
- b) What to do in response to an anaphylactic reaction of a student in the College's care.

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

4. COMMUNICATION AND TRAINING STAFF ON ANAPHYLAXIS MANAGEMENT

4.1 *Staff Awareness*

Staff are required to read the College's Anaphylaxis policies annually.

By reading this policy, staff will be aware of what to do in the case of an anaphylactic reaction for both on site, and off site events organised by the College.

A copy of student IAMPs (including the ASCIA Action Plans) are located on the students Operoo Profile 'Private Note' section, along with the ASCIA Action Plan available on the Students Operoo Profile.

4.2 *Training*

The Principal will ensure that the following College staff will be trained and briefed on Anaphylaxis management:

- a) Those who conduct classes that students with a medical condition relating to allergy and the potential for anaphylactic reaction attend.
- b) Any further College 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 College (including, for example, during excursions, yard duty, camps and special event days).

Such staff will be advised about how to respond to an anaphylactic reaction through briefings at least twice per calendar year and training, in accordance with the College's Anaphylaxis Management Policy. The College keeps records to ensure that all relevant staff have received the training and therefore, are able to respond to an anaphylactic reaction.

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

4.3 *Other Communications:*

In addition, the College also communicates its Anaphylaxis Management Policy and other associated procedures through the induction and on boarding process, use of notice boards in the staff room, internal messages on the College's network and learning management system and professional development.

The above information also addresses how staff will respond to an anaphylactic reaction both on-site and off-site (including during excursions, school camps and special events organised or attended by the College).

In the event that a casual staff member, trainees or volunteers engagement at the College does not overlap with the College's twice-annual briefings, such staff will either receive a special briefing from the Sickbay Supervisor or receive information from the Deputy Principal (Operations) and if required, another member of the Executive Leadership Team.

The College shall ensure that all relieving staff members, volunteers and College's cafe staff are aware of symptoms of an anaphylactic reaction, and where applicable, the students at risk of anaphylaxis pertaining to their daily schedule and the students allergies. Casual relief teachers are informed of the identities of any students at risk of anaphylaxis by means of the College CRT booklet/iPad.

This is to ensure that during their engagement, such staff are aware of the College's Anaphylaxis Management 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).

5. COMMUNICATION WITH PARENTS

The College is aware that parents sending a child to College who is at risk of Anaphylaxis can be an anxious experience. 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.

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

The College shall encourage ongoing communication between parents / guardians and the Sickbay Supervisor regarding the current status of the student's allergies, the Anaphylaxis Management Policy and its implementation. Regular communication can ease concern of parents with children who are at risk and will help raise awareness in the College community.

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

- a) Provided with a copy of the Anaphylaxis Management Policy.
- b) Asked to provide to the College a current ASCIA Action Plan and adrenaline auto-injector as soon as possible after the enrolment offer is made, and as required during the enrolment.
- c) Advised through correspondence (including on excursion forms, via Operoo, emails, the College's learning portal and the like) of the College's procedures for responding to a student's anaphylactic reaction in various environments (including during normal College activities in the classroom, in the yard, in all College buildings and sites including gyms and halls; and during off-site or out of College activities, including on excursions, camps and at special events conducted, organised or attended by the College).
- d) Advised generally about what parents are to do in response to an anaphylactic reaction of a student (including by sharing information pamphlets or factsheets from external organisations and holding parent information evenings).
- e) Encouraged to speak to their children about the importance of Anaphylaxis and what to do in the event of an actual or suspected reaction.

Students will be able to commence their enrolment only after the College has received their ASCIA Action Plan and adrenaline auto-injector. This is to ensure the safety of the student.

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 College will also communicate to parents any significant changes to the College'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 College camp, to discuss prevention and response strategies that may affect their child in the specific environment.

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

The Sickbay Supervisor or first-aid staff are responsible for making contact with parents following an on-site 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 (eg. attending the hospital).

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

The College is committed to implementing practical prevention strategies, increasing awareness about the risks of anaphylaxis and regular communication to ensure that appropriate management strategies are in place to manage an anaphylactic reaction.

6. COMMUNICATION WITH STUDENTS

Peers are an important element of support for students at risk of anaphylaxis. Students are briefed during class time and through College 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 College's expectations of students in the event of an actual or suspected anaphylactic reaction (whether this occurs on or offsite).

These include:

- a) Remain calm.
- b) Promptly seek help.
- c) If the circumstances allow, ensure that the person suffering from the anaphylactic reaction is accompanied whilst others seek help.
- d) 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 College activities. These include:

- a) Always take food allergies seriously – severe allergies are no joke.
- b) Do not share your food with friends who have food allergies.



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

It is also the College'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.