



ANAPHYLAXIS MANAGEMENT PLAN

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1. ANAPHYLAXIS MANAGEMENT POLICY

BACKGROUND

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, latex, certain insect stings and medication.

The key to preventing anaphylactic reactions at Darul Ulum College is awareness of those students who have been diagnosed as being at risk; awareness of triggers (allergens), and preventing exposure to these triggers. Partnership between the school and parents is important in ensuring students at risk are not exposed to the identified triggers.

Adrenaline given through an Adrenaline Auto-injector to the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis.

This Policy is to be read in conjunction with the College's First Aid Policy, Duty of Care Policy and Privacy Policy.

RATIONALE

The safety and well-being of children who are at risk of anaphylaxis is a whole community responsibility. Therefore, at Darul Ulum College of Victoria, we will as far as practicable, provide a safe and healthy environment in which children at risk of anaphylaxis can participate equally in all aspects of the school's programs and activities.

Darul Ulum College is committed to fully comply with *Ministerial Order 706* and all associated guidelines on anaphylaxis management as published and amended by the Department. This Policy will apply to children enrolled at the school, their parents/guardians and staff.

AIMS

1. To provide, 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. To raise awareness about anaphylaxis and the school's anaphylaxis management policy in the school community.
3. To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
4. To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

2. PROCEDURES AND PROTOCOLS

ASCIA Anaphylaxis Action Plans

2.1 It is the responsibility of the parents / guardians to provide the school with:

- An Action Plan based on the form approved by the Australasian Society of Clinical Immunology and Allergy (ASCIA) for any student diagnosed by a medical practitioner as being at risk of anaphylaxis. The Action Plan must be completed by a medical practitioner outlining the relevant information.

2.2 Parents must provide the school with an updated Action Plan:

- Annually;
- if the student's condition changes; and
- immediately after a student has an anaphylactic reaction at school.

2.3 The **Action Plans** must be displayed by the School Nurse in the following venues:

- Sick bay of the relevant sub-school
- Inside the child's medication container along with the Auto-injector
- Child's classroom(s)
- Staff rooms
- Canteen
- Heads' of School offices
- Daily Organisers' offices

2.4 The **Daily Organisers** will provide the Casual Relief Teachers with a file consisting of the following:

- a copy of the students' Management Plans
- a copy of the students' Action Plans
- a copy of the schools Anaphylaxis Management Policy & First Aid Policy

2.5 The School Nurse will contact parents /guardians of diagnosed students to provide updated ASCIA plans and an Auto-injector at the beginning of Term One each year. The Nurse will report to the relevant Head of School if they are unable to reach the parent.

Individual Management Plans

- 2.6 The Principal will ensure that the respective Heads of School with the support of the School Nurse will have an individual management plan developed (as per Ministerial Order No. 706, Part C7) in consultation with relevant parents, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis. The Management Plan will be guided by the student's Action Plan.
- 2.7 The Management Plan will be in place as soon as practicable after the student enrolls, and where possible, before their first day of school.
- 2.8 A copy of the student's Individual Management Plan will be located in:
- In the relevant Sick Bay alongside the student's EpiPen
 - In the student's classroom inside the teacher's draw
 - During excursions and camps, the organising teacher will take a copy of the student's IMP from the Sick Bay and will retain it in the First Aid kit.
- 2.9 The Management Plan will set out the following:
- information about the diagnosis, including the type of allergy or allergies the student has (based on diagnosis from a medical practitioner);
 - strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff – for in school and out of school settings including camp and excursions
 - names of the responsible personnel for implementing the strategies
 - storage location for adrenaline autoinjector
 - emergency contact details
 - the action plan [ASCIA Action Plan]
- 2.10 The student's individual Management Plan will be reviewed by the Head of School or their representative (School Nurse), in consultation with the student's parents/carers:
- annually;
 - if the student's condition changes;
 - **before the student participates in an excursion, incursion or camp; and**
 - immediately after a student has an anaphylactic reaction at school.
- 2.11 In the event of an anaphylactic reaction, Darul Ulum College's first aid and emergency response procedures and the student's individual Management Plan must be implemented.

Procedures for Excursions, Camps, Sporting and Extra-Curricular Activities

- 2.12 Prior to any excursion / incursion or camp, the teacher in-charge must fill in the Excursion/Incursion Proposal Form which includes a checkbox pertaining to students with an anaphylaxis plan and kit prompting the teacher to account for them.
- 2.13 It is the responsibility of the **teacher in-charge** (*the teacher in-charge is the teacher who submits the Excursion / Incursion Proposal Form or the coordinator organising the event e.g. PE Coordinator*) to:

- Take the individual student's Action Plan, Management Plan and the student's anaphylaxis kit to any excursion, off-site activity or sporting event
- Include any student diagnosed at risk in the Risk Management Checklist along with the risk minimisation strategies
- Familiarises himself / herself with the triggers and suggested treatment for each student as per the outline of the student's Management Plan
- Inform all accompanying teachers/ staff of each child's situation and their Management Plan
- Takes an additional Auto-injector (general use) from the school as a precautionary measure

2.14 For all **camps**, it is the joint responsibility of the Events Coordinator and the relevant Head of School to ensure that the Action Plan(s), Management Plan(s) and the students' anaphylaxis kit(s) are accompanied by the teacher in-charge of the camp. They will also ensure that the above-mentioned points are actioned and that the camp site service providers are made aware of the situation.

2.15 When an anaphylaxis kit is collected for any extra-curricular activity, the responsible staff member must sign in the assigned **Auto-injector Register**, which is kept in the sick bays. The Register must also be signed again upon returning the kit.

3. COMMUNICATION PLAN

3.1 The Heads of School with the support of the School Nurses will be responsible for ensuring that a communication plan is developed to provide relevant information to all staff, students and parents about anaphylaxis and the school's anaphylaxis management plan.

3.2 On a periodical basis, usually once each semester, information pertaining to the schools Anaphylaxis Management Policy and general information about the symptoms of anaphylaxis and strategies to mitigate risks will be included in the College's newsletters, on the Parent Page of the Learning Management System. Students will be briefed on this during assemblies once every term by the school nurses to create awareness among students. In addition to this, the school nurses are expected to conduct a briefing session with the class that has diagnosed students at the beginning of semester one and semester two.

3.3 The induction sessions conducted for new staff members, casual relief teachers and volunteers will include a briefing on the College's Anaphylaxis Management Policy and they will be provided with a school safety kit consisting of all pertinent policies.

3.4 Teachers are advised to remind their students about the seriousness of food allergies, the specific allergies of a student in the class (where applicable) and that sharing of food is not allowed in school.

3.5 the principal of the school is responsible for ensuring staff are trained in accordance with clause 12.

3.6 the principal of the school is responsible for ensuring staff are briefed at least twice per calendar year in accordance with clause 12.

3.7 The following measures and procedures are in place for the range of environments students are exposed to:

In the Classroom, teachers should:	
1	Identify At-Risk Students: <ul style="list-style-type: none"> ▪ Be aware of all students considered at risk of anaphylaxis ▪ Familiarise yourself with their appearance using the ASCIA Action Plan photos displayed in the student’s classroom
2	Understand and Access Emergency Resources: <ul style="list-style-type: none"> ▪ Know the location of each at-risk student's ASCIA Action Plan and Individual Management Plan ▪ Ensure adrenaline autoinjectors are readily accessible in an unlocked location in the classroom ▪ Be familiar with the proper use of adrenaline autoinjectors
3	Emergency Response Protocol: <ul style="list-style-type: none"> ▪ Thoroughly understand the ASCIA Action Plan for each at-risk student and implement it accordingly when required ▪ Be well-versed with the Emergency Response Procedures for anaphylaxis to be implemented when required as outlined in this policy ▪ Always stay with a student experiencing an allergic reaction until the ambulance arrives ▪ If additional help is needed, send a responsible student to alert reception or seek assistance by making a phone call ▪ Ensure continuous monitoring of the affected student's condition. ▪ All subject teachers and staff having contact with a student at risk of anaphylaxis will have completed an accredited Anaphylaxis Course and regular refresher training at least twice annually.
4	Food Allergy Management: <ul style="list-style-type: none"> ▪ For students with food allergies, proactively communicate with parents/guardians ▪ Discuss and plan for food-related activities well in advance ▪ Implement necessary precautions to ensure student safety during these activities. Refer to the Preventative Strategies outlined in this policy. ▪ Awareness of possible hidden allergens in food and other substances used in cooking, food technology, science and art classes ▪ Ensure all cooking utensils, preparation dishes, plates and knives/forks etc. are washed and cleaned thoroughly after preparation of food and cooking

School Yard	
1	Trained Staff Supervision:

	<ul style="list-style-type: none"> ▪ The College will ensure that an adequate number of EpiPen-trained staff are on duty during recess, lunch breaks, before and after school
2	<p>EpiPen Accessibility:</p> <ul style="list-style-type: none"> ▪ EpiPens are strategically placed for quick access from all areas of the school grounds ▪ All staff members must familiarise themselves with EpiPen locations easily accessible from the school yards
3	<p>Emergency Response Protocol:</p> <p>In the event of an anaphylactic reaction in the yard, the duty teacher must:</p> <ul style="list-style-type: none"> ▪ Immediately initiate the College's Emergency Response Procedures outlined in this policy ▪ Act without delay to ensure prompt and appropriate care

Canteen	
1	<p>Staff Training:</p> <ul style="list-style-type: none"> ▪ Canteen staff must complete comprehensive food allergen management training and food handling
2	<p>Identification of At-Risk Students:</p> <ul style="list-style-type: none"> ▪ Display names and photos of students at risk of anaphylaxis in the canteen using the ASCIA Plans ▪ The canteen operator is responsible to ensure that all canteen staff are familiar with these students
3	<p>Food Preparation and Serving Guidelines:</p> <ul style="list-style-type: none"> ▪ Strictly avoid serving products labelled 'may contain traces of nuts' ▪ Provide a diverse range of healthy meals/products that exclude peanuts and tree nuts from ingredient lists ▪ Implement strict measures to prevent cross-contamination during food preparation, handling, and display
4	<p>Canteen Maintenance:</p> <ul style="list-style-type: none"> ▪ Regularly clean and sanitise all benches, surfaces and cooking utensils
5	<p>Trained Staff Supervision</p> <ul style="list-style-type: none"> ▪ A trained teacher on duty will be assigned to the canteen area during recess and lunch breaks. This teacher is responsible to action the Emergency Response Procedure as outlined in this policy.

Special Events, including Sports Days, Annual Festivals & Incursions	
1	<p>Risk Assessment</p> <p>The teacher in charge or Events Coordinator will fill in a risk assessment prior to any such events</p>

2	<p>Identify At-Risk Students:</p> <ul style="list-style-type: none"> ▪ Be aware of all students considered at risk of anaphylaxis participating in an event ▪ Familiarise yourself with their plan and appearance using the ASCIA Action Plan photo displayed in the student's classroom and/or the staff tea rooms
3	<p>Trained Staff Supervision:</p> <ul style="list-style-type: none"> ▪ Ensure adequate supervision by staff members trained in EpiPen administration and the College's Anaphylaxis Management Policy. These teachers will be responsible to action the Emergency Response Procedures as outlined in this policy.
4	<p>Food-Free Activities:</p> <ul style="list-style-type: none"> ▪ Prioritise non-food-based activities and games
5	<p>Parental Consent & Collaboration</p> <ul style="list-style-type: none"> ▪ Seek parental consent for the participation of their child, especially for an event in which food may be included ▪ Collaborate to: <ul style="list-style-type: none"> - Develop allergen-free menu options, or - Arrange for parents to provide safe meals for their children

Offsite Activities: Excursions and School Camp

1	<p>Pre-Event Planning</p> <ul style="list-style-type: none"> ▪ Conduct individual risk assessment for each student at risk ▪ Complete a comprehensive risk assessment for the entire event ▪ Review and update (where required) Individual Management Plans ▪ Consult with parents of anaphylactic students to address potential issues and dietary needs.
2	<p>Staff Preparation:</p> <ul style="list-style-type: none"> ▪ Ensure attendance of adequate number of trained staff ▪ Ensure staff are aware of the Emergency Response Procedures outlined in this policy ▪ Brief all staff on: <ul style="list-style-type: none"> - Identification of students at risk - Location and accessibility of EpiPens and Individual Management Plans - Emergency communication methods
3	<p>EpiPen Management:</p> <ul style="list-style-type: none"> ▪ Ensure Individual Management Plans are accompanied by the teacher in charge ▪ Keep EpiPens close to at-risk students at all times ▪ Include general-use EpiPens in first aid kits

4	<p>Venue and Activity Considerations:</p> <ul style="list-style-type: none"> ▪ Prioritise providers/operators capable of safe food preparation for anaphylactic students ▪ Avoid use of known allergens in activities (e.g., cooking, crafts) ▪ Implement strategies to minimise insect exposure for relevant students
5	<p>Communication:</p> <ul style="list-style-type: none"> ▪ Ensure access to mobile phones or alternative communication devices ▪ Establish clear emergency response procedures

3.8 The principal or their delegate will send an annual letter to all parents of the school community referencing the school's Anaphylaxis Management Plan and to create awareness about students at risk of an allergic reaction.

3.9 The office staff send annual correspondence to all parents reminding them about the importance of updating the school with their child's most recent medical conditions and providing relevant plans.

4. STAFF TRAINING

Training and Briefing Requirements

4.1 The school mandates that every staff member will complete the online Anaphylaxis e-training annually. This will be followed by the bi-annual briefing and the individual assessment of each staff member administering the auto-injector.

4.2 The Heads of School will ensure that all staff involved in the care of students at risk of anaphylaxis, including class teachers, office staff, casual relief teachers, volunteers canteen staff, administrative and other non-teaching staff will be briefed once each semester (with the first briefing to be held at the beginning of the school year) by the School Nurses who have up-to-date anaphylaxis management training on:

- the school's Anaphylaxis Management Policy;
- the causes, symptoms and treatment of anaphylaxis;
- the preventative strategies in place;
- the identities of students diagnosed as at risk of anaphylaxis and where their medication is located;
- the location of the personal Auto-injectors for students (labelled with the student's name)
- the location of Auto-injectors purchased by the school for general use;
- how to use an Adrenaline auto injecting device; and

- the school’s first aid and emergency response procedures.

4.3 The Heads of School will ensure that while the student is under the care or supervision of the school – including yard duty, excursions, camps and special event days, there is a sufficient number of school staff present who have successfully completed an Anaphylaxis Management Training Course within the three-year period.

4.4 Prior to the engagement of a causal relief teacher or volunteer, the relevant Head of School will ensure that:

- students at risk of anaphylaxis are identified to the causal relief teacher and/or volunteer;
- the relief teacher and/or volunteer are informed about their responsibilities towards students at risk in their care; and
- how they should respond to an anaphylactic reaction as per the guidelines outlined in this policy.

5. SCHOOL MANAGEMENT AND EMERGENCY RESPONSE

5.1 The school will maintain a complete and up-to-date list of students identified as having a medical condition that relates to allergy and the potential for an anaphylactic reaction.

5.2 Teachers and school staff, who are responsible for the care of students at risk of anaphylaxis, will be trained on how to recognise and respond to an anaphylactic reaction, including administering an Adrenaline Auto-injector.

5.3 When the student is under the care or supervision of the school – including recess and lunch breaks, excursions, camps and special event days, the Heads of School will ensure that there are sufficient numbers of staff present who have up-to-date training in an anaphylaxis management training course.

5.4 The following actions must be taken by the teacher or staff member when responding to an anaphylactic reaction:

1	Administer the EpiPen immediately.
2	Call emergency services (000) for an ambulance.
3	Position the student: <ul style="list-style-type: none"> ▪ Lay them flat ▪ Elevate their legs ▪ If breathing is difficult, allow sitting but not standing
4	Provide reassurance to the affected student, acknowledging their anxiety and fear.
5	Monitor the student closely for any changes in condition.
6	Seek support by contacting the School Nurse or reception. Delegate another staff member to: <ul style="list-style-type: none"> ▪ Move other students away ▪ Reassure other students in a separate area

7	If symptoms persist with no marked improvement after 5 minutes, administer a second adrenaline auto-injector.
8	Contact the student's emergency contacts.
9	<p>Post Incident Action: The staff member involved will:</p> <ul style="list-style-type: none"> ▪ Notify the Head of School and Deputy Principal / Principal (if they have not been informed earlier) of all the actions taken ▪ Fill in an Incident Report with all the details ▪ The Head of School will have a debrief with students involved as witnesses to the event ▪ The Head of School will have a debrief with staff involved ▪ The Head of School and school nurse will request a meeting with the parent to review and update the Action Plan with the medical practitioner and to provide the school with the updated version where applicable. ▪ The Head of School and the Policy Committee will review and assess how such an event can be prevented in the future. ▪ Update the Prevention Strategies (where applicable)

6. PREVENTION STRATEGIES

The classroom teacher and/or other teachers and staff members are responsible for the following:

- 6.1 Use non-food treats / rewards at all times. Food treats are not allowed as per school policies.
- 6.2 Remind students not to share food with anyone else, particularly with students identified at risk.
- 6.3 Conduct regular discussions with students about the importance of washing hands, and maintaining good hygiene practices.
- 6.4 Liaise with parents/carers about food related activities which have been approved by the relevant Head of School in advance.
- 6.5 Ensure that students participating in a school approved food activity have submitted the parental consents in advance.
- 6.6 Be aware of the possible hidden allergens in cooking, food technology, science and art classes (e.g. eggs, milk cartons, latex) and try avoiding them at all times.
- 6.7 Canteen food items which are not classified as part of the main healthy food items and pose a risk of an allergic reaction to identified students will not be sold by the canteen operators.
- 6.8 The school nurses will provide the canteen operator annually with a list of identified students at risk alongside their photos outlining the food items that they may have an allergic reaction towards. This poster will be displayed in the canteen.

7. STORAGE AND ACCESSIBILITY OF ADRENALINE AUTOINJECTORS

Children diagnosed as being at risk of anaphylaxis are prescribed adrenaline in an auto-injector commonly known as the EpiPen® or AnaPen®. Children under 20kg are prescribed an EpiPen® junior, which has a smaller dosage of adrenaline. The EpiPen® and EpiPen® Junior are designed so that anyone can use them in an emergency.

7.1 A student's Auto-injector is stored in an unlocked, central and easily accessible place away from direct heat. The locations of the **student Auto-injectors** are as follows:

DUCV

- Males Sick Bay – in the cupboard under the sink in an individualised container.
- Females Sick Bay – adjacent to the female reception in an individualised container.

DUA

- Sick Bay – Inside the filling cabinet draw

7.2 The school will also provide Auto-injectors clearly labelled for **general use** in the following locations:

DUCV Male Campus:

- Sick Bay [in cupboard under the basin]
- Excursion / Camp First Kits [Sick Bay]
- Building A cupboard adjacent to the staircase
- Building A corridor Level 1 adjacent to the ICT Room
- Gym
- Mosque courtyard entrance – first door – above electrical switch board
- Mosque inside – front wall near the defibrillator
- Year 5BE teacher's desk
- Mosque courtyard - Quran Room 3

DUCV Female Campus:

- Building MK Level 1, Resource Room
- Building MK Ground Level, Sick Bay
- Building A, Staff Tea Room
- Building A, Entrance
- Building B, Hifz Staff Room
- Building B, Entrance
- Building D Level 1, Staff Washroom
- Building D Ground Level, Staff Tea Room
- Gym

DUA Campus

- Level 1 - Classroom opposite the foyer in the green cupboard
- Sick Bay in an individualised container
- Outside assembly area
- First Aid Kit for Excursions

7.3 The number of additional Auto-injectors will be determined by the Heads of School taking into consideration:

- the number of students enrolled at the school who have been diagnosed as being at risk of anaphylaxis;
- the efficient accessibility of Auto-injectors.

8. ANNUAL RISK MANAGEMENT CHECKLIST

8.1 The school nurses, in consultation with the Deputy Principal and Principal, will complete the Annual Risk Management Checklist as published by the Department of Education and Early Childhood Development. The Checklist must be completed in February of each year.

9. RESPONSIBILITIES

The **Principal** is responsible for the following:

- Review, update and endorse the school's Anaphylaxis Management Policy as and when required.
- Ensures that the Policy is relayed to staff, parents and students and that it is implemented effectively.
- Ensures that the school has a sufficient supply of adrenaline auto-injectors for general use of adrenaline autoinjectors for general use in specified locations at the school, including in the school yard, and at excursions, camps and special events conducted, organised or attended by the school.
- When determining the number and type of adrenaline autoinjector(s) for general use to purchase, the Principal will consider that adrenaline autoinjectors have a limited life, 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.
- Ensures that professional and accredited training is provided to staff on a three-year interval basis.
- Ensures that staff are briefed at least twice per calendar year.
- Ensures that the bi-annual briefing sessions that are conducted by the school nurses or a staff member who has received training within the last twelve months includes hands on practice with a trainer adrenaline auto injector.
- Completes the Annual Risk Management Checklist in liaison with the school nurses and Deputy Principal.

- If for any reason training and briefing has not yet occurred in accordance with clauses 12.2.1 and 12.2.2, the Principal is responsible to develop an interim plan in consultation with the parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction, and training must occur as soon as possible thereafter.

The **Heads of School** are responsible for the following:

- Ensure that the Individual Management Plans are submitted by parents and reviewed on an annual basis and/or after an anaphylactic reaction.
- Ensure that Action Plans and Management Plans are provided to teachers and relevant staff.
- Ensure that the teacher in-charge of an excursion or the coordinator are well acquainted with the needs of students at risk and that their Individual Management Plans have been reviewed with the parents prior to the excursion/camp and Auto-injectors accompany the student.
- Ensure that staff know the locations of the Auto-injectors.
- Ensure that students with anaphylaxis are not unlawfully discriminated against.
- Ensure that the Daily Organisers provide the Casual Relief Teachers with all the relevant information as outlined in this Policy.
- Ensure that the Risk Management Checklist for any excursion, extra-curricular activity or camp accounts for students at risk.
- Ensure that a reasonable number of trained staff accompany students at risk on excursions, camps and sporting events.
- Ensure that a reasonable number of trained staff are rostered for yard duties.
- In liaison with the HR Department, maintain & update a database of staff members who have completed the accredited Anaphylaxis training course based on a three-year interval.
- Maintain & update a database of staff members who attended the bi-annual briefings.
- Report and consult with the Principal on all areas requiring attention.

The **School Nurses** are responsible for the following:

- Contact parents to obtain the student's Action Plan on an annual basis, reviewed and dated by the medical practitioner in a timely manner (beginning of school year) and display them in the assigned locations.
- Contact parents for the review of the Individual Management Plan on an annual basis (Beginning of school year).
- Provide the canteen operators with a list of students at risk alongside their photos. This is in addition to the Action Plans.
- Replace any used or nearly expired Auto-injectors for general use in a timely manner, before the expiry date.
- Seek a replacement Auto-injector from parents upon usage or if Auto-injector is close to expiry date.
- Conduct bi-annual staff meetings and provide staff with relevant information.
- Distribute the Individual Management Plans and Action Plans to relevant personnel as outlined in this Policy.

- Educate students about Anaphylaxis and the importance of applying the prevention strategies.
- Report to the relevant Head of School any foreseeable concerns.

The **Events Coordinator** is responsible for the following:

- Ensures that they are well acquainted with the students' specific triggers and treatment.
- Prepares and submit a Risk Management Assessment Checklist to the relevant Head of School prior to any camp.
- Informs the camp service provider of any conditions and provide them with a copy of the Individual Management Plan.
- Ensures that the student's specific Auto-injector, Management Plan and Action plan accompany the student to the camp site.
- Ensures that an additional Auto-injector for general use is also taken as a precautionary measure to camp.
- Ensures the first-aid kit and all necessary medication is taken by the teacher in-charge.
- Ensures that accompanying teachers / staff are informed of any conditions.

Teachers / Staff are responsible for the following:

- Acquaint themselves with the school's Anaphylaxis Management Policy, First Aid Policy and Duty of Care Policy.
- Acquaint themselves with the College's Emergency Response Procedures as outlined in this policy and
- Complete an anaphylaxis management training course every three years as and when provided by the school.
- Complete the Anaphylaxis e-training course annually.
- Attend the bi-annual Anaphylaxis briefing and be assessed on the administering of the auto-injector.
- Have basic knowledge in administering an autoinjector.
- Be mindful and aware of the specific locations for the autoinjectors.
- Carefully read and follow instructions outlined in the Individual Management Plan and Action Plan.
- Educate and remind students about the seriousness of allergens and the school's policy pertaining to not sharing food.
- Frequently remind students about the importance of maintaining personal hygiene by washing hands before and after food.
- Employ precautionary measures to mitigate any foreseeable risks.

Parents are responsible for the following:

- Update the school in a timely manner with all medical information and requirements of a student in written format.
- Provide the school with the ASCIA Action Plan completed by a medical practitioner on an annual basis or when required.
- Provide an up to date photo for the ASCIA Action Plan.
- Provide the school with an Auto-injector when used and/or just before the expiry date.
- Avail themselves to discuss and review the Individual Management Plans on an annual basis or when required.

Students are responsible for the following:

- Avoid accepting food provided by anyone or during school activities unless written parental consent is given.
- Inform the first available staff member of any symptoms.

Date of Review	Next Review
Term 4, 2024	Term 4, 2026
Principal's Endorsement: 	