

Anaphylaxis Communication Plan

Purpose: To ensure all school stakeholders are informed about anaphylaxis, its symptoms, prevention strategies, and emergency response procedures. This should be read in conjunction with our Anaphylaxis Policy.

Scope: Teachers, Education Support Staff, Admin Staff, Students, Parents/Carers, Volunteers and Casual Relief Teachers (CRTs)

Implemented by: School Coordinator (Principal)

Reviewed: Annually along with the Anaphylaxis Policy. Also to be updated after: an anaphylaxis incident, changes to policy or procedures

Definition

This Communication Plan is developed in accordance with **Ministerial Order 706** and the Victorian Government's anaphylaxis guidelines.

Anaphylaxis is a severe, rapidly progressing allergic reaction that is potentially life threatening, and should always be treated as a medical emergency. Anaphylaxis occurs after exposure to an allergen (usually to foods, insects or medicines), to which a person is allergic.

Treatment for anaphylaxis involves the urgent administration of adrenaline via a prescribed delivery device, which may include an autoinjector or intranasal spray.

Key Messages

The school will ensure all stakeholders understand:

- What anaphylaxis is and its symptoms
- Known allergens within the school community
- Strategies to minimise risk of exposure
- How to recognise and respond to an anaphylactic reaction
- The school's anaphylaxis management procedures

- Their role in supporting student safety

Responsibility

The Coordinator (Principal) will ensure the communication plan is developed, implemented and publicly available on our school website.

Anaphylaxis Supervisor / First Aid Officer is responsible for:

- Staff and Parent/Carer/Volunteer briefings
- Ensuring information is current
- Supporting staff training and awareness

Implementation

Staff

The Coordinator will ensure that all staff are trained in accordance with Ministerial Order 706 and are informed through twice-yearly Anaphylaxis Briefings that:

- Are conducted by a staff member with current anaphylaxis training which covers:
 - Signs and symptoms of anaphylaxis
 - Emergency response procedures
 - Use of adrenaline delivery device(s) (e.g. EpiPen®, Anapen®, Jext®, or Neffy®)
 - Student-specific information
 - Staff will be informed of any student-specific devices that differ from standard autoinjectors and provided with targeted guidance where required.
- Induction for New Staff - all new staff (including admin and Education Support) will receive:
 - Copy of Anaphylaxis Management Policy
 - Students at risk of anaphylaxis
 - Location of adrenaline delivery devices
 - Emergency response procedures

Casual Relief Staff & Volunteers

The school will:

- Provide briefing upon arrival, including:
 - Students at risk of anaphylaxis

- Location of adrenaline delivery devices
- Emergency response procedures
- Ensure a trained staff member is available for support if applicable

Parent/Carer

The school will communicate with families as required and at least annually through:

- School website (policy publicly available)
- Newsletters and emails
- Enrolment information packs
- Parent meetings (as required)

Information provided includes:

- Anaphylaxis Management Policy
- Risk minimisation strategies
- Responsibilities of parents/carers
- Updates to student health information

Student

Students will be educated at least once a year through:

- Promotion of peer support and inclusion
- Age appropriate classroom discussions
- Key safety messages such as:
 - Washing hands before and after eating
 - Taking food allergies seriously
 - Not sharing food especially if your friend has a food allergy
 - Tell a teacher if someone is unwell
 - Not pressuring friends or peers to eat foods they are allergic to

Communication Timeline

- Beginning of the school year: Whole-school communication and staff training
- Throughout the year: Ongoing briefings, updates and reminders
- After an incident: Targeted communication and review with relevant stakeholders

Emergency Response Communication

All staff will be able to:

- Recognise signs and symptoms of anaphylaxis
- Follow the student's ASCIA Action Plan
- Administer the adrenaline delivery device as specified in the student's ASCIA Action Plan
- Call emergency services (000) immediately
- Notify school leadership and parents

Emergency procedures are:

- Included in staff training and briefings
- Available in our Anaphylaxis Policy

Individual Anaphylaxis Action Plans (ASCIA)

Individual Anaphylaxis Action Plans will be in place as soon as practicable after the student enrolls and where possible, before their first day of school. This should include:

- Information about the type of allergy or allergies the student has
- 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 camps and excursions
- The name of the person/s responsible for implementing the strategies
- The student's emergency contact details
- Information on where the student's medication will be stored

Location of Adrenaline Autoinjectors and ASCIA action plans:

The school will maintain in-date adrenaline delivery devices, including general use autoinjectors (e.g. EpiPen®), stored in accessible locations known to all staff.

Note: Some students may be prescribed alternative devices such as intranasal adrenaline (Neffy®). Staff will be informed of the specific device for each student.

Adrenaline Autoinjectors (EpiPen) for General Use:	Student photos and ASCIA Action Plans accessible in:
<ul style="list-style-type: none">● Top shelf of First Aid cupboard● Excursion backpack when outside of school grounds	<ul style="list-style-type: none">● First aid/Incident Folder● First Aid cupboard in Kitchen● Excursion folders

Strategies for Communicating How to Respond to Anaphylaxis

The school will implement the following strategies to ensure that staff, students and parents/carers are informed about how to respond to an anaphylactic reaction in all school environments.

During Off-Site Activities (*Excursions, camps, special events*)

Staff Communication Strategies

- Pre-activity briefings for all attending staff including:
 - Students at risk and their allergens
 - Location of medication
 - Individual ASCIA Action Plans
 - Emergency response procedures
 - Completed Risk Assessment
- Designated trained staff member(s) responsible for:
 - Carrying general use adrenaline autoinjectors and the required adrenaline delivery devices for each student with an ASCIA plan
 - Leading emergency response if required
- Staff provided with:
 - Hard copies of student action plans in excursion folder/s
 - Emergency contact details
 - Mobile phone access at all times

Parent/Carer Communication Strategies

- Prior to off-site activities, parents/carers are:
 - Informed of risk minimisation strategies
 - Asked to provide/update medical information
 - Reminded to supply medication (if required)
- Individual planning may occur for high-risk students:
 - Additional supervision

- Food planning arrangements
- Emergency response adjustments (if required)

Student Communication Strategies

- Pre-excursion reminders:
 - No food sharing
 - Washing hands before and after eating
- Reinforcement of peer support expectations:
 - Stay with the student
 - Tell a teacher immediately if someone feels unwell

Emergency Response Readiness (Off-Site)

- Adrenaline autoinjectors must be:
 - Easily accessible (not locked away)
 - Carried by trained staff at all times
- Staff will:
 - Follow ASCIA Action Plan
 - Administer adrenaline immediately if required
 - Call emergency services (000)
 - Notify school and parents/carers