

Anaphylaxis Communication Plan

1.0 Purpose

This plan seeks to outline:

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

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

2.0 Communication and training staff on Anaphylaxis management

Training

The CEO is responsible for ensuring that the school staff that identified as requiring training under clause 12.1 of Ministerial Order No. 706 are:

- trained in accordance with clause 12, and
- briefed at least twice per calendar year in accordance with clause 12.

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 CEO or HoS 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, break times and special event days).

Such staff will be advised about how to respond to an anaphylactic reaction through briefings and training, in accordance with the School's Anaphylaxis Management Policy and Procedures. The School keeps records to ensure that all relevant staff have received the training and therefore, are able to respond to an anaphylactic reaction. Refer to the Staff Training Log, kept with the Head of Operations.

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

Other Communications

In addition, the School also communicates its Anaphylaxis Management Policy and Procedures (including the Anaphylaxis Emergency Response Procedure) and other associated procedures through the induction and on-boarding process, via the website, internal messages on Teams and the learning management system and via professional development.

The School's Anaphylaxis Emergency Response Procedures clearly outline strategies for how to respond to an anaphylactic reaction during:

- normal school activities, including in the classroom, in the school yard, and across all school buildings and sites (including gymnasiums and halls); and
- off-site or out of school activities, including excursions, school camps and special events conducted, organised or attended by the School.

These procedures include, but are not limited to: recognising the signs and symptoms of anaphylaxis, administering an adrenaline autoinjector, calling emergency services, and ensuring appropriate supervision and communication during the incident.

The above information addresses how staff will respond to an anaphylactic reaction both on-site and off-site (including during excursions, School camps and special events).

Procedures for Volunteers and Casual Relief Staff

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 HoS, or other Anaphylaxis Supervisor.

As part of this process, volunteers and casual relief staff will be informed of:

- the identities of students with a medical condition that relates to allergy and the potential for anaphylactic reaction;
- the location of student Individual Anaphylaxis Management Plans (IAMPs), ASCIA Action Plans and adrenaline autoinjectors; and
- their role and responsibilities in responding to an anaphylactic reaction of a student in their care, including following the School's Anaphylaxis Emergency Response Procedures.

This is to ensure that during their engagement, such staff are aware of the School's Anaphylaxis Management Policy and Procedures and associated procedures (including an understanding of the expectations and content covered in the twice-annual briefings), and what to 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

The School is aware that parents sending a child to school 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 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 Management Policy and Procedures.
- Asked 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.
- Advised through correspondence (including on excursion forms, via Teams or emails, or other) 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 all School building spaces and sites; and during off-site or out of School activities, including on excursions, camps and at special events conducted, organised or attended by the School).
- This communication includes clear strategies for response in each setting, ensuring parents understand how the School manages anaphylaxis risk across all environments.
- 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).
- 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 School has received their IAMP 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 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 excursion, 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 School, after staff

have tended to the medical needs of the student (in accordance with the Anaphylaxis Management Policy and Procedures, including by calling emergency services), parents will then be contacted by phone at first instance.

The HoS 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 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.

Communication with Students

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

Students are briefed during class time and at orientation 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.
- Promptly seek help.
- If the circumstances allow, ensure that the person suffering from the anaphylactic reaction is accompanied whilst others seek help.
- Listen carefully to any instructions you receive from staff (or if applicable, medical professionals or emergency services).

Teachers will also discuss a 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. These include:

- Always take food allergies seriously – severe allergies are no joke.
- 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.

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.

3.0 Document Information

Document Name	Anaphylaxis Communication Plan
Document Number	VCE-PLA-14
Purpose	Compliance with Child Safety Standards & Ministerial Order 706
Audience	☒ Staff ☒ Students ☒ Public
Category	Learning Environment
Subcategory	Child Health and Safety
Approval Date	16/12/2025
Effective Date	16/12/2025
Last date of endorsement	16/12/2025
Next Review Date	16/12/2027
Policy Advisor	Head of School, VCE Coordinator, Head of Quality and Risk
Approving Authority	CEO

4.0 Change Log

Date	Version	By	Notes
13/12/2025	1.0	HQR	Stott's College has undertaken a comprehensive policy review and reset to ensure all policies and procedures are purpose-built for the school and under-18 context and aligned with applicable



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regulatory requirements, with existing materials consolidated, enhanced, or formalised as necessary.
