

Anaphylaxis Management Policy and Procedures



Help for non-English speakers

If you need help to understand this policy, please contact info@ae.edu.au.

1.0 Rationale

This policy outlines how Acknowledge Education (Stott's College) manages and supports students diagnosed as being at risk of anaphylaxis. It ensures compliance with [Ministerial Order No. 706 – Anaphylaxis Management in Victorian Schools](#) 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.

2.0 Scope

This policy applies to:

- All school staff (teaching, administration, wellbeing, support)
- Casual Relief Teachers (CRTs) and volunteers
- All students diagnosed as being at risk of anaphylaxis, and their parents/carers
- All school activities (on-site, off-site, excursions, special events)

3.0 Policy Statement

Acknowledge Education will:

- Fully comply with Ministerial Order 706
- Implement all DET and ASCIA requirements
- Provide a safe learning environment for students at risk
- Ensure staff are trained and emergency-ready
- Maintain a strong communication plan across the school community

UNDERSTANDING ANAPHYLAXIS

Anaphylaxis is a severe, potentially life-threatening allergic reaction.

Common allergens include:

- Food: nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame
- Insect stings
- Latex
- Medications



Symptoms

- Mild–Moderate Reaction:
 - Swelling of lips, face, or eyes
 - Hives or welts
 - Tingling in the mouth
- Severe Reaction (Anaphylaxis):
 - Difficult/noisy breathing
 - Swelling of tongue or throat
 - Hoarse voice, difficulty talking
 - Persistent cough or wheeze
 - Dizziness, collapse, turning pale/floppy
 - Vomiting or abdominal pain

4.0 Policy

4.1 Individual Anaphylaxis Management Plans (IAMPS)

Every student diagnosed as at risk of anaphylaxis must have an **Individual Anaphylaxis Management Plan (IAMP)** developed in consultation with their parents/carers.

Individual Anaphylaxis Management Plan must be in place **as soon as practicable after the student enrolls at Stott's College**, and where possible before the student's first day of attendance at school.

- IAMPs must include:
 - Student's allergy type and diagnosis
 - Student-specific symptoms
 - Risk-minimisation strategies
 - Storage location of medication
 - Emergency contact details
 - ASCIA Action Plan for Anaphylaxis (RED), signed by a medical practitioner
 - Names of responsible staff implementing strategies
- IAMP Review Circumstances:
 - Annually
 - After an anaphylactic episode
 - If the student's medical condition changes
 - Prior to any off-site activity (camp, excursion, event)

4.2 Parents'/Carers' Responsibilities

Parents/carers must:

- Provide a current **ASCIA Action Plan for Anaphylaxis (RED)**
- Supply an **in-date adrenaline autoinjector** (EpiPen/Anapen)
- Provide an updated photo of the student
- Inform the school of any medical changes
- Participate in annual IAMP reviews



4.3 Storage of Medication

Student-specific adrenaline autoinjectors will be stored:

- In the **Sick Bay**
- In other approved and accessible locations (e.g., carried by student, school office)
- In clearly labelled, accessible containers with ASCIA plans attached

General-use adrenaline autoinjectors will be purchased by the CEO for general use and as back up to those supplied by parents. The number of general-use autoinjectors will be determined with regard to the number of students at the school that have been diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction. General use autoinjectors will be stored in designated, accessible locations (e.g., First Aid Room, excursion kits).

General-use adrenaline autoinjectors have a limited life, usually expire within 12-18 months, and will be replaced at the school's expense, either at the time of use or expiry, whichever is first.

4.4 Risk-Minimisation Strategies

Acknowledge Education implements strategies to reduce allergen exposure:

Classroom

- IAMP and ASCIA Plan kept in accessible location
- Students discouraged from sharing food
- Cleaning procedures after eating

Common Areas

- Covered garbage bins
- Staff awareness of students at risk
- Canteen/café avoids cross-contamination

Excursions

- Pre-activity risk assessment
- Autoinjectors accessible at all times
- A trained staff member must accompany the student
- Emergency access to phone/reception

Special Events

- Catering informed of allergies
- Staff supervision increased during food-based events

4.5 Risk-Minimisation Strategies

General-Use Adrenaline Autoinjectors

The Head of School (or VCE Coordinator) will:

- Ensure sufficient general-use autoinjectors are available
- Replace autoinjectors before expiry
- Consider the dosage appropriate to student age/weight
- Ensure they are included in off-site activity kits



4.6 Emergency Response Procedures

States that in the event of an anaphylactic reaction, the **emergency response procedures** below must be followed, together with the Stott's College general first aid and emergency response procedures **and the student's ASCIA Action Plan**.

In the event of suspected anaphylaxis:

1. Lay the student flat.
 - If breathing is difficult: allow to sit upright.
 - Do NOT allow the student to walk or stand.
2. Administer the **adrenaline autoinjector** immediately.
3. Call **000** for an ambulance.
4. Note the time the autoinjector was given.
5. If no improvement after 5 minutes and a second device is available, administer a second dose.
6. Contact the student's emergency contacts.
7. Send someone to meet the ambulance.



If unsure — give the autoinjector. Under-treating anaphylaxis is more dangerous than over-treating.

4.7 Communication Plan

The CEO is responsible for ensuring that a communication plan is developed to provide information to all school staff, students and parents about anaphylaxis and the school's anaphylaxis management policy and procedures. The communication plan will include the following information:

- Strategies for advising school staff, students and parents about how to respond to an anaphylactic reaction:
 - during normal school activities including in the classroom, and on the premises
 - during off-site or out of school activities, including on excursions and at special events conducted, organised or attended by the school
- procedures to inform volunteers and casual relief staff of students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to an anaphylactic reaction of a student in their care.
- that the CEO of a school 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.



This policy will be:

- Published on the school website
- Included in parent/carer information packs
- Provided to all new staff, CRTs, and volunteers
- Reinforced through staff briefings and training

The school ensures:

- All staff know which students are at risk
- All staff know where autoinjectors are stored
- CRTs/volunteers receive a verbal briefing when supervising students

4.8 Staff Training Requirements

School staff must be trained in accordance with clause 12 of Ministerial Order No. 706.

The Head of School will ensure relevant staff complete:

1. Approved Training (one required): **ASCIA eTraining (every 2 years)**, with on-site competency check
2. Mandatory Briefings: **Twice yearly** in-school briefings

Must include:

- Reviewing this policy
- Symptoms and treatment
- Identities of students at risk
- Practice with trainer autoinjectors
- Emergency procedures
- Medication locations

At least **two staff members** (per campus) must be trained as **School Anaphylaxis Supervisors**.

4.9 Incident Reporting

After an anaphylactic episode:

- Record incident in school's reporting system
- Notify parent/carer
- Review:
 - The student's IAMP
 - The school's risk-minimisation strategies
- Replace any used autoinjector immediately

5.0 Policy Review

This policy will be reviewed:

- Annually
- After any anaphylaxis incident
- When guidelines or legislation changes



6.0 Related Documents

- Ministerial Order 706
- ASCIA Action Plan for Anaphylaxis (RED)
- DET Anaphylaxis Guidelines
- VCE-POL-01 Child Safety and Wellbeing Policy
- VCE-POL-10 First Aid Policy
- VCE-POL-11 Asthma Management Policy and Procedures
- VCE-POL-12 Medication Management Policy

7.0 Document Information

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|--------------------------|---|
| Document Name | VCE-POL-04 Anaphylaxis Management Policy and Procedures |
| Document Number | VCE-POL-04 |
| Purpose | Compliance with Child Safety Standards & Ministerial Order |
| Audience | <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Public |
| Category | Learning Environment |
| Subcategory | Child Health and Safety |
| Approval Date | 18/12/2025 |
| Effective Date | 18/12/2025 |
| Last date of endorsement | 18/12/2025 |
| Next Review Date | 18/12/2026 (Annually) |
| Policy Advisor | Head of School, VCE Coordinator, Homestay Coordinator, Head of Quality and Risk |
| Approving Authority | Board of Directors |

8.0 Change Log

| Date | Version | By | Notes |
|------------|---------|-----|---|
| 01/12/2025 | 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 regulatory requirements, with existing materials consolidated, enhanced, or formalised as necessary. |