

Purpose

Urban College (UC) must abide and comply with Ministerial Order 706 and associated Guidelines on anaphylaxis management to ensure the safety of students with diagnosed condition of anaphylaxis and diagnosed or undiagnosed severe allergies that put them at risk of anaphylaxis.

UC recognises its responsibility to maintain and review its Anaphylaxis Management Policy on an annual basis.

Rationale

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens 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 prevention of anaphylaxis is knowledge of those students who have been diagnosed as at risk, awareness of triggers (allergens), and prevention of exposure to these triggers.

Minimisation of risk of anaphylaxis is everyone's responsibility, however students (and parent/guardians if student is under 18) and other participants who may have allergies need to be made aware that as a school open to the community, allergens may always be present.

Adrenaline given through an EpiPen autoinjector to the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis. Knowledge of at risk students, their allergies and rapid location of an EpiPen is therefore paramount to providing a safe environment.

Commitment

UC is committed to supporting the safety and wellbeing of students who are at risk of anaphylaxis. UC aims to minimise the risk of anaphylaxis occurring, and is committed to:

- providing, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the programs.
- raising awareness about anaphylaxis and UC's anaphylaxis management policy.
- engaging with parents/guardians of students at risk of anaphylaxis in assessing risks, supporting risk minimisation strategies and management strategies for the student.
- ensuring that each staff member has adequate knowledge about allergies, anaphylaxis and the UC's policy and procedures in responding to an anaphylactic reaction in an emergency.
- The Executive Principal is ultimately responsible for ensuring that all students with an allergy or anaphylaxis have an IAMP. (However, the Executive Principal delegates all day-to-day management to the Head of Campus, including this responsibility)

UC complies with:

- Ministerial Order (MO) 706
- Guidelines related to anaphylaxis management in schools as published and amended by the Department of Education.
- Minimum of 2 Staff trained in Course in First Aid Management of Anaphylaxis 22300 VIC.
The training is valid for 3 years.

Guidelines

During the enrolment process Students or their Parents/Guardians are asked to provide details of allergies and anaphylaxis.

The Head of Campus will ensure that an individual management plan is developed, in consultation with the student and/or the student's parent/guardians, for any student enrolled who has been diagnosed by a medical practitioner as being at risk of anaphylaxis.

Their Individual Anaphylaxis Management Plan will be in place as soon as practicable after the student enrolls, and where possible before the first day of attendance.

The Individual Anaphylaxis Management Plan will set out the following:

1. Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).
2. Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of UC staff.

These Include:

- a) The name of the person/s responsible for implementing the strategies.
- b) Information on where the student's medication will be stored.
- c) The student's emergency contact details.
- d) An emergency procedures plan (ASCIA Action Plan), provided by the parent/guardian that:
 - i. sets out the emergency procedures to be taken in the event of an allergic reaction;
 - ii. is signed by a medical practitioner who was treating the student on the date the practitioner signs the emergency procedures plan; and
 - iii. includes an up to date photograph of the student.

3. The student's Individual Management Plan will be reviewed, in consultation with the student's parents/ guardians:
 - a) annually, and as applicable,
 - b) if UC receives notification that the student's condition has changed,
 - c) immediately after a student has an anaphylactic reaction at UC, or
 - d) when the student is to participate in an off-site activity, such as camps and excursions.
4. It is the responsibility of the parent/guardian to:
 - a) provide the emergency procedures plan (ASCIA Action Plan).
 - b) inform UC if the student's medical condition changes, and if relevant provide an updated emergency procedures plan (ASCIA Action Plan).
 - c) provide an up to date photo for the emergency procedures plan (ASCIA Action Plan) when the plan is provided to UC and when it is reviewed.
 - d) Provide a secondary EpiPen for storage at UC.

**ACSIA stands for Australasian Society of Clinical Immunology and Allergy*

Annual Anaphylaxis Risk Management Checklist

The Annual Anaphylaxis Risk Management Checklist must be completed by the Executive Principal (However, the Executive Principal delegates all day-to-day management to the Head of Campus, including this responsibility) upon the enrolment of a student with a diagnosis of a risk of anaphylaxis and at least annually.

The checklist will identify:

- Number of students diagnosed with a risk of anaphylaxis.
- Storage location of prescribed and UC purchased EpiPen(s).

- Number of EpiPen's stored at UC in total.
- Procedures for off-site activities and excursions.
- EpiPen checking system/inspection of expiry date and condition.
- Prevention, communication and emergency strategies that are in place.

Epi-Pens

UC will purchase spare EpiPen(s) for general use and as a back-up to those supplied by parents. EpiPen's have a limited shelf life, usually expiring within 12-18 months, and a replacement will need to be purchased by UC either at the time of use or expiry, whichever is first. It is the responsibility of the Executive Principal to consider the life span of adrenaline auto-injectors. (However, the Executive Principal delegates all day-to-day management to the Head of Campus, including this responsibility)

The number of spare EpiPens will be determined by the Head of Campus upon completion of the Annual Anaphylaxis Risk Management Checklist. Although the Executive Principal has the ultimate responsibility, in this case, the Executive Principal has delegated this responsibility to the Head of Campus to purchase and oversee the additional adrenaline auto injectors.

Although the Executive Principal has the ultimate responsibility for the first dot point below, the Executive Principal has delegated this responsibility to the Head of Campus to consider.

The Head of Campus will consider:

- the number of students enrolled who have been diagnosed as being at risk of anaphylaxis.
- Each student diagnosed with Anaphylaxis will carry their own EpiPen on their person and supply a spare EpiPen for UC.
- Two EpiPens per student plus a spare for general use supplied by UC. Additional EpiPens may be required following the completion of the Risk Management Checklist, to ensure supply is sufficient.)

The Executive Principal will be responsible for: (However, the Executive Principal delegates all day-to-day management to the Head of Campus, including these responsibilities)

- the accessibility of EpiPen's that have been provided by parents of students/students who have been diagnosed as being at risk of anaphylaxis.
- the availability and sufficient supply of EpiPens for general use in locations, including (but not limited to) the UC building and grounds or for off-site activities/excursions.

Storage of EpiPens

- EpiPens will be stored at room temperature.
- EpiPens will be stored in an unlocked and accessible location within the First Aid cupboard at Reception.
- UC purchased, general use EpiPens will be clearly marked "GENERIC"
- Parent/student supplied secondary EpiPens will be labelled clearly with the student's name.
- Student ASCIA plans will be stored with the student's own EpiPen.
- A Register will be available for signing in and out each EpiPen and ASCIA plan.

Medical Alert Register will record:

- The name of each student at risk of anaphylaxis,
- The location of their EpiPen
- The expiry date of the EpiPen
- Verification that a check has been completed each term ensuring the EpiPen's viability (not cloudy) and that it is within date

- That the student's ASCIA Action Plan is stored with the EpiPen.

Communication Plan

The Executive Principal will be responsible for ensuring that a communication plan is developed to provide information to staff, students and parents/guardians about anaphylaxis and UC's anaphylaxis management policy. It is the Executive Principal's ultimate responsibility to provide information regarding anaphylaxis and the school's anaphylaxis management plan to everyone. (However, the Executive Principal delegates all day-to-day management to the Head of Campus, including this responsibility)

The student group will be informed about calling 000 and notifying staff in an emergency. Fact sheets will be displayed across the College.

The communication plan will include information about steps that will be taken to respond to an anaphylactic reaction by a student in a classroom or engaged in any UC activities.

Volunteers and casual relief staff of students at risk of anaphylaxis will be informed by the Head of Campus of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction of a student in their care.

Staff Training and Emergency Response

Designated UC First Aid Officers must have a qualification in First Aid Management of Anaphylaxis renewed every three years and attend annual refreshers.

Based on a completed risk assessment, the Head of Campus will identify staff required to undertake training in anaphylaxis management. Training can be either face to face with a reputable first aid provider or on-line via ASCIA e-learning. The Executive Principal is responsible for additional or new staff having had anaphylaxis management training. (However, the Executive Principal delegates all day-to-day management to the Head of Campus, including this responsibility).

Identified staff members will include those who conduct classes, are regularly present in the classroom or who are assigned to conduct activities with the student, on or off-site including:

- Classroom teacher(s)
- Learning Assistants

In addition, the Head of Campus, Leading Teacher and Head of Wellbeing are required to hold a qualification in anaphylaxis management.

Briefings with identified staff will be held at the start and middle of the year, or when a student with allergies commences. Briefings will be conducted by a staff member who has up to date anaphylaxis management training and will include:

- UC's Anaphylaxis Management Policy.
- uses, symptoms and treatment of anaphylaxis.
- the identities of students diagnosed at risk of anaphylaxis.
- the location of the student's medication and where the spare EpiPen is located.
- how to use an auto adrenaline injecting device.
- UC's first aid and emergency response procedures.
- the name and location of staff who are trained in anaphylaxis management.

Identified staff members must complete up to date training in general First Aid procedures and in anaphylaxis management. This can be either face to face with a reputable first aid provider or on-line via ASCIA e-

learning.

At other times while the student is under the care or supervision of the school, including excursions, camps and special event days, the Head of Campus must ensure that there are enough staff present, who have up to date training in anaphylaxis management.

The Head of Campus will identify the staff to be trained based on the completed risk assessment. Training will be provided for those staff as soon as practicable after the student enrolls.

Wherever possible, training will take place before the student's first day of attendance. Where this is not possible, an interim plan will be developed in consultation with the student and their parents/guardians.

Training and a briefing will take place as soon as possible after an interim plan has been developed, specifically within the timeframe of one week.

The student's emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.

Review

This policy will be reviewed annually by the Executive Principal and Board.

The Anaphylaxis Risk Management Checklist will be reviewed annually by the Head of Campus.

Appendix 1

ASCIA Action Plan

Proforma available at: <http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis>

Appendix 2

Prevention Strategies

Within the College

- Whilst students are required to carry their own EpiPen, if an emergency situation arises and it can't be located, a spare EpiPen is held at Reception in the First Aid cupboard.
- All Emergency Anaphylaxis Management Material and Equipment will be located in the reception area first aid cupboard which includes:
 1. A copy of the student's ASCIA Action Plan
 2. A generic EpiPen which is labelled Generic for emergency use. It also includes a copy of the emergency procedure and each student's ASCIA Action Plan.
 3. Student Medical Alert Register.
- Liaise with parents/guardians about food related activities ahead of time.
- Be aware of the possibility of hidden allergens in any classroom Cooking Experiences, Science and Art classes (e.g. egg, milk cartons and cereal boxes).
- Make sure that kitchen and lunch tables and surfaces are wiped down regularly.
- The Head of Campus will inform casual relief teachers of students at risk of anaphylaxis, preventive strategies in place and UC's emergency procedures. Provide casual relief teachers with a procedure sheet.
- Other staff and volunteers who work with students who are at risk of anaphylaxis will be briefed about

preventative strategies in place and UC's emergency procedures.

Off-site Activities and Excursions (Camps/Remote settings)

- The student is required to take their own EpiPen on all excursions and ensure it is available at all times. The staff member in charge is to check the student is carrying their EpiPen or they will have to take the student's secondary EpiPen, stay at UC or return home.
- The staff member in charge is to take a copy of the student's ASCIA Action Plan.
- A mobile phone must be taken on all excursions.
- A staff member who has been trained in the recognition of anaphylaxis and the administration of the EpiPen must accompany the student on excursions.
- Staff must develop an emergency procedure that sets out clear roles and responsibilities in the event of an anaphylactic reaction. *(See appendix 3 and 4)*
- The Head of Campus must consult parents/guardians in advance to discuss issues that may arise. For example, to develop an alternative food menu or request the parent/guardian to send a meal (if required).
- A risk management strategy for students at risk of anaphylaxis for out-of-hours activities will be developed in consultation with the student's parents/guardians.
- Camps must be advised in advance of any students with food allergies.
- Camps must be checked for mobile phone coverage.
- Be aware of the local emergency services and know how to access them.
- Staff will liaise with parents/guardians to negotiate alternative meals or ask students to bring their own meals.
- Use of other substances containing allergens should be avoided where possible.
- The student's EpiPen, ASCIA Action Plan and a mobile phone must be taken on camps.
- Staff who have been trained in the recognition of anaphylaxis and the administration of the EpiPen must accompany the student on out-of-hours activities. All staff present need to be aware if there is a student at risk of anaphylaxis.
- The Head of Campus and attending staff must develop an emergency procedure that sets out clear roles and responsibilities in the event of anaphylactic reactions.
- The EpiPen must remain close to the student (and other students if appropriate) and staff must be aware of its location at all times.
- A backup EpiPen will be available in the first aid kit.
- Students with anaphylactic responses to insects must always wear closed shoes and long-sleeved garments when outdoors and should be encouraged to stay away from water or flowering plants.
- Cooking and/or art and craft activities should not involve the use of known allergens. Consider the potential exposure to allergens when consuming food on buses and in cabins.

Appendix 3

Roles and Responsibilities

The role and responsibilities of the Head of Campus

The Head of Campus has overall responsibility for implementing the UC Anaphylaxis Management Policy and must...

- Actively seek information to identify students with severe life threatening allergies at enrolment.
- The Executive Principal is ultimately responsible for ensuring that all students with an allergy or anaphylaxis have an IAMP. (However, the Executive Principal delegates all day-to-day management to the Head of Campus, including these responsibilities)
- Conduct a risk assessment of the potential for accidental exposure to allergens while the student is in the care of the College.

- Request that parents provide an ASCIA Action Plan (Appendix 1) that has been signed by the student's medical practitioner and has an up-to-date photograph of the student. Ensure consent has been obtained for display of the photo.
- Ensure that staff are informed and trained in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen®.
- Develop a communication plan to raise student, staff and parent/guardian awareness about severe allergies and UC's policies.
- Ensure that there are procedures in place for informing casual relief teachers of students at risk of anaphylaxis and the steps required for prevention and emergency response.
- Allocate time to discuss, practice and review UC's management strategies for students at risk of anaphylaxis.
- Encourage ongoing communication between parents/guardians and staff about the current status of the student's allergies, UC's policies and their implementation.
- Review Student's Anaphylaxis Management Plan (Appendix 1A) annually with parents/guardians, or whenever circumstances change.
- Maintain an up to date register of students at risk of anaphylaxis, including checks of EpiPens (not cloudy) at the start of each term and their expiry dates.
- Display all relevant student ASCIA Action Plans (Appendix 1) in reception and staff office on each site.
- Provide information to all staff so that they are aware of the students who are at risk of anaphylaxis, the students' allergies, UC's management strategies and first aid procedures.
- Arrange annual training and a briefing each semester and record the dates and participants.
- Replace the generic EpiPen® before it expires.
- Arrange post-incident support to students and staff, if appropriate.
- Raise staff, student and community awareness of severe allergies

The Role and Responsibilities of all UC Staff

UC staff members have a duty to take steps to protect students from risks of injury that are reasonably foreseeable.

Staff must:

- Know the identity of students who are at risk of anaphylaxis.
- Understand the causes, symptoms, and treatment of anaphylaxis.
- Be trained in how to recognise and respond to an anaphylactic reaction, including administering an EpiPen.
- Know UC's first aid emergency procedures and what their role is in responding to an anaphylactic reaction in line with training.
- Use their knowledge acquired from mandated and regular first aid training as well as specific anaphylaxis training to inform any emergency response procedures required.

The Role and Responsibilities of Parents/Guardians of a Student at Risk of Anaphylaxis

The Parents/Guardians must:

- Inform the College, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed as being at risk of anaphylaxis.
- Obtain information from the student's medical practitioner about their condition and any medications to be administered. Inform College staff of all relevant information and concerns relating to the health of the student.
- Contact the Head of Campus to develop the student's Anaphylaxis Management Plan.
- Provide an ASCIA Action Plan, or copies of the plan to the College that is signed by the student's medical practitioner and has an up to date photograph.
- Provide the EpiPen and any other medications to the College.
- Replace the EpiPen before it expires.
- Assist staff in planning and preparation for the student prior to all UC related activities.

- Supply alternative food options for the student when required.
- Inform staff of any changes to the student's emergency contact details.
- Participate in reviews of the student's Anaphylaxis Management Plan, either when there is a change to the student's condition or at an annual review.

Appendix 4: Emergency Procedures

In case of an emergency the location and availability of life saving information and equipment must be known and procedures for storage must be followed.

On Campus at Urban College		
ITEM	STROAGE DETAILS	LOCATION AT UC
Student Medical Alert Register - detailing students at risk of anaphylaxis	Held in folder named 'Student Alert Register'	First Aid Cupboard at Reception Ask reception staff for help
Student's ASCIA Action Plan	Copy for display	Displayed inside door of the First Aid Cupboard and on the Staff Office notice board
	Copy for Emergency Action	Held with the Student's spare EpiPen
Student's own spare EpiPen	Stored in zip storage box and clearly labelled with student's name and expiry date	First Aid Cupboard at Reception Ask reception staff for help
Emergency Generic EpiPen	Stored in zip storage box and clearly labelled with GENERIC, including expiry date	First Aid Cupboard at Reception Ask reception staff for help
First Aid materials and equipment	Items labelled and available on shelves	First Aid Cupboard at Reception Ask reception staff for help

Off Campus- Excursions and Camps		
ITEM	STROAGE DETAILS	LOCATION WHEN OFF-SITE
Student's own EpiPen	The student must carry their own EpiPen	The teacher in charge must ensure the student is carrying their EpiPen
The student's back up EpiPen	If not required to be carried the student's back-up EpiPen will be stored in zipped storage box, clearly labelled with expiry date.	Check expiry date of Portable First Aid Kit
	If required, the student can carry their own back-up EpiPen.	Student is responsible for carrying their own back-up EpiPen
ASCIA Plan		Portable First Aid kit with assigned staff member taking responsibility
Student Medical Alert Information	Held with Student Medical Information in folder	Portable First Aid kit with assigned staff member taking responsibility
Emergency Generic EpiPen	Stored in zip storage box and clearly labelled with GENERIC, including expiry date	Teacher in charge and Head of Campus to ascertain if Generic Pen is to be taken off-site. Consideration given to safety of all students at the risk of anaphylaxis on and off-site in the same timeframe and number of generic EpiPens available

Mild to moderate allergic Reaction

- Swelling of lips, face eyes
- Hives or welts
- Abdominal pain, vomiting

Action

- Stay with the student and call for help
- Follow instructions provided on the ASCIA action plan
- Apply general First Aid procedures
- Give medications as prescribed
- Locate EpiPen
- Contact parent/guardian

Anaphylaxis (severe allergic reaction)

- Difficulty/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and /or hoarse throat
- Wheeze or persistent cough
- Loss of consciousness and/ or collapse

Action

In the case of an anaphylactic reaction in the classroom

- Ring 000 immediately
- Teacher or staff member stays' with individual to reassure him/her
- Teacher or staff member alerts Reception/Office (ring) or sends another student to Reception/Office to get EpiPen and the individual's ASCIA Plan
- Follow individual's ASCIA Plan
- Apply general First Aid procedures
- Parent/guardians notified
- Head of Campus (or next in charge) notified

In the case of an anaphylactic reaction outdoors, on or off premises:

- Call 000 immediately
- Teacher/staff member at the scene stays with the individual.
- Teacher/staff member contacts reception/office for EpiPen and individual's ASCIA Plan
- Follow individual's ASCIA Plan
- Apply general First Aid procedures
- Parent/guardians notified
- Head of Campus (or next in charge) notified

Anaphylaxis Management			
Policy Update:	28/5/2026		
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Endorsed by:	UC Board	Endorsed on:	12/05/2026
Scheduled Review Date:	Term 1, 2027		