

Anaphylaxis Communication Plan



ST ANDREWS
CHRISTIAN COLLEGE

INSPIRED BY
FAITH

DISTINGUISHED BY
CHARACTER

LEADERS BY
INFLUENCE



Anaphylaxis Communication Plan

PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

"To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world."

POLICY DOCUMENT INFORMATION

- TITLE:** Anaphylaxis Communication Plan
- AUTHORS:** St Andrews Christian College on advice from Russell Kennedy Lawyers
- ACKNOWLEDGEMENTS:** *Children's Services and Education and Training Reform (Anaphylaxis Management) Amendment Act 2008*
Health Records Act 2001
Ministerial Order 706
Occupational Health and Safety Act 2004
Victorian Department of Education
- *Anaphylaxis Guidelines*
- *Anaphylaxis Management in Schools*
- PURPOSE:** To provide policy and direction for all the College Community.
- RELATED DOCUMENTS:** ASCIA Action Plan for Anaphylaxis College Documents:
a) Anaphylaxis Management Policy
b) Emergency and Crisis Management Procedures
c) First Aid Policy and Procedures
d) Drugs and Addictive Substances Policy

KEY DATES

- ISSUE DATE:** March 2026
- REVIEW DATE:** 2027 (*annually or more frequently as required by Ministerial Order 706*)
- APPROVAL REQUIRED:** Executive Leadership Team (with input from the College Nurse)



1. RATIONALE

Ministerial Order 706 sets out the anaphylaxis-management requirements that St Andrews Christian College (the College) follows as a minimum standard for school registration under Part IV of the Education and Training Reform Act 2006 (Vic).

The College is committed to complying with Ministerial Order 706, and this policy seeks to, so far as practicable, provide a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of schooling.

This policy is to be read in conjunction with the College's First Aid and Emergency Response policies, as well as its Anaphylaxis Management Policy.

2. AIM

This plan seeks to outline:

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

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

3. Communication and Training Staff on Anaphylaxis Management

4.1 Staff Awareness

Staff are required to read the College's Anaphylaxis policies annually.

By reading this policy, staff will be aware of what to do in the case of an anaphylactic reaction for both on site, and off-site events organised by the College.

The College will keep records.

4.2 Training

The Principal will ensure that the following College staff will be trained and briefed at least twice per year on Anaphylaxis management:

[However, it is best practice for a school to brief all school staff on a regular basis regarding anaphylaxis and the school's anaphylaxis management policy.]

- a) Those who conduct classes that students with a medical condition relating to allergy and the potential for anaphylactic reaction attend.
- b) **Any** further College staff including volunteers, casual relief staff and new school staff (including administration, office and Cafe staff, sessional and specialist teachers) that the Principal identifies, based on an assessment of the risk of an anaphylactic reaction occurring while a student is under the care or supervision of the College (including, for example, during excursions, yard duty, camps and special event days).



Such staff will be advised about how to respond to an anaphylactic reaction through briefings at least twice per calendar year and training, in accordance with the College's Anaphylaxis Management Policy. The College Nurse keeps records to ensure that all relevant staff have received the training and therefore, are able to respond to an anaphylactic reaction.

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

4.3 Other Communications:

In addition, the College also communicates its Anaphylaxis Management Policy and other associated procedures through the induction and on boarding process, use of notice boards in the staff room, internal messages on the College's network and learning management system and professional development.

The above information also addresses how staff will respond to an anaphylactic reaction both on-site and off-site (including during excursions, school camps and special events organised or attended by the College).

In the event that a casual staff member, new staff or volunteers engagement at the College does not overlap with the College's twice-annual briefings, such staff will either receive a special briefing from the College Nurse or receive information including the Anaphylaxis Briefing PowerPoint via 'The People @ St Andrews' or from the Deputy Principal and if required, another member of the Executive Leadership Team.

The College shall ensure that all relieving staff members, volunteers and College Cafe staff are aware of symptoms of an anaphylactic reaction, and where applicable, the students at risk of anaphylaxis pertaining to their daily schedule and the student's allergies. Casual relief teachers are informed of the identities of any students at risk of anaphylaxis by means of the College Hub CRT link.

This is to ensure that during their engagement, such staff are aware of the College's Anaphylaxis Management Policy and associated procedures (including an understanding of the expectations and content covered in the twice-annual briefings), and what do in response to an anaphylactic reaction of a student in their care (regardless of whether this occurs on or off site).

4. Communication with Parents

The College is aware that, for a student at risk of Anaphylaxis, attending College can be an anxious experience for the parent/carer. It is important to develop an open and co-operative-relationship with parents so that they can feel confident that appropriate management strategies are in place for the care of students.

All parents are asked at enrolment if their child has any allergies or medical conditions of which the College needs to be aware.

The College will encourage ongoing communication between parents/carers and the College Nurse regarding the current status of a student's allergies, the Anaphylaxis Management Policy and its implementation. Regular communication can ease concern of parents with students who are at risk and will help raise awareness in the College community.



During the enrolment process and during enrolment at the College, parents will be:

- a) Provided with a copy of the Anaphylaxis Management Policy.
- b) Asked to provide to the College a current ASCIA Action Plan for Anaphylaxis and adrenaline device as soon as possible after the enrolment offer is made, and as required during the enrolment.
- c) Advised through correspondence (including on excursion forms, via Paperly, emails, the Hub and College website) of the College's procedures for responding to a student's anaphylactic reaction in various environments (including during normal College activities in the classroom, in the yard, in all College buildings and sites including Multipurpose Hall and during off-site or out of College activities, including on excursions, camps and at special events conducted, organised or attended by the College).
- d) 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 sessions).
- e) 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 College has received their ASCIA Action Plan and adrenaline device. This is to ensure the safety of the student.

For current students, a letter to parents seeking notification of changes to the ASCIA Action Plan for Anaphylaxis and expiry date for the provided adrenaline device will be sent prior to the annual review of the student's IAMP. The College will also communicate to parents any significant changes to the College's procedures for responding to a student's anaphylactic reaction.

Parents will be contacted to discuss and review the ASCIA Action Plan for Anaphylaxis 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 College camp, 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 College, after staff have tended to the medical needs of the student (in accordance with the Anaphylaxis Management Policy, including by calling emergency services), parents will then be contacted by phone at first instance.

The College Nurse 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 College will make contact with the emergency contact listed on that student's Paperly profile.

The College is committed to implementing practical prevention strategies, increasing awareness about the risks of anaphylaxis and regular communication to ensure that appropriate management strategies are in place to manage an anaphylactic reaction.



5. Communication with Students

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

These briefings will also address the College's expectations of students in the event of an actual or suspected anaphylactic reaction (whether this occurs on or offsite).

These include:

- a) Remain calm.
- b) Promptly seek help.
- c) If the circumstances allow, ensure that the person suffering from the anaphylactic reaction is accompanied whilst others seek help.
- d) Listen carefully to any instructions you receive from staff (or if applicable, medical professionals or emergency services).

Teachers will also discuss key messages at appropriate times with students in their classes.

These include:

- a) Always take food allergies seriously – severe allergies are no joke.
- b) Do not share your food with friends who have food allergies.
- c) Wash your hands after eating.
- d) Know what your friends are allergic to.
- e) If a school friend becomes sick, get help immediately even if the person feeling unwell does not want to.
- f) Be respectful of school friend's adrenaline device - they are not toys.
- g) Do not pressure your friends to eat food that they are allergic to. It is also the College process to brief students on the above matters at camps and external events.

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.