



PURPOSE	To ensure that Castlemaine Primary School: A. Manages students at risk of anaphylaxis B. Meets legislative requirements
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POLICY	<p>Castlemaine Primary school must, by law, have a School Anaphylaxis Management Policy in place that includes:</p> <ol style="list-style-type: none">1. a statement that the school will comply with Ministerial Order 706 and associated guidelines2. a statement that in the event of an anaphylactic reaction, the school's first aid and emergency management response procedures and the student's Individual Anaphylaxis Management Plan must be followed3. the development and regular review of Individual Anaphylaxis Management Plans for affected students4. prevention strategies to be used by the school to minimise the risk of an anaphylactic reaction5. the purchase of 'backup' adrenaline auto-injector(s) as part of the school first aid kit(s), for general use6. the development of a Communication Plan to raise staff, student and school community awareness about severe allergies and the School's Anaphylaxis Management Policy7. regular training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen/Anapen8. the completion of an Annual Anaphylaxis Risk Management Checklist
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PREREQUISITE POLICY/IES	Health Care Needs http://www.education.vic.gov.au/school/principals/spag/health/Pages/healthcareneeds.aspx
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RELATED POLICIES	Health Support Planning Forms Responding to Anaphylaxis
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BACKGROUND	<p>On 14 July 2008, the Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008 came into effect amending the Children's Services Act 1996 and the Education and Training Reform Act 2006 requiring that all licensed children's services and schools have an anaphylaxis management policy in place.</p> <p>Ministerial Order 706 - Anaphylaxis Management in Victorian Schools outlines points that schools need to ensure are included in their Anaphylaxis Management Policy. Ministerial Order 706 comes into effect on 22 April 2014 and repeals Ministerial Order 90.</p>
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RELATED LEGISLATION

- ***Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008***
- ***Ministerial Order 90 (repealed on 22 April 2014)***
- ***Ministerial Order 706 (effective from 22 April 2014)***

Ministerial Order 706 - School Requirement

Schools must review and update their existing policy and practices in managing students at risk of anaphylaxis to ensure they meet the legislative and policy requirements outlined below.

DET RESOURCES

- Ministerial Order 706
- Anaphylaxis Guidelines for Victorian Schools
- Fact Sheet – Changes to Anaphylaxis Management in all Victorian Schools
- Questions and Answers on implementation of Ministerial Order 706
- Sample School Anaphylaxis Policy
- Annual Anaphylaxis Risk Management Checklist
- Individual Anaphylaxis Management Plan Template
- Facilitator Guide for Anaphylaxis Management Briefing
- Anaphylaxis Management Briefing Presentation see: Anaphylaxis Management in Schools
(<http://www.education.vic.gov.au/school/teachers/health/pages/anaphylaxisschl.aspx>)

Other Department resources are:

- Risk Minimisation Strategies
(<http://www.education.vic.gov.auhttps://edugate.eduweb.vic.gov.au/edulibrary/Schools/teachers/health/riskminimisation.pdf>)
- School Canteens
(<http://www.education.vic.gov.auhttps://edugate.eduweb.vic.gov.au/edulibrary/Schools/teachers/health/canteendiscussion.pdf>)

OTHER RESOURCES

- Anaphylaxis Australia (<http://www.allergyfacts.org.au/livingwith.html>) - about living with anaphylaxis
- ASCIA Guidelines (<http://www.allergy.org.au/health-professionals/anaphylaxis-resources>) - for prevention of food anaphylactic reactions in schools, preschools and childcare
- Royal Children's Hospital: Allergy and Immunology
(http://www.rch.org.au/allergy/index.cfm?doc_id=7219)
- Royal Children's Hospital - Anaphylaxis Support Advisory Line
(http://www.rch.org.au/allergy/advisory/Anaphylaxis_Support_Advisory_Line/). For all school anaphylaxis management enquires, (including the implementation of Ministerial Order 706). The advisory line is available



between the hours of 8.30 am to 5 pm, Monday to Friday. Phone 1300 725 911 (toll free) or (03) 9345 4235.

<p>GUIDELINES</p>	<p>Guidelines have been developed to assist all Victorian schools in planning for, and supporting students with severe allergies. Schools should use the Guidelines as a resource to assess and review their current management practices, and to develop a School Anaphylaxis Management Policy which complies with the Order.</p> <p>Anaphylaxis Guidelines: a resource for managing severe allergies in Victorian schools includes information on:</p> <ul style="list-style-type: none"> > medical information about anaphylaxis > legal obligations for schools in relation to anaphylaxis > frequently asked questions > school anaphylaxis management policy > individual anaphylaxis management plans > prevention strategies > school management and emergency response > adrenaline autoinjectors for general use > communication plan > staff training > annual risk management checklist.
<p>TRAINING REQUIREMENTS</p>	<p>Ministerial Order 706 requires schools to provide regular training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen/Anapen.</p> <p>Accredited anaphylaxis management that meets the requirements of Ministerial Order 706 are:</p> <ul style="list-style-type: none"> > Course in First Aid Management of Anaphylaxis 22099VIC > Course in Anaphylaxis Awareness 10313NAT. <p>Training Provider</p> <p>St John Ambulance Victoria has been selected to assist the Department with providing anaphylaxis management training to Victorian school staff at no expense to government schools.</p> <p>St John Ambulance Victoria will provide a three-hour training program accredited by the Victorian Registration and Qualifications Authority. The program is for staff in schools that have an enrolled student diagnosed as being at risk of an anaphylactic reaction. This course will be valid for three years provided that the school meets the requirements of section 12.2.2 of Ministerial Order 706 to provide a briefing on anaphylaxis management twice per year to all staff, including those who have received training.</p> <p>Schools with a student diagnosed at risk of anaphylaxis should contact St John Ambulance Victoria on (03) 8588 8391 to organise training for staff in anaphylaxis management.</p>
<p>BRIEFING REQUIREMENTS</p>	<p>All schools with a child or young person at risk of an anaphylactic reaction are required to undertake twice yearly briefings on anaphylaxis management under Ministerial Order 706.</p> <p>Page 1 of 3Anaphylaxis 16/06/2014http://www.education.vic.gov.au/school/principals/spag/health/Pages/anaphylaxis.aspx</p> <p>A presentation has been developed to help schools ensure they are complying with the legislation and incorporates information on how to administer both an EpiPen and</p>



	<p>an Anapen. It is expected all staff will practice with the replica EpiPen and Anapen previously provided. As part of the briefing, school staff should familiarise themselves of the students at the school at risk of an anaphylactic reaction and their anaphylaxis management plans.</p> <p>Any person who has completed course 22099VIC or 1</p>
DEFINITION	<p>Anaphylaxis is severe and sudden allergic reaction when a person is exposed to an allergen. Common allergens for children include:</p> <ul style="list-style-type: none"> > eggs > peanuts > tree nuts such as cashews > cow's milk > fish and shellfish > wheat > soy > insect stings. > medications. <p>Symptoms include:</p> <ul style="list-style-type: none"> > noisy or difficult breathing including wheezing or persistent coughing > swelling of the tongue > swelling or tightness in the throat > difficulty talking such as a hoarse voice > loss of consciousness and/or collapse > pale pallor and floppiness in young children.
IMPACT AT SCHOOL	<p>An anaphylactic reaction can be traumatic for the student and others witnessing the reaction. In the event of an anaphylactic reaction, students and staff may benefit from post-incident counselling, provided, for example, by the school nurse, guidance officer, student welfare coordinator or school psychologist.</p> <p>It is important to be aware that some students with anaphylaxis may not wish to be singled out or seen to be treated differently.</p>
STRATEGIES	
School Anaphylaxis Policy	<p>This is a school-based policy that is required to be developed under s 4.3.1(6) of the Act because the school has at least one enrolled student who has been diagnosed as being at risk of anaphylaxis. This policy describes the school's management of the risk of anaphylaxis. Ministerial Order 706 prescribes the matters which the policy must contain.</p>
Prevention Strategies	<p>Under Ministerial Order 706, a School's Policy must include prevention strategies used by the School to minimise the risk of an anaphylactic reaction.</p>
Communication Plan	<p>A plan developed by the school which provides information to all school staff, students and parents about anaphylaxis and the School's Anaphylaxis Management Policy.</p>



Emergency Response	Procedures which each school develops for emergency response to anaphylactic reactions for all in-school and out-of-school activities. The procedures, which are included in the School's Anaphylaxis Management Policy, differ from the instructions listed on the ASCIA Action Plan of 'how to administer the Adrenaline Auto-injector'.
ASCIA Action Plans	An ASCIA plan should be completed by the student's parents/guardians in consultation with the student's medical/health practitioner and a copy provided to the school. The plan must outline the student's known severe allergies and the emergency procedures to be taken in the event of an allergic reaction.
Individual Management Plans	An individual plan for each student at risk of anaphylaxis, developed in consultation with the student's Parents. These plans include the ASCIA Action Plan which describes the student's allergies, symptoms, and the emergency response to administer the student's Adrenaline Autoinjector should the student display symptoms of an anaphylactic reaction.
Annual Risk Management Checklist	Principals need to complete an annual Anaphylaxis Risk Management Checklist to monitor their compliance with their legal obligations and these Guidelines.
Purchase additional adrenaline auto-injection devices	Schools with students at risk of anaphylaxis must purchase a spare or 'backup' adrenaline auto-injection device(s) as part of school first aid kit(s), for general use. Schools can purchase an adrenaline auto-injection device at local chemists. (Schools must regularly check the expiry date of the backup device). NSchools must determine the number of backup adrenaline auto-injection devices to be purchased for general use, taking into account the number of diagnosed students attending the school and the likely availability of a backup device in various settings, including school excursions and camps.
Training staff	All school staff with a duty of care responsibility for the wellbeing of students at risk of anaphylaxis should receive training in how to recognise and respond to an anaphylactic reaction including administering an adrenaline autoinjector (i.e. EpiPen®/Anapen®). Schools wishing to organise staff training (at no expense to government schools) should contact St John Ambulance Victoria on (03) 8588 8391.
Encouraging camps and special event participation	Schools should ask the parents/guardians to complete the Department's Confidential Medical Information for School Council Approved School Excursions form. Note: Consideration should be given to the food provided. See: Related policies (http://www.education.vic.gov.au#1) for: > Health Care Needs > Health Support Planning Forms
Communicating with parents	Regularly communicate with the student's parents about the student's successes, development, changes and any health and education concerns.



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