



ANAPHYLAXIS

POLICY

Nevertheless, I will bring health and healing to it; I will heal my people and will let them enjoy abundant peace and security. Jeremiah 33:6

INTRODUCTION

Our Lady of Sion College seeks to facilitate the safe participation of all students in the educational experiences offered by the school. Where students are known to be at risk of anaphylaxis, the school requires the active engagement of parents for the provision of up-to-date Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plans that comply with Ministerial Order 706. Parents/carers/guardians are required to regularly update ASCIA Action Plans for each student diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction.

The Principal at all times ensures the school complies with [Ministerial Order 706: Anaphylaxis Management in Victorian Schools](#). The College will also comply with the associated guidelines published and amended by the Department of Education (DE) from time to time to support implementation of Ministerial Order 706 in Victorian schools. The College's processes are documented in the procedures for the management of anaphylaxis and are in line with the Anaphylaxis Policy for MACS Schools.

Note - 'Parent' defined in this policy is a person who has parental responsibility for a child, including a biological parent or another person who has been granted parental responsibility by a court order. e.g. carers or guardians. The term is also used to refer to carers where permanent care, foster care or kinship arrangements are in place.

PURPOSE

This policy sets out the requirements of Our Lady of Sion College to ensure compliance with Ministerial Order 706 and the safe management of the risk of anaphylaxis.

SCOPE

This policy applies to:

- staff, including volunteers and casual relief staff
- all students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for an anaphylactic reaction
- the parent/carer/guardian of students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for an anaphylactic reaction.

PRINCIPLES

The following principles underpin this policy:

- At all times, the Principal ensures the school complies with Ministerial Order 706.
- Our Lady of Sion College seeks to ensure the safety and wellbeing of all students whilst at school
- The Principal and all staff work with the parent/carer/guardian to ensure, as far as practicable, that the needs of children at risk of anaphylaxis will be considered, mitigated and minimised during school activities



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- The Principal and staff are required to take reasonable steps to reduce and manage risks to students with anaphylaxis in the school environment and school approved activities.

POLICY

1. Requirements to support anaphylaxis

The Principal and nominated staff engage with the parent/carer/guardian of students at risk of anaphylactic reaction to develop risk minimisation strategies and management strategies in accordance with this policy and associated procedure and in compliance with Ministerial Order 706.

As reflected in Ministerial Order 706 and the school's enrolment agreement, the parent/carer/guardian is required to provide the school with up-to-date medical information to allow the school to carry out its duty of care.

1.1. ASCIA Action Plan and Individual Anaphylaxis Management Plans

ASCIA Action Plan

An Action Plan for Anaphylaxis that is consistent with ASCIA must be provided for every student diagnosed with a medical condition related to allergy and at risk of anaphylactic reaction. This plan must be obtained by the parent/carer/guardian and signed by a medical or nurse practitioner. The parent/carer/guardian is to provide a copy of the Action Plan to the school. Updated ASCIA Action and Treatment plans are available on the [ASCIA website](#).

Individual Anaphylaxis Management Plan

Every student diagnosed with a medical condition that relates to allergy and the potential for an anaphylactic reaction at the school must have an Individual Anaphylaxis Management Plan (IAMP) developed based on the MACS template and contextualised for Our Lady of Sion College.

Anaphylaxis Procedures

The Principal must:

- ensure that an IAMP is developed in consultation with the student's parent/carer/guardian, for any student, where the school has been notified of the diagnosis
- ensure that IAMPs are in place after the student enrolls, or as soon as practicable after the student attends the school, with an interim plan developed in the meantime
- organise to discuss and update the IAMP in consultation with the student's parent/carer/guardian and updated documentation at least annually or when required.

The Parent/Carer/Guardian must:

- provide a copy of an updated [ASCIA Action Plan for Anaphylaxis](#) signed by the student's medical or nurse practitioner with a recent photo of their child
- inform the school in writing of any relevant changes to the student's medical condition as it relates to their allergy and potential for anaphylactic reaction and if relevant, provide an updated ASCIA Action Plan with an updated photo with each reviewed plan
- replace the recommended medication and/or adrenaline auto-injectors prior to their expiry date
- participate in an annual Program Support Group (PSG) meeting to review and update their child's IAMP based on medical advice
- provide an [ASCIA Travel Plan for People at Risk of Anaphylaxis](#) from a registered medical practitioner as well as an [ASCIA Action Plan for Anaphylaxis](#) if the student is going on a school trip involving **air travel**.

An ASCIA action plan is required to be updated/review:

- annually or on the expiry date set on the plan by the medical practitioner
- before a student attends a school related camp or interstate/overseas travel



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- if the student has an anaphylactic reaction at school
- if the student's ASCIA action plan changes.

Table 1: Summary of documentation and medication required for anaphylaxis management

Document or equipment	Who provides/creates it?	Who signs it?	When?
ASCIA Action Plan for Anaphylaxis	Parent/Carer/Guardian	Doctor, Nurse Practitioner	At diagnosis, or on the expiry date set on the plan by the medical practitioner
Individual Anaphylaxis Management Plan (IAMP)	School	Principal/Principal nominee and parent/carer/guardian	At diagnosis, annually, before and camps, or as required.
Medication (EpiPen, Anapen, etc.)	Parent/Carer/Guardian	N/A, as prescribed in the Action Plan	At diagnosis, before expiry date, or after use.
ASCIA Travel Plan for People at Risk of Anaphylaxis	Parent/Carer/Guardian	Doctor, Nurse Practitioner	Before going on a school trip involving an aeroplane.

2. School risk management practices for anaphylaxis

2.1. Identified school staff who must undertake regular training

The Principal or nominated staff member must:

- take reasonable steps to ensure each staff member has adequate knowledge and training about allergies, anaphylaxis, and the school's expectations in responding to an anaphylactic reaction
- ensure that staff undertake and successfully complete an anaphylaxis management training course (either online in the last two years or face-to-face in the last three years) if they:
 - conduct classes attended by students with a medical condition relating to allergy and the potential for anaphylactic reaction, or
 - are specifically identified and requested to do so by the Principal, based on the Principal's assessment of the risk of an anaphylactic reaction occurring while a student is under that staff member's care, authority or supervision. For example, those teaching health and physical education, attending school camps or who are new to the school that require training.
- ensure that these staff participate in twice yearly anaphylaxis management staff briefings including information set out by the Department of Education for use in Victorian schools, with one briefing at the commencement of the school year
- develop an interim IAMP in consultation with the student's parent/carer/guardian if, for any reason, a relevant staff member has not yet completed training. The Principal should also consider whether consultation with the School Anaphylaxis Supervisor, the school nurse (if applicable), or the student's treating medical practitioner is required when developing the interim plan.



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2.2. General Anaphylaxis training for school staff

At Our Lady of Sion College the current practice is for all staff to hold Anaphylaxis Training qualifications and will attend staff briefings on anaphylaxis management twice per year, as outlined in Table 2. New staff may hold an up to date ASCIA e-training course certificate and still be deemed compliant.

Table 2: Summary of training requirements at our Lady of Sion College

Training	Who Attends it?	Additional requirements	How Often?
Option 1: ASCIA e-training course	Any staff who have not completed First Aid Management of Anaphylaxis 22578VIC or their ASCIA e-training course has expired.	Online and then the Anaphylaxis Supervisor who holds a current (Verifying the Correct Use of Adrenaline Injector Devices 22579VIC) must evaluate an individual's competency in administering an adrenaline auto-injector and sign certificate	Every Two Year
Option 2 (Preferred) First Aid Management of Anaphylaxis 22578VIC	All Staff	Face to face	Every three years
Anaphylaxis management staff briefings	All staff	Anaphylaxis Supervisor or someone who has done the 22578VIC training within TWO years	Twice yearly, with one at the start of the year
Anaphylaxis Supervisor (2 per school)	First Aid Management of Anaphylaxis 22578VIC AND Verifying the Correct Use of Adrenaline Injector Devices 22579VIC	Note: Must have an up to date First Aid Management of Anaphylaxis 22578VIC before obtaining 22579VIC	Every Three Years Every Three Years

2.3. Display of general and emergency plans

The school must:

- ensure that completed ASCIA Action Plans are stored and displayed in a way that staff can easily access them
- ensure a [First Aid Plan for Anaphylaxis](#) and emergency procedures are stored or posted with general use adrenaline auto-injectors.

2.4. Additional adrenaline auto-injector devices

The school must:

- purchase extra adrenaline auto-injectors for general use. The school will choose the number



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and type or brand of auto-injector to keep in the sick bay or first aid room, and in the portable first aid kit as needed.

- organise that general use auto-injectors are replaced at time of use or expiry, whichever is first. The expiry period is generally 12–18 months.

2.5. Annual risk management checklist

The Principal must complete the [Annual Anaphylaxis Risk Management Checklist for Schools](#) at the start of each year to monitor the school's compliance with Ministerial Order 706 and any updates as published by the Department of Education and MACS or the VCEA.

2.6. Risk management for events/excursions/trips/camps

A [Risk Management section](#) will be incorporated into ALL Risk Management Assessment documents to support planning and ensure clear communication about mitigations and the location of auto-injectors and action plans. Pictures of students with anaphylaxis must also be included along with their allergen/s.

3. Emergency response

In case of an anaphylactic reaction, follow the [emergency response procedures](#) outlined in the school's anaphylaxis management procedure, along with the general first aid and emergency response procedures, and the student's individual anaphylaxis management plan.

3.1. Anaphylaxis incident reporting

The administration of first aid to students from an anaphylactic incident or illness must be recorded, including all actions taken in the provision of care. This information can be recorded on [Accident/Incident form](#) and then uploaded on to SEQTA. The School must ensure a copy of the first aid and/or incident report is provided to the parent/carer/guardian of the student. The school will also comply with other reporting obligations as required. eg WorkSafe.

3.2. Communication plan

A Communication Plan must incorporate anaphylaxis management procedures. The Principal/delegate is responsible for developing this plan to inform all staff, students and the parent/carer/guardian about anaphylaxis and the school's management policy. The strategies for educating staff and students on how to respond to a student's anaphylactic reaction in different settings are to be included from the Anaphylaxis Risk Minimisation Strategies.

Schools are to consider a communication process with the parent/carer/guardian around obtaining current and updated documentation and medication.

3.3. Anaphylaxis Advisory line

For further advice and support on Anaphylaxis management in school (Ministerial order 706), The Principal, school staff and the parent/carer/guardian can contact the Royal Children's Hospital Anaphylaxis Advice & Support Line via phone on 1300 725 911 or 9345 4235 or email anaphylaxisadvice@rch.org.au



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4. ROLES AND RESPONSIBILITIES

Role	Responsibility	Reporting requirement (if applicable)
Principal/Delegate	Maintain a register of students at risk of anaphylactic reaction.	Annual attestation
Principal/Delegate	Ensure adequate autoinjectors for general use are available in the school and that they are replaced at time of use or expiry, whichever is first	Annual attestation
Principal/Delegate	Ensure twice yearly briefings on anaphylaxis management are conducted with one briefing at the start of the school year.	Annual attestation
Principal/Delegate	Ensure staff have completed appropriate training and that adequate staff trained in anaphylaxis management are available for all school activities including off site activities and school approved activities outside school hours.	Annual attestation
Principal/Delegate	Ensure a communication plan is developed to provide information to all staff, students, parents/carers/guardians about this policy and the school's procedure for anaphylaxis management.	Annual attestation
Principal/Delegate	Ensure this policy is published and available to the school community via the College website	Annual attestation
Anaphylaxis Supervisor or other staff member who has completed Anaphylaxis Management course successfully in the past two years.	Conduct twice yearly briefings for all staff on anaphylaxis management with one briefing at the commencement of the school year, using the briefing template provided by the Department of Education for use in schools	Annual attestation

5. PROCEDURES

[Our Lady of Sion College Anaphylaxis Procedures](#) to implement this policy are published separately. The procedures have been contextualised by the Principal using the approved template and the supporting documents referenced below.

6. DEFINITIONS

Anaphylaxis - Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, lupin and certain insect stings (particularly bee stings).

Anaphylaxis Guidelines (Guidelines) - A resource for managing severe allergies in Victorian schools, published by the Department of Education (DE) for use by all schools in Victoria and updated



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from time to time.

Australasian Society of Clinical Immunology and Allergy (ASCIA) - The peak professional body of clinical immunology and allergy in Australia and New Zealand.

Auto-injector - An adrenaline auto-injector device, approved for use by the Australian Government Therapeutic Goods Administration, which can be used to administer a single pre-measured dose of adrenaline to those experiencing a severe allergic reaction (anaphylaxis).

Registered medical/health practitioner - A person registered under Australian Health Practitioner Registration Agency (AHPRA) and relevant state/national board for their health profession, whether or not the registration of that person is general, specific, provisional, interim or non-practising but does not include a registered student.

School approved activities - Any academic, sporting, social or other activities for which students' attendance or participation is authorised or organised by the school.

School environment - Means any of the following physical, online or virtual places used during or outside school hours:

- a campus of the school
- online or virtual school environments made available or authorised by Our Lady of Sion College for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)
- other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation, delivery of education and training, sporting events, excursions, competitions and other events (Ministerial Order No. 1359).

7. SUPPORTING DOCUMENTS

[Our Lady of Sion College Anaphylaxis Procedure](#)

[Individual Anaphylaxis Management Plan Template for OLSC 2025 - MASTER](#)

[Anaphylaxis Risk Minimisation Strategies for Schools](#)

[Emergency Response to Anaphylactic Reaction](#)

[Annual Anaphylaxis Risk Management Checklist - MASTER](#)

8. RELATED COLLEGE POLICIES AND DOCUMENTS

Administration of Medication Policy

Duty of Care Policy

Emergency Management Plan

First Aid Policy

Medical Management Policy

9. RESOURCES

[Department of Education Victoria Anaphylaxis Guidelines](#)

[Department of Education Victoria Anaphylaxis Management Briefing presentation](#)

Department of Education Victoria Facilitator guide for anaphylaxis management briefing

[ASCIA website](#)

[ASCIA Action Plan for Anaphylaxis](#)

[ASCIA Travel Plan for People at Risk of Anaphylaxis](#)

[ASCIA Action Plans and First Aid Plans for Anaphylaxis or Allergies](#)

[ASCIA Anaphylaxis e-training for Victorian schools](#)

[ASCIA Adrenaline \(Epinephrine\) Injectors for General Use](#)

[Royal Children's Hospital Anaphylaxis Advisory Support line](#)



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10. LEGISLATION AND STANDARDS

Education and Training Reform Act 2006 (Vic)

[Ministerial Order 706](#)

Review Date: 2029

Ratification by the Board: July 2025