



ANAPHYLAXIS MANAGEMENT

Emergency Responses & Procedures

The following document outlines the emergency procedures to be followed in the event of a student experiencing an anaphylactic reaction while in the care of Our Lady of Sion College.

It should be noted that **Adrenaline Autoinjectors for general use** should be administered **only** in emergency situations. An Adrenaline Autoinjector for general use is a 'backup' or 'unassigned' adrenaline autoinjector purchased by the school.

Instances when the Adrenaline Autoinjectors for general use can be administered include:

- The prescribed Adrenaline Autoinjectors have expired or cannot be accessed immediately
- A second dose of adrenaline is required before an ambulance arrives and the spare Adrenaline Autoinjector is unavailable
- The prescribed Adrenaline Autoinjector was misfired or accidentally discharged
- A student with a mild allergy who is an undiagnosed has their first anaphylactic episode

The College has purchased an Adrenaline Autoinjector for each first aid bag taken on school excursions and camps. Additional Adrenaline Autoinjectors have been purchased as spare devices to be kept in the locations as listed below. These will be replaced at the beginning of each school year. Adrenaline Autoinjectors for general use have a limited life and need to be replaced on a regular basis (within 12 months).

There should be at least one Adrenaline Autoinjector for general use located in the following areas:

- Health Centre (With all prescribed Adrenaline Autoinjectors)
- Science Prep Room - RD 3.05
- Food technology classroom - room 19
- Art Hub - RD 2.12
- Louise Humann Centre - Staff Office
- Dot's Cafe
- Veritas Learning Centre - kitchenette
- Music Room - RD 1.22
- Notre Dame ground floor kitchenette
- Miriam Theatre
- Colmar Centre WAGL Office
- Emmanuelle Learning Centre (Level 1 - WAGL Office Level 2 - WAGL Office)
- Ein Karem Centre - kitchenette

The risk of an anaphylactic episode occurring in one of the above environments has been assessed as being higher than the risk of an episode occurring in other areas of the College.

In the School Yard

If a student has an anaphylactic reaction in the school yard, the following procedure should be adopted:

1. Teacher to remain with the student keep her calm
2. Using two-way radio, teacher to contact Student Services



3. Using two-way radio, teacher to contact another staff member on duty to assist or send student to Student Services
4. Student Service staff to take the following to location of incident:
 - Adrenaline Autoinjector Kit
 - Student's adrenaline autoinjector
 - Adrenaline Autoinjector for general use
 - Student's anaphylaxis management plan
 - Mobile phone (multipurpose school mobile)

Follow student's Anaphylaxis Action Plan

5. Responder (Staff or Student Service staff) to:
 - administer Adrenaline Autoinjector
 - note the time of injecting adrenaline
 - lay student flat and elevate their legs – if student has difficulty with breathing, allow student to sit
 - reassure student
6. Staff member assisting to direct other students away from the area
7. Staff giving first aid call ambulance (000)
8. Student Service staff or Main reception to notify one of the Deputy Principals of incident
9. Deputy Principal to attend incident, if possible
10. Student Service staff /Main reception to contact an available staff member to direct paramedics to area
11. If student's response does not improve after 5 minutes, student receptionist to administer the second adrenaline autoinjector
12. Member of the Leadership team to contact student's parent/carer

In Classrooms

If a student has an anaphylactic reaction in the classroom, follow the procedure below:

1. Teacher to remain with the student and keep her calm
2. Teacher to immediately send another student to Student Services desk
3. Teacher to call Student Services via TEAMS
4. Student Services /Main reception to contact an available staff member to assist in the classroom
5. Student Services staff to take the following to location of incident:
 - Student's adrenaline autoinjector
 - Adrenaline Autoinjector for general use
 - Student's anaphylaxis management plan
 - Mobile phone (multipurpose school mobile)

Follow students Anaphylaxis Action Plan

6. Responder (Staff or Student Service staff) to:
 - administer Adrenaline Autoinjector
 - note the time of injecting adrenaline
 - lay student flat and elevate their legs – if student has difficulty with breathing, allow student to sit
 - reassure student



7. Staff member assisting to lead other students out of classroom
8. Staff giving first aid call ambulance (000)
9. Main reception to notify one of the Deputy Principals of incident
10. Deputy Principal to go attend incident, if possible
11. Main reception to notify an available staff member to go to the classroom
12. Main reception to contact an available staff member to direct paramedics to classroom
13. A member of the leadership team to enact the College's Emergency Management Plan
14. If student's response does not improve after 5 minutes, student receptionist to administer the second adrenaline autoinjector
15. Member of Leadership Team to contact student's parent/carer

The risk of an anaphylactic episode occurring in one of these environments has been assessed as higher than the risk of an episode occurring in other classrooms.

School Excursions

If a student has an anaphylactic reaction during a school excursion, follow the procedure below:

1. Teacher to remain with the student and keep her calm
 2. Another teacher to obtain First Aid Kit and locate Adrenaline Autoinjector Kit
- Follow students Anaphylaxis Action Plan**
3. Teacher to administer adrenaline autoinjector
 4. Teacher to note the time of injecting adrenaline
 5. Lay student flat and elevate their legs – if difficulty with breathing, allow student to sit
 6. Reassure student
 7. Other staff member(s) to direct all students away from the area
 8. Staff giving first aid call ambulance (000)
 9. One of the teachers to notify Deputy Principal(s) by phone
 10. Deputy Principal to attend incident, if possible
 11. If student's response does not improve after 5 minutes, administer the second adrenaline autoinjector
 12. Relevant persons at excursion venue to be alerted
 13. Member of Leadership Team to contact student's parent/carer

School Camps

If a student has an anaphylactic reaction on a school camp, follow the procedure below:

1. Teacher to remain with the student and keep her calm
2. Another teacher to obtain First Aid Kit and locate the respective adrenaline autoinjector

Follow students Anaphylaxis Action Plan

3. Responder to administer adrenaline autoinjector
4. Responder to note the time of injecting adrenaline
5. Lay student flat and elevate their legs – if difficulty with breathing, allow student to sit
6. Reassure student
7. Other staff member(s) to lead all students away from the area
8. Staff giving first aid call ambulance (000)
9. One of the teachers to notify College and Deputy Principal(s) of incident by phone
10. Deputy Principal to attend incident, if possible
11. If student's response does not improve after 5 minutes, administer the second adrenaline autoinjector
12. Camp instructors to be alerted
13. Member of Leadership Team to contact student's parent/carer

Special Events

If a student has an anaphylactic reaction at a special event, follow the procedure below:



1. Teacher to remain with the student and keep her calm
2. Another teacher to obtain First Aid Kit and locate the adrenaline autoinjector

Follow students Anaphylaxis Action Plan

3. Teacher to administer adrenaline autoinjector
4. Teacher to note the time of injecting adrenaline
5. Lay student flat and elevate their legs – if difficulty with breathing, allow student to sit
6. Reassure student
7. Staff giving first aid call ambulance (000)
8. Other staff members to lead all students away from the area
9. If student's response does not improve after 5 minutes, administer the second adrenaline autoinjector
10. Event staff to be alerted
11. Teacher to notify the College of incident by phone
12. Member of Leadership Team to contact student's parent/carer

NB. If the special event occurs outside of school hours (e.g. evening), the parent/carer must be contacted directly by the most senior staff member present at the event

Veritas Learning Centre – Between 4:00pm and 4:30pm

If a student has an anaphylactic reaction in the VLC after 4pm, follow the procedures below:

1. VLC staff member to remain with the student keep her calm
2. VLC staff member to ask another VLC staff member to contact Main Reception immediately
3. Main receptionist to contact Members of the Leadership team or Senior staff immediately
4. Main receptionist arrange Members of the Leadership team or Senior staff to take the following to the VLC:
 - Student's adrenaline autoinjector
 - Spare adrenaline autoinjector
 - Student's anaphylaxis management plan
 - Mobile phone

Follow the student's anaphylaxis Action Plan

5. Staff to administer Adrenaline Autoinjector
6. Members of the Leadership team or Senior staff to note the time of injecting adrenaline
7. Lay student flat and elevate their legs – if difficulty with breathing, allow student to sit
8. Reassure the student
9. Available VLC staff member to lead other students away from the incident
10. Staff giving first aid call ambulance (000)
11. Main receptionist to notify other Members of the Leadership team
12. Other Members of the Leadership team or Senior staff to attend incident, if possible
13. If student's response does not improve after 5 minutes, main receptionist to administer the second adrenaline autoinjector
14. Members of the Leadership team or Senior staff to contact student's parent/carer



ANAPHYLAXIS MANAGEMENT – RESPONSE AND PROCEDURES STATUS AND REVIEW

STATUS OF POLICY	
College Leader Responsible	Deputy Principal Student Wellbeing
Approving Authority	College Leadership Team
Approval Date	July 2026
Date of next review	July 2028
Publication	Website; Staff Portal; Staff Handbook

Record of Review

Details of Amendments	By Whom	Date
Updated to align with updates	Deputy Principal Student Wellbeing	July 2026