

## ANAPHYLAXIS COMMUNICATION PLAN

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in children are peanuts, eggs, tree nuts (for example, cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication. It is essential to work with the whole school community in order to better provide a safe and supporting environment for all students, including students with severe allergies.

| Relevant school community members                                                                                                                                                                                                      | What information should be included?                                                                                                                                                                                                                                                                                                                                          | How/where will the information be distributed?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| All staff involved with students at risk of anaphylaxis, including first aiders, teachers, assistants, casual/relief staff and volunteers to be briefed on the obligation to reference Anaphylaxis policies at the time of engagement. | <ul style="list-style-type: none"> <li>• Causes, symptoms and treatment of anaphylaxis</li> <li>• Identities of students at risk of anaphylaxis</li> <li>• Preventative strategies in place</li> <li>• Location of EpiPens in the School</li> <li>• First aid and emergency response procedures</li> <li>• Staff roles in responding to a severe allergic reaction</li> </ul> | <ul style="list-style-type: none"> <li>• Annual staff training during staff meetings on Anaphylaxis Management, Emergency Management and Critical Action Plan and First Aid Policy and Procedure available on SEQTA</li> <li>• Health Care Needs Policy on SEQTA</li> <li>• Medication Management Policy and Procedure on SEQTA</li> <li>• Regular staff briefings/meetings</li> <li>• Induction for new staff and CRTs</li> <li>• Staff EpiPEN training – twice a year</li> <li>• Staff induction and onboarding</li> <li>• Staff notice boards in the staff room and other locations across the school; internal messages on the School's Learning Management System</li> </ul> |

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| <p>Parents/carers of students at risk of anaphylaxis</p> | <ul style="list-style-type: none"> <li>• Information parents must provide about their child, during the enrolment process includes: <ul style="list-style-type: none"> <li>○ Information about the diagnosis, including the type of allergy/allergies the student has (based on a diagnosis from a medical practitioner)</li> <li>○ Strategies to minimise the risk of exposure to allergens while the student is at school</li> <li>○ The student's emergency contact details</li> <li>○ The student's IAMP inclusive of the ASCIA Action Plan and adrenaline auto-injector</li> </ul> </li> <li>• Details of any incident/incidents</li> <li>• Parents/carers will be contacted annually to discuss and review the IAMP, prior to any School camp and following any anaphylactic reaction so that the IAMP can be updated</li> </ul> | <ul style="list-style-type: none"> <li>• Anaphylaxis Management Policy and Procedures on website; Correspondence through SEQTA/emails for responding to a student's anaphylactic reaction in various environments</li> <li>• Anaphylaxis Communication Plan on SEQTA and website</li> <li>• First Aid Policy and Procedure on website</li> <li>• Parents will receive reminders re meeting all requirements in Terms IV and Term I</li> <li>• Discussions with first aiders and the student's teacher/s</li> <li>• Principal/nominee will contact parents if an incident involving their child occurs at the School</li> <li>• Principal/nominee will provide a written account of any incident/s to the parents and keep a copy on file</li> </ul> |
| <p>Parents of other students attending the School</p>    | <ul style="list-style-type: none"> <li>• Causes, symptoms and treatment of anaphylaxis</li> <li>• Anaphylaxis Management Policy and Procedures</li> <li>• Preventative strategies in place at the School</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Notice at reception about students at risk of anaphylaxis at the School</li> <li>• Notice at sign in about students at risk of anaphylaxis at the School</li> <li>• Letter/newsletter article to all parents at the commencement of the year, detailing allergens to avoid (particularly food allergens)</li> <li>• Regular updates in school communications about students at risk of anaphylaxis, including referral to the School's Anaphylaxis Management Policy and Procedures</li> </ul>                                                                                                                                                                                                             |

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| Students attending the School | <ul style="list-style-type: none"> <li>• Remain calm and promptly seek help</li> <li>• Always take food allergies seriously</li> <li>• Avoid sharing food</li> <li>• Washing hands before and after eating</li> <li>• Know what your friends are allergic to</li> <li>• If a peer becomes sick, get help immediately even if the person feeling unwell does not want to</li> <li>• Be respectful of adrenaline autoinjectors – they are not toys</li> <li>• Do not pressure your friends to eat food that they are allergic to</li> <li>• The above should also be relayed to students before camps and external events</li> <li>• If a friend becomes sick, get help immediately; If the circumstances allow ensure that the person suffering from the anaphylactic reaction is accompanied whilst others seek help; Listen carefully to any instructions received from staff</li> </ul> | <ul style="list-style-type: none"> <li>• Staff should have discussions with students throughout the year in group settings/classes/school assemblies about the risks of anaphylaxis, general management, emergency procedures and allergen minimisation.</li> <li>• Information posters and materials are also displayed around the School to promote awareness of Anaphylaxis</li> </ul> |
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**Preventive strategies implemented include:**

- All staff aware of and implement all Anaphylaxis Management Policy and Procedures
- Details of students at risk of anaphylaxis (name, photograph, allergies, treatment) are displayed on SEQTA, First Aid Room, staff room and in appropriate staff locations throughout the School. Details and treatment kits will be taken on all school camps and all off-site activities.
- Each student at risk of anaphylaxis has a tagged EpiPen, IAMP, and medication (where relevant) kept at the School.
- All members of the School community have access to the School's Anaphylaxis Management Policy and Procedures on website and SEQTA.
- IAMPs will provide information to staff, students and parents for activities both within and outside the School environment.
- Principal/nominee completes an IAMP for each affected student.
- School first aid kits contain general use EpiPens.
- All staff are trained as required in anaphylaxis management.

**All parents receive notification at the commencement of the year if there are students at risk of anaphylaxis at the School.**