

ANAPHYLAXIS MANAGEMENT POLICY

Background

Ministerial Order 706 – Anaphylaxis Management in Schools

Beaumaris Secondary College will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.

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, certain insect stings and medications. Adrenaline given through an auto injector to the muscle of the outer mid-thigh is the most effective First Aid treatment for anaphylaxis.

The key to prevention of anaphylaxis at Beaumaris Secondary College is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between the School and parents are important in ensuring that certain foods or items are kept away from the student while at school.

Beaumaris Secondary College recognises the importance of all staff responsible for the student/s at risk of anaphylaxis undertaking training that includes preventative measures to minimise the risk of an anaphylactic reaction, recognition of the signs and symptoms of anaphylaxis and emergency treatment, including administration of an adrenaline auto injector.

Purpose Statement

This policy details the approaches taken by the college to manage the risk of an anaphylactic reaction and to raise awareness of anaphylaxis across the college community. The aims of the policy are:

- To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of schooling.
- To raise awareness about anaphylaxis and the College's anaphylaxis management policy in the College community.
- To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimization strategies and management strategies for the student.

To ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the College's policy and procedures in responding to an anaphylactic reaction.

Guidelines

Individual Anaphylaxis Management Plans

The Principal will ensure that an Individual Anaphylaxis Management Plan is developed, in consultation with the student's Parents, for any student who has been diagnosed by a Medical Practitioner as being at risk of anaphylaxis.

The Individual Anaphylaxis Management Plan must in place before their first day of school.

The Individual Anaphylaxis Management Plan (see Links for forms) will set out the following:

- information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has (based on a written diagnosis from a Medical Practitioner);
- strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of School Staff, for in-school and out-of-school settings including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the School;
- the name of the person(s) responsible for implementing the strategies;
 - information on where the student's medication will be stored;
 - the student's emergency contact details;
 - IN ADDITION, an ASCIA Action Plan.

College Staff will then implement and monitor the student's Individual Anaphylaxis Management Plan.

The student's Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student's parents in all of the following circumstances:

- annually;
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes;
- as soon as practicable after the student has an anaphylactic reaction at school; and
- when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the College (e.g. class parties, elective subjects, cultural days, fetes, incursions).

The College's Anaphylaxis Management Policy states that it is the responsibility of the parents to:

- provide the ASCIA Action Plan;
- inform the College in writing if their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan;
- provide an up to date photo for the ASCIA Action Plan when that Plan is provided to the School and when it is reviewed; and
- provide the College with an Adrenaline Auto injector that is current and not expired for their child.

Prevention Strategies

For each student at risk of anaphylaxis, a list of risk minimisation/prevention strategies to be undertaken by the School will be put in place. These strategies cover the following:

- during classroom activities
- the School Tuckshop/Café
- the time between classes and whilst students are at recess/lunch
- before and after school
- special events, such as sporting events, incursions, excursions, field trips and camps
- (Refer to Links document for examples)

School Management and Emergency Response

The school will use this in conjunction with our First Aid Policy and Caring for Ill Students Policy when responding to an emergency anaphylactic episode. A complete and up to date list of students at risk of anaphylactic reactions is kept in the General Office and First Aid and the names, photographs and specific allergies of each of these students are displayed in staffrooms around the College.

Individual Anaphylaxis Management Plans and ASCIA Action Plans are located in:

- First Aid and General Office
- Staff Rooms
- Activity Centre

Parents are required to supply a student Anaphylaxis Kit, which includes the student's Adrenaline Auto-injector, clearly labelled with the student's name, anti-histamine if prescribed on the Action Plan and the student's ASCIA Action Plan.

Storage of Adrenaline Auto-injectors

At School

The student's Anaphylaxis kit, including their Adrenaline Auto Injector is located in First Aid in a clearly labelled box, or carried by the student, as outlined in their Action Plan.

Adrenaline Auto injectors for General Use

The Principal will purchase Adrenaline Auto injector(s) for General Use (purchased by the School) and as a back up to those supplied by Parents.

The Principal will determine the number of additional Adrenaline Auto injector(s) required. In doing so, the Principal will take into account the following relevant considerations:

- the number of students enrolled at the School who have been diagnosed as being at risk of anaphylaxis;
- the accessibility of Adrenaline Auto injectors that have been provided by Parents of students who have been diagnosed as being at risk of anaphylaxis;
- the availability and sufficient supply of Adrenaline Auto injectors for General Use in specified locations at the School, including
- in the school yard, and at excursions, camps and special events conducted or organised by the School; and
- the Adrenaline Auto injectors for General Use have a limited life, usually expiring within 12-18 months, and will need to be replaced at the School's expense, either at the time of use or expiry, whichever is first.
- General use Adrenaline Auto injectors are stored in First Aid in a clearly labelled box

On school excursions or special event days away from school or in a distant location on the school property

- the student's Anaphylaxis Kit is to travel with the student's supervising
- teacher or First Aid teacher if one is appointed unless, by agreement with the parent, the student carries the Anaphylaxis Kit with them.

On school camps and tours

- Parents are required to supply two of the student's Anaphylaxis Kits.
- The parents to the student medical form should also attach the student's ASCIA Action Plan.
- the student's Anaphylaxis Kit is to travel with the student is supervising First Aid teacher, or by agreement with the parent, the student carries their Anaphylaxis Kit with them.
- the student's Anaphylaxis Kit is to travel with the student in the student's school bag.

Emergency Response to an Anaphylactic episode

In an on-site or off-site situation where a student with diagnosed anaphylaxis appears to be having an anaphylactic reaction, staff will refer to the student's Action Plan.

Recommended Steps in response

In the situation where a student who has not been previously diagnosed with an allergy or being at risk of anaphylaxis, staff will:

1. Commence First Aid measures
2. Contact the student's parents or if unavailable the student's emergency contact (where practical)
3. Immediately call an ambulance (000)
4. Administer a general use Adrenaline Auto-injector
5. Contact School

The College will conduct a review following a student experiencing an anaphylactic reaction and report to the Principal or their nominee

- The student's Individual Anaphylaxis Management Plan reviewed with parents
- The School's Anaphylaxis Management Policy including risk assessments and preventative strategies reviewed.

Regular reviews of the Adrenaline Auto-injectors is to be carried out by the Principal or their nominee to ensure they are in date, are not discoloured, and do not have substances floating in them.

Students should have their Adrenaline Auto-injector on school premises at all times.

If it is identified that a student's Adrenalin Auto-injector is out of date then the Principal or their nominee will contact the parent in writing one month before the expiry date.

Communication Plan

Staff

The principal is responsible for ensuring that relevant staff are trained and briefed at least twice a year. All staff who conduct classes or have a supervisory role of students will be briefed at least once a semester by a staff member from the College or a service provider who has up-to-date Anaphylaxis Management Training.

They will brief the staff on the following:

- the School's Anaphylaxis Management Policy
- the causes, signs and symptoms and treatment of anaphylaxis
- the identities of students diagnosed at risk of anaphylaxis and their Management Plan
- how to use an Adrenalin Auto-injector
- the School's First Aid and emergency response procedures

Volunteers and casual relief staff

Volunteers and casual relief staff who may be responsible for the supervision of students at risk of anaphylaxis will be informed of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care by the following:

- Assistant Principal or his Nominee
- Daily Organizer or her Nominee
- Staff overseeing the program

New Staff

The Principal or nominee (first Aid officer) will brief all new staff including Administration and Office staff,

Tuckshop/Cafeteria staff, Property staff and sessional teachers regarding:

- the School's Anaphylaxis Management Policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students diagnosed at risk of anaphylaxis, their allergens and where their medication is located
- how to administer an Adrenalin Auto-injector
- the School's First Aid and emergency response procedures

The First Aid Officer will display anaphylaxis awareness posters in all staff rooms and provide staff access to a photo list of all students who are known to suffer from anaphylaxis and their Individual Anaphylaxis Action Plan.

Students

Fact sheets and posters are displayed in all staffrooms organized by the First Aid Officer in liaison with College Administration, Domain Leaders and Year Level Managers.

Class teachers are encouraged to discuss the topic with students with emphasis on the following key messages:

- Always take food allergies seriously - severe allergies are no joke.
- Do not share your food with friends who have food allergies.
- Wash your hands after eating.
- Know what your friends are allergic to.
- If a school friend becomes sick, get help immediately.
- Be respectful of a school friend's Adrenaline auto-injector.
- Do not pressure your friends to eat food that they are allergic to.

It is 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. Also be aware that bullying of students at risk of anaphylaxis can occur in the form of teasing, tricking a student into eating a particular food or threatening a student with the substance that they are allergic to, such as peanuts. Talk to the students involved so they are aware of the seriousness of an anaphylactic reaction. Any attempt to harm a student diagnosed at risk of anaphylaxis is to be treated as a serious and dangerous incident and treated accordingly.

Parents / Carers

The First Aid Officer will review the student's individual management plan

- annually;
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- as soon as practicable after the student has an anaphylactic reaction at school

School Community

Parents are informed via newsletter and the School of information regarding anaphylaxis matters.

STAFF TRAINING

The principal is responsible for ensuring that relevant staff are trained and briefed at least twice a year.

The following School Staff will be appropriately trained:

- School Staff who teach student's with a medical condition that relates to allergy and the potential for anaphylactic reaction;
- Staff who supervise students at risk of anaphylaxis outside of normal class activities E.g. at sporting events, camps and other off-site activities; and
- Any further School Staff that are determined by the Principal

The First Aid Officer will maintain a register of staff qualifications and expiry dates.

The identified School Staff will undertake the following training:

- An Anaphylaxis Management Training Course in the three years prior; and
- participate in a briefing, to occur twice per calendar year on:
 - the School's Anaphylaxis Management Policy;
 - the causes, signs, symptoms and treatment of anaphylaxis
 - the identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction and where their medication is located;
 - how to use an Adrenalin Auto-injector, including hands on practice with a trainer Adrenaline Auto-injector device;
 - the School's First Aid and emergency response procedures
 - the location of and access to Adrenalin Auto-injectors that have been provided by parents or purchased by the School for general use.

A staff member from the College who has successfully completed an Anaphylaxis Management Training Course in the last 12 months will conduct the briefing.

Training will be provided to staff as soon as practicable after the student has been enrolled or prior to the staff member undertaking the supervisory role. Where this is not possible, an interim plan will be developed in consultation with the parents. Wherever possible, training and a briefing will occur ASAP after an interim plan is developed and preferably take place before the student's first day at school.

The Principal will ensure that while the student is under the care or supervision of the School, including excursions, yard duty, camps and special event days, there is a sufficient number of School Staff present who have successfully completed an Anaphylaxis Management Training Course in the three years prior.

Annual Risk Management Checklist

The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.

Note: A template of the Risk Management Checklist can be found at Appendix 4 of the Anaphylaxis Guidelines for Victorian Schools or the Department’s website:

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>

ANAPHYLAXIS PREVENTION STRATEGIES

Classrooms	Person Responsible
Liaise with parents about food related activities ahead of time.	Teacher
Never give food from outside sources to a student who is at risk of anaphylaxis.	Teacher
Be aware of the possibility of hidden allergens in cooking, food technology, science and art classes (e.g. egg or milk cartons, cereal boxes).	Teacher
Have regular discussions with students about the importance of washing hands, eating their own food and not sharing food. Tables should be wiped down after consumption of food.	Teacher/Parent
A designated staff member should inform casual relief teachers of students at risk of anaphylaxis, preventative strategies in place and the school’s emergency procedures.	Daily Org/ Assistant Principal
Canteen	Person Responsible
Canteen Staff should be briefed about students at risk of anaphylaxis	First Aid Officer/ Assistant Principal
Products that “may contain traces of nuts” should not be served to students known to be allergic to nuts.	Canteen Staff
Be wary of contamination of other foods when preparing, handling or displaying food.	Canteen Staff
Make sure that surfaces are wiped down regularly.	Canteen Staff
Yard	Person Responsible
The Adrenalin Auto-injector should be easily accessible from the yard. Staff in designated areas should carry a communication device to notify the General Office of a reaction.	First Aid Officer
Teachers should not leave a student who is experiencing an anaphylactic reaction unattended – the teacher must direct another person to bring the Adrenalin auto injector.	Teacher

Students with anaphylactic responses to insects should be encouraged to stay away from water or flowering plants. Students should wear closed shoes and long-sleeved garments when outdoors.	Student
Consideration should be given to plants and sources of water in the playground so that the student can avoid them without being unfairly limited. Keep lawns and clover mowed and outdoor bins covered.	Gardening Staff
Special Events, e.g. sporting events, incursions, class parties etc.	Person Responsible
Staff must know where the Adrenalin auto-injector is located and how to access it if required.	First Aid Officer
Party balloons should not be used if a student is allergic to latex.	Teacher
Latex swimming caps should not be used if a student is allergic to latex. Silicone caps may be used.	Teacher

OUT OF SCHOOL SETTINGS

Field trips, excursions	Person Responsible
The student's Adrenalin auto-injector, ASCIA Action Plan and a mobile phone must be taken on all excursions.	Teacher
A staff member who has been trained in the recognition of anaphylaxis and the administration of the Adrenalin Auto-injector must accompany the student on excursions. All staff present during the field trip or excursion need to be aware if there is a student at risk of anaphylaxis.	Head of School School Nurse
The school should consult parents in advance to discuss issues that may arise, to develop an alternative food menu or request the parent to send a meal (if required).	Teacher/Parent
Consider the potential exposure to allergens when consuming food on buses.	Teacher
Camps and remote settings	Person Responsible
Camps must be advised in advance of any students with food allergies. Risk minimization strategies must be included in the Camp/Excursion Risk Assessment.	Teacher
Staff should liaise with parents to develop alternative menus or allow students to bring their own meals.	Teacher/Parent
The student's Adrenalin auto-injector, ASCIA Action Plan and a mobile phone must be taken on camp.	Teacher
Staff who have been trained in the recognition of anaphylaxis and the administration of the Adrenalin auto-injector must accompany the student on camp. However, all staff present need to be aware if there is a student at risk of anaphylaxis.	Head of School School Nurse

Be aware of local emergency services in the area and how to access them. Liaise with them before the camp.	Teacher/Parent
The Adrenalin auto-injector should remain close to the student and staff must be aware of its location at all times.	Teacher
Cooking and art and craft games should not involve the use of known allergens.	Teacher
Consider the potential exposure to allergens when consuming food on buses and in cabins.	Teacher
Students with anaphylactic responses to insects should always wear closed shoes and appropriate garments when outdoors and should be encouraged to stay away from water or flowering plants.	Student
Overseas Travel	Person Responsible
Where an excursion or camp is occurring overseas, involve parents/carers in discussions regarding risk management well in advance.	Teacher
Investigate the potential risks at all stages of the overseas travel: <ul style="list-style-type: none"> • travel to and from the airport • travel by airplane and all other transportation • various accommodation venues • all towns and locations to be visited • sourcing of safe foods at all of these locations • risk of cross contamination. 	Teacher
Assess where each of these risks can be managed using minimisation strategies such as the following: <ul style="list-style-type: none"> • translation of Individual Anaphylaxis Management Plan • sourcing of safe foods at all stages • obtaining the names, address and contact details of the nearest hospital at each location that may be visited • obtaining emergency contact details • sourcing the ability to purchase additional auto-injectors. 	Teacher/Parent
School Bus Travel	Person Responsible
Consult with parents of students at risk of anaphylaxis and the bus provider to ensure that appropriate risk assessment management strategies are in place.	Parent/ First Aid Officer
Work Experience	Person Responsible
The School should involve parents, student and the employer in discussions regarding risk management prior to a student at risk of an anaphylaxis reaction participating in work experience	First Aid Officer

Key Responsibilities

School Principal allocation of responsibility

	Role or Responsibility	Nominee
1.	Develop, implement and review the School's Anaphylaxis Management Policy.	Principal
2.	Actively seek information to identify students with severe life-threatening allergies or those who have been diagnosed as at risk of anaphylaxis, at enrolment or at the time of diagnosis (whichever is earlier).	First Aid Officer
3.	Request that parents/carers provide an ASCIA (Australasian Society of Clinical Immunology and Allergy) Action Plan for Anaphylaxis, which has been signed by the student's medical practitioner and that contains an up to-date photograph of the student.	Assistant Principal
4.	Meet with parents/carers to develop an Individual Anaphylaxis Management Plan (Appendix 1) for the student. This includes documenting practical strategies for in-school and out-of-school settings to minimise the risk of exposure to allergens, and nominating staff who are responsible for their implementation. The risk minimisation plan should be customised to the particular student, assessing and participating with school activities (e.g. during cooking and art classes) and at external events (e.g. swimming sports, camps, excursions and interstate/overseas trips).	First Aid officer
5.	Ensure that parents/carers provide the school with the student's Auto injector and that it is not in date. They are required to provide two for overnight camps, tours excursions etc.	First Aid Officer
6.	Develop a communication plan to provide information to all staff, students and parents/carers about anaphylaxis and the School's Anaphylaxis Management Policy.	Assistant Principal (Student Wellbeing)
7.	Ensure there are procedures in place for providing volunteers and casual relief staff with the following information: The School's Anaphylaxis Management Policy, the causes, symptoms and treatment of anaphylaxis, the identities of students at risk of anaphylaxis, their role in responding to an anaphylactic reaction by a student in their care, the location of the students' Individual Anaphylaxis Action Plans, the location of adrenaline auto-injectors for individual students and for general use.	Assistant Principal Daily Organiser

8.	Ensure that all school staff are briefed at least twice a year by a staff member from School Health who has up-to-date anaphylaxis management training on: <ul style="list-style-type: none"> • the School's Anaphylaxis Management Policy • the causes, symptoms and treatment of anaphylaxis • the identities of students diagnosed at risk and location of their medication • how to use an Adrenaline auto-injecting device, including hands-on practice with a trainer Adrenaline auto-injecting device (which does not contain adrenaline) • the School's First Aid and emergency procedures. 	Assistant principal/ First Aid officer
9.	Allocate time during Staff Meetings or Staff Conference Days to discuss, practice and review the School's Anaphylaxis Management Policy. Practice using the trainer adrenaline auto-injectors as a group.	Assistant Principal
10.	Encourage ongoing communication between parents/carers and staff about the status of the student's allergies, the school's policies and their implementation.	Assistant principal/ First Aid officer
11.	Ensure that the student's Anaphylaxis Management Plan is reviewed in consultation with parents annually and when the student's medical condition changes and reviewed immediately after a student has an anaphylactic reaction.	First Aid Officer
12.	Ensure the Annual Risk Management Checklist is completed annually.	Assistant Principal
13.	Purchase and maintain an appropriate number of Adrenaline auto-injector devices for general use to be part of the school's First Aid kit.	First Aid officer
14.	Maintain a register of staff qualifications and expiry dates with regard to anaphylaxis management accreditation	First Aid Officer

STAFF RESPONSIBILITIES

1.	Know and understand the School's Anaphylaxis Management Policy.
2.	Know the identity of students who are at risk of anaphylaxis.
3.	Understand the causes, symptoms, and treatment of anaphylaxis.
4.	Obtain regular training in how to recognize and respond to an anaphylactic reaction, including administering an Adrenaline auto-injector.
5.	Keep a copy of each student's ASCIA Action Plan for Anaphylaxis, or know where to find one quickly, and follow it in the event of an allergic reaction.
6.	Know the School's First Aid emergency procedures and their role in relation to responding to an anaphylactic reaction.

7.	Know where students' Adrenalin Auto-injectors are kept. (Remember that the Adrenalin Auto injector is designed so that anyone can administer it in an emergency.)
8.	Know and follow the prevention and risk minimisation strategies in the student's Individual Anaphylaxis Management Plan.
9.	Plan ahead for special class activities (e.g. cooking, art and science classes), or special occasions (e.g. excursions, incursions, sport days, camp, cultural days, fetes and parties). Work with parents/carers to provide appropriate food for their child if the food the school/class is providing may present a risk for him or her.
10.	Avoid the use of food treats in class or as rewards, as these may contain hidden allergens. Consider the alternative strategies provided in this document (see Appendix 2). Work with parents/carers to provide appropriate treats for anaphylactic students.
11.	Be aware of the possibility of hidden allergens in foods and of traces of allergens when using items such as egg or milk cartons in art or cooking classes.
12.	Be aware of the risk of cross-contamination when preparing, handling and displaying food.
13.	Make sure that tables and surfaces are wiped down regularly and that students wash their hands after handling food.
14.	Raise student awareness about severe allergies and the importance of their role in fostering a school environment that is safe and supportive for their peers.

First Aid Officer

1.	Work with the Assistant Principal – Student Wellbeing to develop, implement and review the School's Anaphylaxis Management Policy
2.	Obtain regular training in how to recognize and respond to an anaphylactic reaction, including administering an Adrenalin auto-injector (i.e. EpiPen®/Anapen®).
3.	Provide or arrange regular training to other staff members to recognise and respond to anaphylactic reaction, including administration of an Adrenalin Auto-injector.
4.	Keep an up-to-date register of students at risk of anaphylaxis and display in staff rooms
5.	<p>Work with the Assistant Principal (Student Wellbeing), parents/carers and students to develop, implement and review of each Individual Anaphylaxis Management Plan to:</p> <ul style="list-style-type: none"> • ensure that students' emergency contact details are up-to-date • ensure that the ASCIA device-specific Action Plan for Anaphylaxis matches the supplied auto-injector • Check that the Adrenalin Auto-injector is in date, such as at the beginning or end of each term. For those students with an EpiPen®, check the adrenaline is not cloudy, discoloured through the EpiPen® window • Inform parents/carers by contacting a month prior to the expiry date if the Adrenalin Auto injector needs to be replaced. • ensure that Adrenalin Auto-injectors are stored correctly (at room temperature and away from light) in an unlocked, easily accessible place, and that this storage area is appropriately labelled • Ensure that a copy of each Individual Anaphylaxis Management Plan is stored with the Students' Adrenalin Auto-injector.

6.	Work with staff to conduct regular risk prevention, minimisation, assessment and management strategies.
7.	Work with staff to develop strategies to raise school staff, student and community awareness about severe allergies.
8.	Provide or arrange post-incident support (e.g. counselling) to students and staff, if appropriate.

Parents

1.	Inform the School, either at enrolment or diagnosis, of the student's allergies, and whether the student has been diagnosed at the time of as being at risk of anaphylaxis.
2.	Obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner that details their condition, and any medications to be administered, and other emergency procedures and provide this to the School. Inform staff of any changes to the student's medical condition and if necessary, provide an updated ASCIA Action Plan. Provide the School with an up to date photo for the student's ASCIA Action Plan.
3.	Meet with the School to develop the student's Individual Anaphylaxis Management Plan.
4.	Provide the Adrenalin Auto-injector (EpiPen®/Anapen®) and any other medications to the school.
5.	Replace the Adrenalin Auto-injector and any other medication as needed and before their expiry date.
6.	Assist school staff in planning and preparation for the student prior to school camps, field trips, incursions, excursions or special events (e.g. class parties, cultural days, fetes or sport days). Supply alternative food options for the student when needed.
7.	Inform staff of any changes to the student's emergency contact details.
8.	Participate in reviews of the student's Individual Anaphylaxis Management Plan: <ul style="list-style-type: none"> • when there is a change to the student's condition • Immediately after the student has an anaphylactic reaction at school □ at its annual review.

Links

A template of the Risk Management Checklist can be found at Appendix 4 of the Anaphylaxis Guidelines for Victorian Schools or the Department's website:

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>

Staff First Aid trained

Staff Anaphylaxis Trained

Anaphylaxis Action Plan Template

Review

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance.