Anaphylaxis Policy

MONMIA PRIMARY SCHOOL
- Learn and Achieve -

This policy was presented to School Council in October 2026

Help for Non-English Speakers
If you need help to understand the information in this policy, please contact the school office on 9364-1007.

Purpose

To explain to Monmia Primary School's parents/guardians, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Monmia Primary School is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

Scope

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and guardians.

Implementation

School Statement

Monmia Primary School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education.

Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Symptoms

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth.

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting.

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen but can appear within a few minutes.

Treatment

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment

for anaphylaxis.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

Individual Anaphylaxis Management Plans

All students at Monmia Primary School who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the First Aid Coordinator of Monmia Primary School is responsible for developing a plan in consultation with the student's parents/guardians.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrols at Monmia Primary School and where possible, before the student's first day.

Parents/guardians must:

- obtain an ASCIA Action Plan for Anaphylaxis (RED) from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis (RED)
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis (RED) and provide it to the school each time it is updated
- provide the school with a current adrenaline autoinjector for the student that has not expired
- participate in annual reviews of the student's Individual Anaphylaxis Management Plan that is prepared by the school.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, 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 risk minimisation strategies, which have been identified in the Individual Anaphylaxis Management Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis (RED) completed by the student's medical practitioner.

Review and updates to Individual Anaphylaxis Management Plans

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/guardians. The First Aid Coordinator is responsible for this review.

The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

Location of plans and adrenaline autoinjectors

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their

ASCIA Action Plan for Anaphylaxis (RED) in the First Aid Room, together with the student's adrenaline autoinjector. Adrenaline autoinjectors must be labelled with the student's name.

Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Monmia Primary School, we have put in place the following strategies:

- staff and students are regularly reminded to wash their hands after eating
- students are discouraged from sharing food
- garbage bins outside, where possible, will remain covered, with lids down, to reduce the risk of attracting insects
- year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays
- a general use adrenaline autoinjector will be stored in the First Aid room and accessible for emergency access
- Planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending

Adrenaline autoinjectors for general use

Monmia Primary School will maintain a supply of 2 adrenaline autoinjector(s) for general use, as a back-up to those provided by parents/guardians for specific students, and also for students who may suffer from a first time reaction at school.

There are currently 4 adrenaline devices approved by the Therapeutic Goods Administration for use in Australia: the EpiPen®, the Anapen®, Jext® and Neffy®. All devices can be used when provided by families for students, however, the principal or allocated staff member can only use Epipen®, Anapen® or Jext® adrenaline autoinjector for general use. For more information about which autoinjector to purchase for general use, refer to Adrenaline autoinjectors for general use.

Adrenaline autoinjectors for general use will be stored in the First Aid room and labelled "general use".

The First Aid Cooridnator is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at Monmia Primary School at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents/guardians
- the availability of a sufficient supply of autoinjectors for general use in various settings, school, camps, excursions and special school events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry
- the weight of the students at risk of anaphylaxis to determine the correct dosage of adrenaline autoinjector/s to purchase.

Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school's general first aid procedures, emergency response procedures and the student's Individual Anaphylaxis Management Plan.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by the First Aid Coordinator and stored in the First Aid Room. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

Step 1

- Lay the person flat

- Do not allow them to stand or walk
- If breathing is difficult, allow them to sit with legs outstretched
- Be calm and reassuring
- Do not leave them alone
- Seek assistance from another staff member or reliable student to locate the student's adrenaline autoinjector or the school's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored in the First Aid Room.
- If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5

Step 2

Administer an EpiPen or EpiPen Jr

- Remove from plastic container
- Form a fist around the EpiPen and pull off the blue safety release (cap)
- Hold leg still and place orange end against the student's outer mid-thigh (with or without clothing)
- Push down hard until a click is heard or felt and hold in place for 3 seconds
- Remove EpiPen
- Note the time the EpiPen is administered
- Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration

OR

Administer an Anapen® 500

- Pull off the black needle shield
- Pull off grey safety cap (from the red button)
- Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing)
- Press red button so it clicks and hold for 3 seconds
- Remove Anapen®
- Note the time the Anapen is administered
- Retain the used Anapen to be handed to ambulance paramedics along with the time of administration.

OR

Administer Jext 150 or 300

- Form fist around Jext and pull off yellow cap
- Place black injector tip against outer-mid thigh (with or without clothing)
- Push black tip firmly until a click is heard and hold in place for 3 seconds.
- Remove Jext
- Note the time the Jext device is administered.
- The used adrenaline device must be handed to the ambulance paramedics along with the time of administration

OR

Administer Neffy® 1mg or 2mg

- Hold the nasal spray with your thumb on the bottom of the plunger and a finger on either side of the nozzle.
- Do not pull or push on the plunger. Do not test or prime (pre-spray). Each Neffy nasal spray contains only one spray.

- Place the nozzle of the nasal spray into a nostril until fingers touch the nose.
- For smaller nostrils, aim for the fingers to touch the nose.
- Keep the nozzle pointed towards the forehead. Do not angle the nozzle of the nasal spray to the inner or outer walls of the nose.
- Press the plunger up firmly until the dose is administered and it sprays into the nostril.
- Note the time the Neffy device is administered.
- The used adrenaline device must be handed to the ambulance paramedics along with the time of administration

Step 3

Call an ambulance (000)

Step 4

If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis (RED)), further adrenaline doses may be administered every 5 minutes, if other adrenaline autoinjectors are available.

Step 5

Contact the student's emergency contacts.

Step 6

The principal or a staff member allocated to do so must contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 to report 'High' or Extreme' severity incidents to report the incident. Incidents assessed as 'Low' or 'Medium' can be reported directly into EduSafe Plus by the principal or their allocated staff member.

If a student appears to be having a severe allergic reaction but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

For first time anaphylactic reactions, the school's general use adrenaline autoinjector device must be used. If the general use device is not immediately available in an anaphylaxis emergency, staff may use another student's adrenaline device, including the Epipen®, Anapen®, Jext® or Neffy® device. This may save a life. If another student's adrenaline device is used in an anaphylaxis emergency, the school must notify the parents of the student whose device was used and immediately replace the device.

Where possible, schools should consider using the correctly dosed adrenaline autoinjector depending on the weight of the student. However, in an emergency if there is no other option available, any device should be administered to the student.

Staff training

The Principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

All School staff both teaching and Education Support Staff and any other member of school staff as required by the Principal based on a risk assessment.

Staff who are required to undertake training must have completed:

- an approved face-to-face anaphylaxis management training course in the last three years, or
- an approved online anaphylaxis management training course in the last two years.

Monmia Primary School uses the following training course ASCIA Anaphylaxis e-training for Victorian Schools with Anaphylaxis Supervisors completing Course in Verifying the Correct Use of Adrenaline Injector Devices 22578Vic training with Hero HQ trainers, commencing in 2026.

Monmia Primary School uses the following training course: Face to face training- Course in First Aid training with Hero HQ trainers, commencing in 2026.

[Note, for details about approved staff training modules, refer to chapter 5 of the Anaphylaxis Guidelines]

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years including the School Anaphylaxis Supervisor. Each briefing will address:

- the school's anaphylaxis management policy

- the causes, symptoms and treatment of anaphylaxis
- the identities of students diagnosed as being at risk of anaphylaxis, their allergens and the location of their Individual Anaphylaxis Management Plans and their medication/s
- discussion on staff anaphylaxis training and renewal
- how to use an adrenaline autoinjector, including hands on practice with an adrenaline autoinjector trainer device (which does not contain adrenaline)
- the school's general first aid and emergency response procedures
- the location of, adrenaline autoinjectors prescribed for individual students that have been purchased by their family
- the location of adrenaline devices that the school has purchased for general use
- how to access on-going support and training.

When a new student enrols at Monmia Primary School who is at risk of anaphylaxis, the Principal/ First Aid Coordinator will develop an interim plan in consultation with the student's parents/guardians and ensure that appropriate staff are trained and briefed as soon as possible.

A record of staff training courses and briefings will be maintained through the school's online Emergency Management Plan.

The Principal/ delegated staff member will ensure that while students at risk of anaphylaxis are under the care or supervision of the school outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

Communication

This policy will be publicly available on Monmia Primary School's website so that parents/guardians and other members of the school community can easily access information about Monmia Primary School's anaphylaxis management procedures. The parents and guardians of students who are enrolled at Monmia Primary School and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The Principal is responsible for ensuring that all relevant staff, including casual relief staff and volunteers are aware of this policy and Monmia Primary School's procedures for anaphylaxis management. We will communicate this policy through staff induction and training materials, and twice yearly staff briefings. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

The Principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's Anaphylaxis Guidelines

Further Information

- The Department's Policy and Advisory Library (PAL) – see Anaphylaxis
  - Allergies
  - First Aid for Students and Staff
  - Health Care Needs Managing Reporting Incidents (Including Emergencies)
  - Medication
- Allergy & Anaphylaxis Australia
- ASCIA Guidelines: Schooling and childcare
- Royal Children's Hospital: Allergy and immunology
- Victorian Schools Anaphylaxis Management Training — HERO HQ

Monmia Primary School's Health Care Needs Policy and First Aid Policy, available on the Policies page of our website

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on the school's website
- Included in staff induction processes and staff training
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Included in the Monmia Primary School Handbook for parents/guardians
- Reminders included in the school newsletter

	• Hard copy of policy is available from school administration upon request
Evaluation	The First Aid Coordinator/s will review this policy annually. In addition, the Principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.
Policy Last Reviewed	October 2026
Consultation	School Staff and Principal
Approved By	Principal
Next Scheduled Review Date	October 2027