

# Anaphylaxis Management Policy

This policy was last presented to School Council in October 2025



## 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

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication. The key to prevention of anaphylaxis in schools is knowledge of those students/persons who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. This policy will apply to all persons that may be affected within the school grounds. Partnerships between schools and families are important in ensuring that certain foods or items are kept away from the student while at school. Adrenaline given through an adrenaline auto injector e.g. EpiPen® to the muscle of the outer mid-thigh is the most effective first aid treatment for anaphylaxis.

Monmia Primary School will:

- provide a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the schooling
- raise awareness about anaphylaxis and the school's anaphylaxis management policy
- engage with parents/guardians of students at risk of anaphylaxis in assessing risks and management strategies for the student

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

### 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

The school will manage anaphylaxis by following Departments [Anaphylaxis Guidelines](#) and by implementing these actions:

- Ensure that students diagnosed at being of risk of anaphylaxis, have an individual management plan developed in consultation with the student's parents/guardians. The plan must be in place as soon as students have enrolled and where possible before the student's first day at school. The individual anaphylaxis management plan will include:
  - ☐ Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).
  - ☐ Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, for in-school and out of school settings including camps and excursions.
  - ☐ Information on where the student's medication will be stored.
  - ☐ The student's emergency contact details.
- Implement emergency procedures plan as provided by Australasian Society of Clinical Immunology and Allergy Inc. Action Plan (ASCIA), completed by the medical practitioner, that:
  - ☐ Sets out the emergency procedures to be taken in the event of an allergic reaction.

- ☐ Is signed by a medical practitioner who was treating the child on the date the practitioner signs the emergency procedures plan.
  - ☐ Includes an up to date photograph of the student.
- In the event of an anaphylactic reaction, the school will refer to the student's individual management plan and follow the directions as per the ASCIA action plan.
- The First Aid Coordinator to review the student's individual management plan, in consultation with the student's parents/guardians
  - ☐ at the beginning of each year
  - ☐ if the student's condition changes or
  - ☐ immediately after a student has an anaphylactic reaction at school.
- Inform families of their responsibility to:
  - ☐ provide the emergency procedures plan (ASCIA Action Plan)
  - ☐ notify the school if their child's medical condition changes, and if relevant provide an updated emergency procedures plan (ASCIA Action Plan)
  - ☐ provide an up to date photo for the emergency procedures plan (ASCIA Action Plan) when the plan is provided to the school and when it is reviewed
  - ☐ ensure the adrenaline auto injector e.g. EpiPen® or Anapen® is not out of date
- Develop a communication plan to provide information to all staff, students and parents about anaphylaxis and the school's anaphylaxis management policy.
- The communication plan will include information about what steps will be taken to respond to an anaphylactic reaction by a student in a classroom, in the school yard, on school excursions, on school camps and special event days.
- Inform volunteers and casual relief staff of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care by the office staff.
- Brief all staff once each semester by a staff member who has up to date anaphylaxis management training on:
  - ☐ the school's anaphylaxis management policy
  - ☐ the causes, symptoms and treatment of anaphylaxis
  - ☐ the identities of students diagnosed at risk of anaphylaxis and where their medication is located
  - ☐ how to use an adrenaline auto injector e.g. EpiPen® or Anapen® 500, Anapen® 300, or Anapen® Jr the school's first aid and emergency response procedures.
- Provide all staff with training on anaphylaxis management every three years.
- Ensure all staff members are familiar with the roles and responsibilities as defined in the Department's [Anaphylaxis Guidelines](#)
- Guidelines and the Anaphylaxis Risk Management Checklists
- Supply generic backup EpiPens to be stored in First Aid room.
- Display photos of individual students diagnosed with anaphylaxis in the staff room, First Aid room, and in yard duty folders.
- Details of students with anaphylaxis including a photo will be provided to all relevant teachers.
- Information sharing in all classrooms using the resources recommended by ASCIA to promote an awareness of the condition and its management strategies.
- Inform the school community that there is not a ban on certain types of foods (eg Nuts) as it is not practicable to do so and is not a strategy recommended by Department Of Education or the Royal Children's Hospital.
- On Multicultural Lunch Day the parents/guardians of anaphylactic students will be encouraged to attend and assist with the supervision of their child.

The Department's Policy and Advisory Library (PAL):

- [Anaphylaxis](#)
- [Allergies and Anaphylaxis Australia](#)
- [ASCIA Guidelines – Schooling and childcare](#)
- [Royal Children's Hospital: Allergy and Immunology](#)
- [Health Care Needs](#)

## 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
- Included in staff handbook/manual

- 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 program leaders will review this policy every 2 years.

#### Policy Last reviewed

September 2025

#### Consultation

School Staff and Principal

#### Approved By

Principal 2025

#### Next Schedule Review Date

September 2027