

Anaphylaxis Communication Plan

1. Purpose

This plan seeks to outline:

- The procedures by which Ivanhoe Grammar School (the School) will provide information to all staff, students and parents about Anaphylaxis and the School's Anaphylaxis Policy.
- What to do in response to an anaphylactic reaction of a student in the School's care.

The Principal is responsible for ensuring that this Communication Plan is developed and implemented to provide information above to the community.

2. Scope

This plan applies to all School staff, contractors and volunteers involved in student-facing work.

The plan is to be read in conjunction with the Anaphylaxis Policy.

3. Implementation

3.1 Staff Training

The following School staff will be trained and briefed on anaphylaxis management:

- (a) Those who conduct classes that students with a medical condition relating to allergy and the potential for anaphylactic reaction attend
- (b) Any further School staff (including volunteers and regular casual relief teachers) that the Principal identifies, based on an assessment of the risk of an anaphylactic reaction occurring while a student is under the care or supervision of the School (including, for example, during excursions, yard duty, camps and special event days).

The School staff identified above must, and all other staff are strongly encouraged to:

- (a) Successfully complete an accredited face-to-face anaphylaxis management training course in the previous three years (including 22578VIC and 10710NAT training) or an accredited online anaphylaxis training course in the previous two years, which includes a practical assessment regarding the competent and appropriate use of an adrenaline auto-injector
- (b) Where applicable, attend all anaphylaxis management and training prior to any excursion, camp, off-site or out of school hour's events
- (c) Participate in a twice yearly staff briefing on anaphylaxis management and training, with the first briefing to be held at the beginning of the School year.

The School keeps records to ensure that all relevant staff have received the training and therefore, are able to respond to an anaphylactic reaction.

3.2 Raising Staff awareness

The twice annual staff briefings are delivered by member(s) of the School staff who are appointed as verifiers by the Principal (typically the School's Nurses), who have successfully

completed an accredited anaphylaxis management training course in the previous two years which covers the required matters raised in Ministerial Order 706.

The briefings address the following:

- (a) The School's anaphylaxis management policies and procedures
- (b) The causes, symptoms and treatment of anaphylaxis
- (c) The identities of students (and where applicable, staff and others) with a medical condition that relates to allergy and the potential for anaphylactic reaction and where their medication is located
- (d) How to use an adrenaline autoinjector, including hands-on practise with a trainer adrenaline autoinjector device
- (e) Information about the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the School for general use
- (f) The School's general first aid and emergency response procedures
- (g) Details of student IAMP's (including ASCIA Action Plans) and where they can be located within the School and during out of School activities or out of hours activities such as school excursions, camps and special events conducted, organised or attended by the School
- (h) Any other current or specified anaphylaxis issues

If for any reason, training or briefings have not occurred in the intended timeframe:

- The Principal must develop an interim plan in consultation with the parents of any affected student with a medical condition that relates to an allergy and the potential for anaphylactic reason and training must occur as soon as possible thereafter
- Relevant staff must have a meeting with the Head of Campus and Daily Organiser to ensure their workload does not involve them being the only direct supervisor of a student who is at risk of anaphylaxis.

3.3 Other Staff Communications

In addition, the School also communicates its Anaphylaxis Policy and procedures through the induction and on-boarding process, via Ivanhoe Connect, SEQTA or through hard copy folders and information boards at various locations across the School's campuses. The above information also addresses how staff will respond to an anaphylactic reaction both on-site and off-site (including during excursions, School camps and special events).

In the event that a casual staff member or volunteer's engagement at the School does not overlap with the School's twice-annual briefings, such staff will either receive a special briefing from the School anaphylaxis supervisor(s), and/or receive information from the Daily Organiser / DHoC. This is to ensure that during their engagement, such staff are aware of the School's Anaphylaxis Policy and associated procedures (including an understanding of the expectations and content covered in the twice-annual briefings), and what to do in response to an anaphylactic reaction of a student in their care (regardless of whether this occurs on or off-site).

3.4 Management and Emergency Response Procedures

In the event of an anaphylactic reaction, the School will follow the Emergency Response Procedures, its general first aid and emergency response procedures and if applicable, the student's IAMP (including an ASCIA Action Plan). In this regard, the School maintains a medical alert list on its internal electronic management system of each student who has been diagnosed with a medical condition relating to an allergy or the potential for an anaphylactic reaction. This list includes a photo of the student, their full name, class, and details of their allergy or condition and whether an EpiPen has been prescribed (e.g. anaphylaxis, peanuts and nut products, EpiPen).

Classroom

In the event of an anaphylactic episode in the classroom, the Teacher will contact emergency services, the Health Centre/Sickbay and if applicable, follow the student's IAMP (including an [ASCIA Action Plan](#)).

School Yard

In the event of an anaphylactic episode in school yard, the following campus based actions will be followed:

Campus	Action in event of an anaphylactic episode in school yard
Buckley House The Ridgeway Campus Plenty Campus University Campus	The Yard Duty Teacher will send runners to the HC/ main reception to get assistance. The nurse or teacher will go to assist at the scene and bring the first aid kit, phone and get an adrenaline autoinjector to be brought back to the student as soon as possible. Teacher to remain with student and call an ambulance, whilst monitoring the student with regard to DRABCD. Office staff to notify the Principal and send staff to appropriate gate to guide the ambulance and emergency services personnel. See Emergency Evacuation Plans.
When at Latrobe Campus	Students checked prior to leaving UC to ensure they are carrying their EpiPen. Staff member in charge will carry a first aid kit with a general use EpiPen across to Latrobe. The Teacher will contact the Health Centre via phone to ask for assistance. Teacher to contact Latrobe security and alert them to medical emergency. Teacher to remain with student and call an ambulance, whilst monitoring the student with regard to Dr ABCD. See Emergency Evacuation Plans.

Excursion, Sports Event or Camp

In the event of an anaphylactic episode at an excursion, sports event or camp the supervising staff member will call emergency services, administer adrenaline autoinjector and if applicable, follow the student's the IAMP.

Where possible, only School staff with relevant training should administer the student's adrenaline autoinjector. However, an adrenaline autoinjector must be administered as soon as possible after an anaphylactic reaction. Therefore, if necessary, the adrenaline autoinjector may be administered by any person following the instructions in the student's IAMP (including ASCIA Action Plan) if applicable.

The School's general first aid and emergency response procedures should also be followed to the extent that it is reasonably practicable to do so off-site.

3.5 Raising student awareness

Peers are an important element of support for students at risk of Anaphylaxis.

Students are briefed during class time and through School assemblies about the risks posed by Anaphylaxis and the need to promptly alert a member of staff if they believe that they, or a peer is suffering an anaphylactic reaction.

These briefings will also address the School's expectations of students in the event of an actual or suspected anaphylactic reaction (whether this occurs on or offsite).

These include:

- Remain calm.
- Promptly seek help.
- If the circumstances allow, ensure that the person suffering from the anaphylactic reaction is accompanied whilst others seek help.
- Listen carefully to any instructions you receive from staff (or if applicable, medical professionals or emergency services).

Teachers will also discuss key messages at appropriate times with students in their classes. This can be adopted by students during both normal and off-site or out of school activities.

These include:

- 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 peer becomes sick, get help immediately even if the person feeling unwell does not want to.
- Be respectful of adrenaline auto-injectors – they are not toys.
- Do not pressure your friends to eat food that they are allergic to.

It is also the School's process to brief students on the above matters at camps and external events.

Informational posters and materials are also displayed around the campus to promote awareness of Anaphylaxis, and what to do in the event of an actual or suspected reaction.

It is also 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. Staff must be sensitive to this situation and use their discretion when discussing Anaphylaxis with that student. Staff must 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).

3.6 Communication with parents/guardians of a student at risk of anaphylaxis

The School is aware that parents sending a child to school who is at risk of Anaphylaxis can be an anxious experience. It is important to develop an open and co-operative relationship with students and their families, so that they can feel confident that appropriate management strategies are in place.

All parents are asked at enrolment if their child has any allergies or medical conditions of which the School needs to be aware.

During the enrolment process and during enrolment at the School, parents/guardians will be:

- Provided with a copy of the Anaphylaxis Policy (which is available on the School's website).
- Asked to provide to the School a current Individual Anaphylaxis Management Plan (IAMP) in ASCIA format and adrenaline auto-injector as soon as possible after the enrolment offer is made, and as required during the enrolment.
- Advised of the School's procedures for responding to a student's anaphylactic reaction in various environments (including during normal School activities in the classroom, in the yard, in all School buildings and sites including gyms and halls; and during off-site

or out of School activities, including on excursions, camps and at special events conducted, organised or attended by the School).

- Advised generally about what parents are to do in response to an anaphylactic reaction of a student (including by sharing information pamphlets or factsheets from external organisations and holding parent information evenings).
- Encouraged to speak to their children about the importance of Anaphylaxis and what to do in the event of an actual or suspected reaction.

Students will be able to commence their enrolment only after the School has received their IAMP and adrenaline auto-injector. This is to ensure the safety of the student.

For current students, a letter to parents seeking notification of changes to the ASCIA plan and expiry date for the provided adrenaline auto-injector will be sent prior to the annual review of the student's IAMP. The School will also communicate to parents any significant changes to the School's procedures for responding to a student's anaphylactic reaction.

Parents will be contacted to discuss and review the ASCIA plan following any anaphylactic reaction, so that the IAMP can be updated accordingly.

Parents may be contacted by a member of staff as required, prior to any School camp, to discuss prevention and response strategies that may affect their child in the specific environment.

In the event that a student suffers an anaphylactic reaction whilst in the care of the School, after staff have tended to the medical needs of the student (in accordance with the Anaphylaxis Policy, including by calling emergency services), parents will then be contacted by phone at first instance.

The School Nursing staff are responsible for making contact with parents following an on-site reaction, and in the event of an off-site reaction, responsibility for the communication lies with the staff member in charge. Parents will be advised of next steps and what they are required to do, which will largely depend on the circumstances (e.g. attending the hospital).

Where communication with parents is unsuccessful, the School will make contact with the emergency contact listed on that student's file.

The School is committed to implementing practical prevention strategies, increasing awareness about the risks of Anaphylaxis and regularly communicate to ensure that appropriate management strategies are in place to manage an anaphylactic reaction.

Last Review Date: April 2026	Approved By: Principal's Executive Team
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Policy Owner: Business Manager	