



Anaphylaxis Communication Plan

Purpose

This plan seeks to outline:

- The procedures by which the School will provide information to all staff (including volunteers and casual relief 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.

Communication and training staff on Anaphylaxis management

Training

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

- Those who conduct classes that students with a medical condition relating to allergy and the potential for anaphylactic reaction attend.
- Any further School staff (including volunteers, regular casual relief staff and trainees) 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).

Such staff will be advised about how to respond to an anaphylactic reaction through briefings and training, in accordance with the School's Anaphylaxis Policy. The School keeps records to ensure that all relevant staff have received the training and therefore, are able to respond to an anaphylactic reaction.

The School will communicate with relevant staff about the date, time and requirements of Anaphylaxis training through its internal online network.

Other communications

In addition, the School also communicates its Anaphylaxis Policy (including the Anaphylaxis

Emergency Response Procedure) and other associated procedures through the induction and on boarding process, use of notice boards in the staff room, internal messages on the School's network and learning management system and professional development.

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, trainees or volunteers 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 Nurse, or receive information from the Faculty Heads and if required, a member of the Executive Leadership Team.

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 do in response to an anaphylactic reaction of a student in their care (regardless of whether this occurs on or off-site).

Communication with parents

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 will be:

- Provided with a copy of the Anaphylaxis Policy.
- 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 through correspondence (including on excursion forms, via Operoo or its successor, SCHOOLBOX, emails, the School's learning portal and the like) 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 also receive a notice in the KnoxMail once per term or a weekly notice in Junior School and ELC newsletter when a child is enrolled at the School who is at risk of Anaphylaxis.

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 Nurse or first-aid 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 (eg. 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.

Communication with students

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 a 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.

Constructed / Reviewed by: Russell Kennedy Lawyers/School Nurse	Approval Required: School Nurse	
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