



## Rationale

DOBCEL is committed to the safety and wellbeing of all students in all aspects of school life. Students who are at risk of anaphylaxis require a whole of school community response with each member committing to maintain their knowledge, skills and diligence towards planning.

DOBCEL schools commit 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 school life.

## Definitions

**Act:** *The Education and Training Reform Act 2006 (Vic).*

**Adrenaline autoinjector (EpiPen):** An adrenaline autoinjector device, approved for use by the Commonwealth Government Therapeutic Goods Administration. These may include EpiPen® or EpiPen® Jr.

**Adrenaline autoinjector for general use:** A 'back up' or 'unassigned' adrenaline autoinjector purchased by a school.

**Anaphylaxis:** 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, latex, certain insect stings/bites and medications

**ASCIA:** Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.

**ASCIA Action Plan for Anaphylaxis:** This plan is a nationally recognised action plan for anaphylaxis developed by ASCIA. These plans list the student's prescribed adrenaline autoinjector (EpiPen® or EpiPen® Jr) and must be completed by the student's medical practitioner. This plan is one of the components of the student's Individual Anaphylaxis Management Plan.

**Communication Plan:** A plan implemented by the school which provides information to all school staff, students and parents about anaphylaxis and the school's policy and procedures.

**Anaphylaxis Emergency Response Plan:** A Plan for responding to an on-campus or off-campus anaphylactic emergency. The *Anaphylaxis Emergency Response Plan* is not limited to the *ASCIA Action Plan*. See Attachment 4 in this document.

**Guidelines:** *Anaphylaxis Guidelines – A resource for managing severe allergies in Victorian schools*, published by the Department of Education and Training from time to time.

**Individual Anaphylaxis Management Plan:** An individual plan developed for each student at risk of anaphylaxis, in consultation with the student's parents/carers. This plan includes the ASCIA Action Plan and age-appropriate strategies to reduce the risk of an allergic reaction occurring.

**Medical practitioner:** This is a registered medical practitioner within the meaning of the *Health Professions Registration Act 2005*, but excludes a person registered as a non-practising health practitioner.

**Online training course:** Means the course called *ASCIA Anaphylaxis e-training for Victorian Schools* approved by the Secretary pursuant to clause 5.5.4 of the Order.

**Order:** *Ministerial Order 706 - Anaphylaxis Management in Victorian Schools*.

**Principal:** Defined in s 1.1.3 of the Education and Training Reform Act as meaning a person appointed to a designated position as principal of a registered school or a person in charge of a registered school.

**School anaphylaxis management policy:** This is a school-based policy that is required to be developed under s 4.3.1(6) of the Act because the school has at least one enrolled student who has been diagnosed as being at risk of anaphylaxis.

**School Anaphylaxis Supervisor:** A school staff member nominated by the principal to undertake appropriate training to be able to verify the correct use of adrenaline autoinjector (trainer) devices and lead the twice-yearly briefings on the school's anaphylaxis management policy.

**School staff:** Any person employed or engaged at a school who:

- is required to be registered under Part 2.6 of the Act to undertake duties as a teacher within the meaning of that Part
- is in an educational support role, including a teacher's aide, in respect of a student with a medical condition that relates to allergy and the potential for anaphylactic reaction
- the principal determines should comply with the school's anaphylaxis management policy.

## Policy Statement

DOBCEL schools shall comply with Ministerial Order 706 and the associated guidelines related to anaphylaxis management in schools as published and amended by the Department of Education and Training (DET), Victoria from time to time.

School Principals must:

- raise awareness about anaphylaxis and the *DOBCEL Anaphylaxis Management Policy* and procedures in the school community;
- engage with parents/guardians of students at risk of anaphylaxis, in assessing risks and developing *Individual Anaphylaxis Management Plans* and management strategies;
- ensure that each staff member has adequate knowledge about allergies, anaphylaxis and the School's policies and procedures about responding to an anaphylactic reaction;
- implement appropriate *Risk Minimisation and Prevention Strategies*;
- develop appropriate *School Anaphylaxis Management and Emergency Response Plans*;
- develop appropriate *Communication Plans*; and
- complete the annual *Anaphylaxis Risk Management Checklist*.

## Parent/Caregiver Responsibility

It is the responsibility of the parent/caregiver to:

- inform the school in writing of their child's medical condition, in so far as it relates to allergy and the potential for anaphylactic reaction
- Provide an ASCIA Action Plan signed by the students treating doctor;
- provide the school with (1) one adrenaline EpiPen and replacements upon expiration.

In addition, it is the responsibility of parents and caregivers to ensure their child has an adrenaline EpiPen that has not expired in their possession at all times when engaged in school-sanctioned activities.

### **School Management of Anaphylaxis**

DOBCEL acknowledges that the management of a student at risk of anaphylaxis is a partnership between the school, the staff, the student, the student's parents, caregivers and the student's medical practitioner.

Individual Anaphylaxis Management Plans will be prepared by each school using the template in the DOBCEL *Anaphylaxis Management Procedure*. The Plans will be developed in consultation with the abovementioned for each student at risk.

Risk minimisation and prevention strategies detailed in the DOBCEL *Anaphylaxis Management Procedure*, shall be implemented wherever possible, to minimise the risk of exposure to allergens.

The Communication Plan detailed in the DOBCEL *Anaphylaxis Management Procedure* shall be implemented to raise awareness of students at risk, risk minimisation strategies and how to respond in an emergency.

The school's Anaphylaxis Management and Emergency Response Plan shall be implemented by each school as part of the risk minimization strategies. They are detailed in the DOBCEL *Anaphylaxis Management Procedure*.

The Annual Risk Management Checklist detailed in the DOBCEL *Anaphylaxis Management Procedure* must be completed by the school Principal (or nominee) to determine staff training and medical supply requirements. The checklist must be uploaded into the school's Anaphylaxis Risk Register.

Anaphylaxis Management training and briefings must be provided to staff as detailed in the DOBCEL *Anaphylaxis Management Procedure*.

Failure to complete and maintain the Anaphylaxis Management qualification or to participate in the twice yearly Anaphylaxis Management briefings, may result in disciplinary action.

## **Principles**

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| <b>1.0</b> | <b>Common good</b>   | The idea that each social group must take account of the rights and aspirations of other groups, and of the well-being of the whole human family |
| <b>2.0</b> | <b>Human dignity</b> | Each person is created in the image and likeness of God and so has an inalienable, God-given dignity   |
| <b>3.0</b> | <b>Transparency</b>  | Timely and accurate disclosure/reporting about performance, decision making and financial health of the organization to key stakeholders         |

## References

- Education and Training Reform Act 2006 Section 4.3.1(6) (c)
- Children’s Services and Education Legislation (Anaphylaxis Management) Amendment Act 2008 (VIC)
- Children’s Services Act 1996
- Education and Care Services National Law Act 2010 (CTH)
- Education and Care Services National Regulations 2011 (CTH)
- Disability Discrimination Act 1992 (CTH)
- Disability Standards for Education 2005 (CTH)
- Victorian Registration and Qualification Authority (VRQA)
- Occupational Health and Safety Act 2004 (VIC)
- Ministerial Order 706 ' Anaphylaxis Management in Victorian schools' December 2015
- Department of Education Anaphylaxis Guidelines – A resource for managing severe allergies in Victorian schools issued July 2017

## Related Policies and Documents

- DOBCEL Anaphylaxis Management Procedure
- DOBCEL Anaphylaxis Emergency Response Plan
- DOBCEL Student Care and Health
- DOBCEL Duty of Care: Supervision of Students