



# Anaphylaxis Policy

## Help for non-English speakers

If you need help to understand the information in this policy please contact Reception at 03 9878 1730

### PURPOSE

To explain to Mount Pleasant Road Primary School parents, carers, 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 Mount Pleasant Road 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 carers.

### POLICY

Mount Pleasant Road Primary School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

### 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

|                                                    |                             |                            |                |
|----------------------------------------------------|-----------------------------|----------------------------|----------------|
| School Name:<br>Mount Pleasant Road Primary School | Policy name:<br>Anaphylaxis | Policy Ref. Number<br>VRQA | Consultation:  |
| Approved by: Claudia<br>Rushton ((Principal))      | Date: May 2026              | Next: Feb 2027             | Version<br>1.0 |

- 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 or inhaled through the nose 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 Mount Pleasant Road 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 Principal of Mount Pleasant Road Primary School is responsible for developing a plan in consultation with the student's parents/carers.

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

Parents and carers must:

- obtain an ASCIA Action Plan for Anaphylaxis 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

|                                                    |                             |                            |                |
|----------------------------------------------------|-----------------------------|----------------------------|----------------|
| School Name:<br>Mount Pleasant Road Primary School | Policy name:<br>Anaphylaxis | Policy Ref. Number<br>VRQA | Consultation:  |
| Approved by: Claudia<br>Rushton ((Principal))      | Date: May 2026              | Next: Feb 2027             | Version<br>1.0 |

- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline autoinjector for the student that has not expired;
- participate in annual reviews of the student's Plan.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to 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 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/carers. 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.

|                                                    |                             |                            |                |
|----------------------------------------------------|-----------------------------|----------------------------|----------------|
| School Name:<br>Mount Pleasant Road Primary School | Policy name:<br>Anaphylaxis | Policy Ref. Number<br>VRQA | Consultation:  |
| Approved by: Claudia<br>Rushton ((Principal))      | Date: May 2026              | Next: Feb 2027             | Version<br>1.0 |

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 in the First Aid Room together with the student's adrenaline autoinjector. Adrenaline autoinjectors must be labelled with the student's name.

Students are encouraged to keep an additional adrenaline autoinjector on their person. Adrenaline autoinjectors for general use are available in the First Aid Room and are labelled "MPRPS"

### **Risk Minimisation Strategies**

The Risk Minimisation and Prevention Strategies that this school will put in place for all relevant in-school and out-of-school settings are:

#### In-school settings

| Classrooms |                                                                                                                                                                                                                                                            |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.         | Keep a copy of the student's Individual Anaphylaxis Management Plan in the classroom and ensure the ASCIA Action Plan is easily accessible even if the Adrenaline Autoinjector is kept in another location.                                                |
| 2.         | Liaise with Parents about food-related activities ahead of time.                                                                                                                                                                                           |
| 3.         | Use non-food treats where possible, but if food treats are used in class it is recommended that Parents of students with food allergy provide a treat box with alternative treats. Treat boxes should be clearly labelled and only handled by the student. |
| 4.         | Never give food from outside sources to a student who is at risk of anaphylaxis.                                                                                                                                                                           |
| 5.         | Treats for the other students in the class should not contain the substance to which the student is allergic. It is recommended to use non-food treats where possible.                                                                                     |
| 6.         | Products labelled 'may contain traces of nuts' will not be served to students allergic to nuts. Products labelled 'may contain milk or egg' should not be served to students with milk or egg allergy and so forth.                                        |
| 7.         | Monitor the possibility of hidden allergens in food and other substances used in cooking, food technology, science and art classes (e.g. egg or milk cartons, empty peanut butter jars).                                                                   |
| 8.         | Ensure all cooking utensils, preparation dishes, plates, and knives and forks etc. are washed and cleaned thoroughly after preparation of food and cooking.                                                                                                |
| 9.         | Have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.                                                                                                                                  |
| 10.        | A designated staff member to inform casual relief teachers, specialist teachers and volunteers of the names of any students at risk of anaphylaxis, the location of each student's Individual                                                              |

|                                                    |                             |                            |                |
|----------------------------------------------------|-----------------------------|----------------------------|----------------|
| School Name:<br>Mount Pleasant Road Primary School | Policy name:<br>Anaphylaxis | Policy Ref. Number<br>VRQA | Consultation:  |
| Approved by: Claudia<br>Rushton ((Principal))      | Date: May 2026              | Next: Feb 2027             | Version<br>1.0 |

Anaphylaxis Management Plan and Adrenaline Autoinjector, the School's Anaphylaxis Management Policy, and each individual person's responsibility in managing an incident. i.e. seeking a trained staff member.

#### Canteen and Before and After School Care

1. Staff (whether internal or external) need to demonstrate satisfactory training in food allergen management and its implications on food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc. Refer to:
  - 'Safe Food Handling' in the School Policy and Advisory Guide, available at: <http://www.education.vic.gov.au/school/principals/spag/governance/pages/foodhandling.aspx>
  - Helpful resources for food services: <https://allergyfacts.org.au/allergy-anaphylaxis/what-is-allergy>
2. Staff, including volunteers, will be briefed about students at risk of anaphylaxis and, where the Principal determines in accordance with clause 12.1.2 of the Order, have up to date training in an Anaphylaxis Management Training Course as soon as practical after a student enrolls.
3. The student's name and photo will be displayed in the canteen as a reminder to staff.
4. Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts.
5. Canteens should provide a range of healthy meals/products that exclude peanut or other nut products in the ingredient list or a 'may contain...' statement.
6. Make sure that tables and surfaces are wiped down with warm soapy water regularly.
7. Food banning is not generally recommended. Instead, a 'no-sharing' with the students with food allergy approach is recommended for food, utensils and food containers. However, school communities can agree to not stock peanut and tree nut products (e.g. hazelnuts, cashews, almonds, etc.), including chocolate/hazelnut spreads.
8. Staff will be aware that contamination of other foods when preparing, handling or displaying food. For example, a tiny amount of butter or peanut butter left on a knife and used elsewhere may be enough to cause a severe reaction in someone who is at risk of anaphylaxis from cow's milk products or peanuts.

#### Yard

1. Sufficient School Staff on yard duty will be trained in the administration of the Adrenaline Autoinjector (i.e. EpiPen®/ Anapen®) to be able to respond quickly to an anaphylactic reaction if needed.
2. The Adrenaline Autoinjector and each student's Individual Anaphylaxis Management Plan are easily accessible from the yard, and staff aware of their exact location. (Remember that an anaphylactic reaction can occur in as little as a few minutes).
3. Schools must have a Communication Plan in place so the student's medical information and medication can be retrieved quickly if a reaction occurs in the yard. This may include options of all yard duty staff carrying emergency cards in yard-duty bags, walkie talkies or yard-duty mobile

|                                                    |                             |                            |                |
|----------------------------------------------------|-----------------------------|----------------------------|----------------|
| School Name:<br>Mount Pleasant Road Primary School | Policy name:<br>Anaphylaxis | Policy Ref. Number<br>VRQA | Consultation:  |
| Approved by: Claudia<br>Rushton ((Principal))      | Date: May 2026              | Next: Feb 2027             | Version<br>1.0 |

|    |                                                                                                                                                                                         |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | phones. All staff on yard duty must be aware of the School's Emergency Response Procedures and how to notify the general office/first aid team of an anaphylactic reaction in the yard. |
| 4. | Yard duty staff must also be able to identify, by face, those students at risk of anaphylaxis.                                                                                          |
| 5. | Students with anaphylactic responses to insects will be encouraged to stay away from water or flowering plants.                                                                         |
| 6. | Lawns and clover will be mowed regularly and outdoor bins covered.                                                                                                                      |
| 7. | Students should keep drinks and food covered while outdoors.                                                                                                                            |

#### Special events (e.g. sporting events, incursions, class parties, etc.)

|    |                                                                                                                                                                                                                                                             |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | If the School has a student at risk of anaphylaxis, sufficient School Staff supervising the special event must be trained in the administration of an Adrenaline Autoinjector to be able to respond quickly to an anaphylactic reaction if required.        |
| 2. | School Staff should avoid using food in activities or games, including as rewards.                                                                                                                                                                          |
| 3. | For special occasions, School Staff should consult parents in advance to either develop an alternative food menu or request the parents to send a meal for the student.                                                                                     |
| 4. | Parents of other students should be informed in advance about foods that may cause allergic reactions in students at risk of anaphylaxis and request that they avoid providing students with treats whilst they are at school or at a special school event. |
| 5. | Party balloons should not be used if any student is allergic to latex.                                                                                                                                                                                      |

#### Out-of-school settings

##### Field trips/excursions/sporting events

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | If a school has a student at risk of anaphylaxis, sufficient staff supervising the special event must be trained in the administration of an Adrenaline Autoinjector and be able to respond quickly to an anaphylactic reaction if required.                                                                                                                                                                                                                                                                                                                                                      |
| 2. | A staff member trained in the recognition of anaphylaxis and the administration of the Adrenaline Autoinjector must accompany any student at risk of anaphylaxis on field trips or excursions.                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3. | Staff should avoid using food in activities or games, including as rewards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4. | The Adrenaline Autoinjector and a copy of the Individual Anaphylaxis Management Plan for each student at risk of anaphylaxis should be easily accessible and staff must be aware of their exact location.                                                                                                                                                                                                                                                                                                                                                                                         |
| 5. | For each field trip, excursion etc, a risk assessment should be undertaken for each individual student attending who is at risk of anaphylaxis. The risks may vary according to the number of anaphylactic students attending, the nature of the excursion/sporting event, size of venue, distance from medical assistance, the structure of excursion and corresponding staff-student ratio.<br><br>All staff members present during the field trip or excursion need to be aware of the identity of any students attending who are at risk of anaphylaxis and be able to identify them by face. |
| 6. | The School will consult parents of anaphylactic students in advance to discuss issues that may arise; to develop an alternative food menu; or request the parents provide a meal (if required).                                                                                                                                                                                                                                                                                                                                                                                                   |

|                                                    |                             |                            |                |
|----------------------------------------------------|-----------------------------|----------------------------|----------------|
| School Name:<br>Mount Pleasant Road Primary School | Policy name:<br>Anaphylaxis | Policy Ref. Number<br>VRQA | Consultation:  |
| Approved by: Claudia<br>Rushton ((Principal))      | Date: May 2026              | Next: Feb 2027             | Version<br>1.0 |

7. Parents may wish to accompany their child on field trips and/or excursions. This should be discussed with Parents as another strategy for supporting the student who is at risk of anaphylaxis.
8. Prior to the excursion taking place staff should consult with the student's parents to review the student's Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the particular excursion activity.

#### Camps and remote settings

1. Prior to engaging a camp owner/operator's services the school should make enquiries as to whether it can provide food that is safe for anaphylactic students. If a camp owner/operator cannot provide this confirmation to the school, then the school should consider using an alternative service provider.
2. The camp cook should be able to demonstrate satisfactory training in food allergen management and its implications on food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc.
3. Schools must not sign any written disclaimer or statement from a camp owner/operator that indicates that the owner/operator is unable to provide food which is safe for students at risk of anaphylaxis. Schools have a duty of care to protect students in their care from reasonably foreseeable injury and this duty cannot be delegated to any third party.
4. Staff in charge of the camp conducts a risk assessment and develops a risk management strategy for students at risk of anaphylaxis. This will be developed in consultation with parents of students at risk of anaphylaxis and camp owners/operators prior to the camp dates.
5. Staff will consult with parents of students at risk of anaphylaxis and the camp owner/operator to ensure that appropriate risk minimisation and prevention strategies and processes are in place to address an anaphylactic reaction should it occur. If these procedures are deemed to be inadequate, further discussions, planning and implementation will be undertaken.
6. If the school has concerns about whether the food provided on a camp will be safe for students at risk of anaphylaxis, the school will also consider alternative means for providing food for those students.
7. Use of substances containing allergens will be avoided where possible.
8. Camps should avoid stocking peanut or tree nut products, including nut spreads. Products that 'may contain' traces of nuts may be served, but not to students who are known to be allergic to nuts.
9. The student's Adrenaline Autoinjector, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis and a mobile phone must be taken on camp. If mobile phone access is not available, an alternative method of communication in an emergency must be considered, e.g. a satellite phone.
10. Prior to the camp taking place staff will consult with the student's parents to review the students Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the circumstances of the particular camp.
11. Staff participating in the camp should be clear about their roles and responsibilities in the event of an anaphylactic reaction. Check the emergency response procedures that the camp provider has in

|                                                    |                             |                            |                |
|----------------------------------------------------|-----------------------------|----------------------------|----------------|
| School Name:<br>Mount Pleasant Road Primary School | Policy name:<br>Anaphylaxis | Policy Ref. Number<br>VRQA | Consultation:  |
| Approved by: Claudia<br>Rushton ((Principal))      | Date: May 2026              | Next: Feb 2027             | Version<br>1.0 |

|     |                                                                                                                                                                                                                                           |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | place. Ensure that these are sufficient in the event of an anaphylactic reaction and ensure all staff participating in the camp are clear about their roles and responsibilities.                                                         |
| 12. | Ensure contact details of emergency services are distributed to all staff as part of the emergency response procedures developed for the camp.                                                                                            |
| 13. | Staff will take an Adrenaline Autoinjector for General Use on a school camp, even if there is no student at risk of anaphylaxis, as a back-up device in the event of an emergency.                                                        |
| 14. | School has purchased an Adrenaline Autoinjector for General Use to be kept in the first aid kit and include this as part of the Emergency Response Procedures.                                                                            |
| 15. | The Adrenaline Autoinjector should remain close to the student and staff must be aware of its location at all times.                                                                                                                      |
| 16. | The Adrenaline Autoinjector will be carried in the school first aid kit.                                                                                                                                                                  |
| 17. | Parents of students with anaphylactic responses to insects should provide closed shoes and long-sleeved garments for their child to wear when outdoors. Students will be encouraged to stay away from flowering plants where practicable. |
| 18. | Cooking and art and craft games should not involve the use of known allergens.                                                                                                                                                            |
| 19. | Students to eat only provided from home when consuming food on buses.                                                                                                                                                                     |

## Adrenaline autoinjectors for general use

Mount Pleasant Road Primary School will maintain a supply of adrenaline autoinjectors for general use, as a back-up to those provided by parents and carers for specific students, and also for students who may suffer from a first time reaction at school.

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

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

- the number of students enrolled at Example School at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and 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

|                                                    |                             |                            |                |
|----------------------------------------------------|-----------------------------|----------------------------|----------------|
| School Name:<br>Mount Pleasant Road Primary School | Policy name:<br>Anaphylaxis | Policy Ref. Number<br>VRQA | Consultation:  |
| Approved by: Claudia<br>Rushton ((Principal))      | Date: May 2026              | Next: Feb 2027             | Version<br>1.0 |

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 First Aid Supervisors and stored at 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 | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | <ul style="list-style-type: none"> <li>• Lay the person flat</li> <li>• Do not allow them to stand or walk</li> <li>• If breathing is difficult, allow them to sit</li> <li>• Be calm and reassuring</li> <li>• Do not leave them alone</li> <li>• See assistance from another staff member or reliable student to locate student's adrenaline autoinjector or the school's general use autoinjector, and the students' Individual Anaphylaxis Management Plan, stored in First Aid</li> <li>• If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 - 5.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2.   | <p>Administer an EpiPen or EpiPen Jr</p> <ul style="list-style-type: none"> <li>• Remove from plastic container</li> <li>• Form a fist around the EpiPen and pull off the blue safety release (cap)</li> <li>• Place orange end against the student's outer mid-thigh (with or without clothing)</li> <li>• Push down hard until a click is heard or felt and hold in place for 3 seconds</li> <li>• Remove EpiPen</li> <li>• Note the time the EpiPen is administered</li> <li>• Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration</li> </ul> <p>OR</p> <p>Administer an Anapen® 500, Anapen® 300, or Anapen® Jr.</p> <ul style="list-style-type: none"> <li>• Pull off the black needle shield</li> <li>• Pull off grey safety cap (from the red button)</li> <li>• Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing)</li> <li>• Press red button so it clicks and hold for 10 seconds</li> <li>• Remove Anapen®</li> <li>• Note the time the Anapen is administered</li> <li>• Retain the used Anapen to be handed to ambulance paramedics along with the time of administration</li> </ul> |

|                                                    |                             |                            |                |
|----------------------------------------------------|-----------------------------|----------------------------|----------------|
| School Name:<br>Mount Pleasant Road Primary School | Policy name:<br>Anaphylaxis | Policy Ref. Number<br>VRQA | Consultation:  |
| Approved by: Claudia<br>Rushton ((Principal))      | Date: May 2026              | Next: Feb 2027             | Version<br>1.0 |

|    |                                                                                                                                                                                                                                                                                                                                                                |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                                                                                                                                                                                                                                                                                                                                                |
| 3. | Call and Ambulance (000)                                                                                                                                                                                                                                                                                                                                       |
| 4. | If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.                                                                                                                              |
| 5. | Contact the student's emergency contacts.                                                                                                                                                                                                                                                                                                                      |
| 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 <a href="#">EduSafe</a> 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.

Schools can use either the EpiPen® and Anapen® on any student suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.

Where possible, schools should consider using the correct dose of 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.

## COMMUNICATION

This policy will be available on Mount Pleasant Road Primary School's website so that parents and other members of the school community can easily access information about Mount Pleasant Road Primary School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Mount Pleasant Road 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 Mount Pleasant Road Primary School's procedures for anaphylaxis management. 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.

|                                                    |                             |                            |                |
|----------------------------------------------------|-----------------------------|----------------------------|----------------|
| School Name:<br>Mount Pleasant Road Primary School | Policy name:<br>Anaphylaxis | Policy Ref. Number<br>VRQA | Consultation:  |
| Approved by: Claudia<br>Rushton ((Principal))      | Date: May 2026              | Next: Feb 2027             | Version<br>1.0 |

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

## Staff training

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

- All staff employed by Mount Pleasant Road Primary School and Kindergarten.

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.

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 Principal and School Anaphylaxis Supervisor. Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

When a new student enrolls at Mount Pleasant Road Primary School who is at risk of anaphylaxis, the Principal will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.

A record of staff training courses and briefings will be maintained in the schools Emergency Management Plan and in the Staff Training Folder located in Principals Office.

|                                                    |                             |                            |                |
|----------------------------------------------------|-----------------------------|----------------------------|----------------|
| School Name:<br>Mount Pleasant Road Primary School | Policy name:<br>Anaphylaxis | Policy Ref. Number<br>VRQA | Consultation:  |
| Approved by: Claudia<br>Rushton ((Principal))      | Date: May 2026              | Next: Feb 2027             | Version<br>1.0 |

*[NOTE: A record of all staff anaphylaxis management training courses and the dates of the twice yearly briefing sessions should be maintained as evidence of compliance with the training requirements of Ministerial Order 706 – Anaphylaxis Management in Victorian Schools. The record should include the names of staff who have undertaken the training course and the date the training is due for renewal, as well as the names of the staff who attended the twice yearly briefing to staff (if this is all staff you can just write 'all staff'). You can record these details in your online EMP or any other document.]*

The Principal 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.

#### **FURTHER INFORMATION AND RESOURCES**

- The Department's Policy and Advisory Library (PAL):
  - [Anaphylaxis](#)
- [Allergy & Anaphylaxis Australia](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)

|                                                    |                             |                            |                |
|----------------------------------------------------|-----------------------------|----------------------------|----------------|
| School Name:<br>Mount Pleasant Road Primary School | Policy name:<br>Anaphylaxis | Policy Ref. Number<br>VRQA | Consultation:  |
| Approved by: Claudia<br>Rushton ((Principal))      | Date: May 2026              | Next: Feb 2027             | Version<br>1.0 |