

Mernda Hills Christian College

Anaphylaxis Communication Plan



Document Control

Revision Number	Review Date	Implementation Date	Description of Changes	Prepared By	Approved By
Mernda Hills Christian College					
0	May 2023	Jan 2023	<ul style="list-style-type: none"> New Plan 	Exec Leaders	Senior Leadership Team, ASV Head Office 6/06/2023

Background:

1. Mernda Hills Christian College seeks to establish and maintain high-level professional standards in relation to all its activities and areas of responsibility. This includes all academic, student welfare, discipline, and management issues.
2. This policy is in accord with the College's "Vision", "Mission" and "Philosophy" documents as published.

Purpose:

1. Clause 11 of Ministerial Order 706 requires a school Principal to have, and implement a communication plan as part of the school's Anaphylaxis Management Policy.
2. This Communication Plan has been developed to provide information to all school staff, students and parents about what steps will be taken to respond to an anaphylactic reaction by a student in classroom, in the school yard, on school excursions and special event days. It is to be read in conjunction with the College Anaphylaxis Management Policy.

Communication Management

Raising Staff Awareness

Mernda Hills Christian College has taken steps to ensure effective communication of students at risk of anaphylaxis.

1. Anaphylaxis action plans are located in the sick bay and include students' photos.
2. Anaphylaxis action plans including photos are located in medical display folders in all classrooms.
3. Parents/carers of anaphylactic students will be contacted each year to ensure we have the most up-to-date anaphylactic management plan available.
4. All staff will be briefed once each semester (the first briefing to be at the beginning of the school year) by the First Aid Officer (or staff member with up-to-date anaphylaxis management training) on
 - the school's *Anaphylaxis Management Policy* and *Anaphylaxis Communication Plan*
 - the school's legal requirements outlined in Ministerial Order 706.
 - the causes, symptoms, and treatment of anaphylaxis
 - the identities of students (with pictures) at Mernda Hills Christian College at risk of anaphylaxis, their allergens, year levels, risk management plans that are in place and where their medication is located.
 - how to use an adrenaline autoinjector, including how to know when it is current and hands on practise with a trainer adrenaline autoinjector
 - the schools general First Aid Policy and Emergency Response Procedures and
 - the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.
 - how adrenaline autoinjectors need to be stored

Raising New Staff, CRT's, Volunteers Awareness

1. The Principal (or designated person) will ensure new staff, CRTs and volunteers are informed of students at risk, and what the staff, CRT and volunteers' roles are in responding to an anaphylactic reaction by a student in their care.
2. This includes being alerted to the relevant anaphylaxis procedures and additional medical information of students in their care during the day.

Raising Student Awareness

Peer support is an important element of support for students at risk of anaphylaxis. Classroom teachers

will discuss the topic of anaphylaxis with students in their class, with a few simple key messages, including:

- Always take food allergies seriously - severe allergies are no joke
- Don't share your food with your friends, especially friends who have food allergies
- Wash your hands before eating
- Know what your friends are allergic to
- If a school friend becomes sick, get help immediately even if the friend does not want to
- Don't pressure your friends to eat foods that they are allergic to

1. Key messages can be displayed on posters around the College, or delivered through the Health curriculum, or by providing specific training for students as required. Resources available include the [Allergy 250K hub](#).

Raising Parent Awareness

1. Parents of a child who is at risk of anaphylaxis may experience considerable anxiety about sending their child to school, particularly in the early years. The College will develop an open and cooperative relationship with parents so that they can feel confident that appropriate management strategies are in place.
2. There will be regular communication with parents via the newsletter and notes sent home reminding them that nuts are banned and that they should exercise caution when preparing lunches and snacks.
3. Parent information sheets that promote greater awareness of severe allergies can be downloaded from the [Royal Children's Hospital](#) website. Translated information sheets are available on this website too.

Implementation:

Responding to an Anaphylactic Reaction:

FOR FIRST TIME REACTIONS CALL 000. If a student has a severe allergic reaction but has not been previously diagnosed with an allergy or as being at risk of anaphylaxis, call an ambulance immediately on 000. Follow any instructions given by emergency services (which may include administering the epi-pen marked for general use), as well as the school's normal first aid emergency procedures. **DO NOT administer an Epi-pen unless advised by the emergency services.**

During Normal School Activities

If a student is experiencing an anaphylactic reaction in class or the school yard: The teacher (or teacher on supervision duty) sends a student to the front office, stating that the student's epi-pen and plan is required along with the First Aid Officer. Students with anaphylaxis allergies must provide their current action management plan and medication as per the *Anaphylaxis Management Policy*.

The teacher stays with the patient at all times and endeavours to keep him/her as calm as possible and reassure him/her that assistance is coming.

- The First Aid Officer immediately proceeds to where the student is located and together with the teacher assesses the student's allergic reaction. The First Aid Officer or teacher administers the autoinjector as per the student's personal Anaphylaxis Action Plan.
- Once a student has received the adrenaline, it is important that they remain lying down with feet elevated where possible. The student must not be made to stand or walk.
- Either the First Aid Officer or the teacher calls the ambulance, stating that the student is having an anaphylactic reaction and relays relevant medical condition and information.
- Reception staff will arrange for students to wait at the front entrance and guide ambulance officers to the location of the patient.
- Continue to monitor the student's condition. If the student's condition deteriorates and the ambulance hasn't arrived contact 000 for further advice.
- Do not administer a second dosage unless advised by a medical practitioner.
- Parents are called and advised of the situation.

- If parents have not arrived by the time the ambulance needs to depart, the First Aid Officer or other staff member will accompany the student to the hospital.

On Excursions or Camps:

The student's autoinjector and student action plan is to be taken by the organising teacher to the activity and is given to the teacher/staff member who is supervising the student. On all excursions or school camps a generic autoinjector needs to be taken along with a mobile telephone.

In the event of an anaphylactic episode during the activity the teacher/staff member who is supervising the student assesses the student's allergic reaction and administers the autoinjector as per the student's personal Anaphylaxis Action Plan.

- The teacher will contact the ambulance service.
- When the ambulance has arrived, the College front office is contacted and informed of the situation.
- Front Office staff will inform the Principal (or delegate) of the situation. Parents are contacted and advised of the situation by the principal (or delegate in his/her absence).

Related Policies and Processes

- Anaphylaxis Management Policy
- First Aid Policy

Resources

- <https://www2.education.vic.gov.au/pal/anaphylaxis/resources>
- [ASCIA: Information for schools and children's education/care](#)
- The Allergy 250K websites and animations have been designed to work on smart phones first with young people in mind, as well as being available on tablet and desk top computers.
- [Royal Children's Hospital website](#)