



Melbourne Archdiocese
Catholic Schools



ANAPHYLAXIS COMMUNICATION PLAN

At Stella Maris Catholic Primary School, the health and safety of our students is our priority. As mandated by Melbourne Archdiocese Catholic Schools, this communication plan is developed to provide information to all school staff, students, parents/guardians/carers about the school's policy and procedures for anaphylaxis management.

Policies and procedures exist to support the school maintain Duty of Care for all students in regards to Anaphylaxis management. These include:

- Anaphylaxis Policy for MACS Schools
- Stella Maris Anaphylaxis Policy
- Anaphylaxis Procedures for MACS Schools
- Emergency Response to Anaphylactic Reaction
- Anaphylaxis Risk Minimisation Strategies for Schools
- Annual Risk Management Checklist for Schools
- Individual Anaphylaxis Management Plans

Register of students at risk of anaphylactic reactions

- When a student enrolls, all medical conditions are listed on the student's electronic record using the Synergetic Management System.
- First Aid Room - has a display board showing the ASCIA Action Plans of every child at risk from anaphylaxis and other allergens.
 - Additionally, there is a "Medical Conditions" folder stored on the bench of the First Aid Room, that has an anaphylaxis specific section containing the 'master copy' of the Anaphylaxis Action Plan signed by the student's medical practitioner. There is also an allergen specific section containing the Action Plans signed by the medical practitioner.
 - The school First Aid Officer will maintain both the register and the display board.
- A class list of all medical conditions is printed and listed in the Learning Area's Yellow Folder.
- A copy of the Action Plan and epi-pens are stored in the Learning Area's Medication box.
- All staff have access to a Google Doc via Safesmart and the six-monthly anaphylaxis training showing the students/staff with anaphylaxis, their allergy, class, house colour.

Individual Anaphylaxis Management Plans (IAMP)

These are completed for every student who has anaphylaxis. ASCIA Action Plans are stored in:

- First Aid Office – in the Medical Conditions folder
- Yellow Folder for each class
- Class Medication box in a plastic bag identified for that student
Taken with the class to Extra-Curricular classes (eg art, PE, Regeneration)
- Individual Anaphylaxis Management Plans are linked to the students PLP

Autoinjectors

Autoinjectors are located in the:

- Class Medication box in a plastic bag identified for that student. The Class Medication Box is located under each teacher's whiteboard. The Medication Box accompanies the class to extra-curricular classes, excursions and camps
- Sick Bay in the top drawer (locked - but accessible with a staff key)
- Camp medication first aid box
- The school First Aid Officer maintains an electronic medical register of all medication held at school listing the expiry date. The school First Aid Officer will advise parents/guardians/carers when replacement medication is required.
- Stella Maris purchases 2x EpiPen®, and 2x EpiPen Jr® autoinjectors for use in emergency situations

Risk Management and Prevention Strategies

Stella Maris implement the following Risk Management and Prevention Strategies:

- Learning Area teachers are familiar with the contents of their class Yellow Folder which lists which students have anaphylaxis and the allergen. The Yellow Folder contains a copy of the ASCIA Action Plan.
- Student epi-pens and their ASCIA Action Plan is kept in the Learning Area Medication Box which is located underneath the class whiteboard. The Medication Box accompanies the class to all extra-curricular classes and when the class is outdoors eg class sport.
- Where cooking is involved, student allergies are kept in mind. The extra-curricular teachers especially those that cook are aware of all allergies.
- When extra-curricular teachers cook in the kitchen, they send an email alert to staff reminding them of the cooking day. Additionally, they sterilise the kitchen benches, staff are requested not to put items down on sterilised benches.
- Prior to attending camps teachers will ensure the campsite is aware of students with anaphylaxis and other food allergies so that appropriate meals can be planned.
- Stella Maris has a canteen; nut products are not sold. Parents/guardians/carers pre-order their child's food on the app; hence they can minimise the risk of the food their child eats.
- Eating times occur in the class under the supervision of the class teacher. Stella Maris has a "no sharing food" policy.

Should an emergency occur:

- The student's medication is located in their Learning Area Medication Box along with their ASCIA Action Plan.
 - If the class is outside their Learning Area (eg Art Room, PE) the Medication Box accompanies the class.
 - If the class is on excursion, the medication would be in their supervising adult's First Aid Bag. Students with anaphylaxis are placed with their Learning Area teacher.
 - If the class is on camp, the medication is in the Camp Medication Box.
- On the playground:
 - Yard duty staff stay with the student and sits the student down.
 - Yard duty staff sends a student to run and grab the Home Group Medication Box
 - Yard duty staff contacts the front office to get the school First Aid Officer
- Communication with Staff, Students and Parents/Guardians/Carers
 - Parents/Guardians/Carers of the student who has had an anaphylactic reaction will be contacted just after an ambulance has been called.
 - Applicable staff will be advised eg Learning Area teacher, Community Coach
 - If an anaphylactic emergency occurred during class, the class teacher will give an age-appropriate simple explanation to students. Leadership may decide a student Community debrief is required and will act appropriately.
 - If an anaphylactic emergency occurred during recess, the Community Coach may give an age-appropriate simple explanation to close friends especially if friendships span multiple classes. Leadership may decide a whole school debrief is required and will act appropriately.
 - Parents of students in the class/community may receive a ClassDojo or school app message to keep them informed. Information would be kept to a simple minimum.

Refer to *Emergency Response to Anaphylactic Reaction* document.

The staff training arrangements for at Stella Maris are:

- Staff will complete the Twice Yearly Staff Anaphylaxis Briefing by completing the Safesmart course.
- Staff will participate in an annual anaphylaxis training and practicing with a training autoinjector. This training is provided by the school's preferred First Aid Training company.
- Records of training are maintained by the school's Compliance Officer.
- The anaphylaxis supervisors in the school are the school's First Aid Officer and the school's Business Administrator.
- New staff will receive an induction into the Yellow Folder and Medication Box by their Buddy Teacher/Community Coach/School First Aid Officer
- Community Coaches will ensure CRTs are aware of the Yellow Folder and the Medication Box.
- Prior to staff going to camp a discussion about students with anaphylaxis and a reminder of procedures should an event occur.
- Students with anaphylaxis attending excursions are placed in their Learning Area teacher's supervision group OR if their parent attends the excursion in the parent's supervision group.

School / Parent Partnerships

- Working with parents
 - The school will send out the *Medical Management Policies and Procedures* pack to all existing families at the start of the year and to new families with their Enrolment pack. This pack includes a copy of the ASCIA Action Plan for Anaphylaxis and a copy of the ASCIA Action Plan for Allergic Reactions.
 - The school will complete the Individual Anaphylaxis Management Plan (IAMP) for each student with anaphylaxis and is developed in consultation with the student's parents/guardians/carers.
- Methods for raising school community awareness
 - Stella Maris sends out the *Medical Management Policies and Procedures* pack to existing families annually.
 - Lists anaphylaxis policies on the school website
 - Pre-Foundation-enrolment student information nights,