



Anaphylaxis Management Policy

School Statement of Compliance

At Al-Taqwa College, we support all students with Anaphylaxis. We, as a College strive to ensure that we fully comply with Ministerial Order 706 effective from 22 April 2014. In addition, the school has accepted and will comply with the guidelines on Anaphylaxis management within our Anaphylaxis Management Policy. We will continue to review our Policy annually to ensure compliance with Anaphylaxis management at Al-Taqwa College.

The College expects staff who have direct and indirect responsibility to the students, actively comply with and take on a proactive approach to the College's Anaphylaxis Management Policy.

Policy:

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school age children are peanuts, eggs, tree nuts (eg: cashews), cow's milk, fish and shellfish, wheat, soy, sesame and certain insect stings (particularly bees).

The key prevention of Anaphylaxis in schools is knowledge of the student who has been diagnosed at risk, awareness of allergens, and prevention of exposure to those allergens. Partnerships between schools and parents/guardians are important in helping the student avoid exposure.

Adrenaline given through an adrenaline auto-injector (such as Epipen, Epipen Jr and Anapen) into the muscle of the outer mid-thigh is the most effective first aid treatment for Anaphylaxis.

The aim of this Policy is 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 the student's schooling;
- raise awareness about Anaphylaxis within the school community;
- ensure that staff have knowledge about allergies, Anaphylaxis, and the school's policy, guidelines and procedures in responding to an Anaphylactic reaction;
- work closely with parents/guardians of students at risk of Anaphylaxis in assessing risks and developing risk minimisation strategies for the student. This is to be further enhanced by the development of a communication plan; and
- assess the ongoing risks faced by students with Anaphylaxis at the school and to monitor the effectiveness of management strategies through the completion of an annual risk checklist.

Definitions:

College

In this Policy the word 'College' refers to both the main Campus at 201 Sayers Road, Truganina and also the Olive Branch Campus at 680 Derrimut Road, Tarneit

Staff

From hereonin when referring to 'Staff' this includes: All Administrative Staff, Teachers, Maintenance, Contractors (inc. Canteen), Volunteers and CRTs - any persons (paid or not) employed by the College, unless otherwise stipulated.

Adrenaline Auto-injector

The Adrenaline Auto-injector is the type of the injection used in an Anaphylaxis emergency. EpiPens and AnaPens are its' brand names.

Food Preparation Staff

This statement includes Home Economics Teachers and Assistants, Camp Cooks, Canteen and Friday BBQ staff and volunteers.

Events

The word Event relates to internal and external activities organised by any staff member of the College and is not limited to incursions, excursions, camps, interstate/overseas trips, seminars, debating, sporting events etc.

Scope:

All stakeholders

References:

Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008

Department of Education and Early Childhood Development -Victoria

Anaphylaxis Guidelines (from DEECD) February 2014

Ministerial Order 706 (effective 22nd April 2014)

Please Note:

As part of this Policy all staff must refer to the specific event risk assessment.

WHO	KEY STEPS	CLARIFICATION
<p>Parent/Guardian and Registrar</p>	<p>ASCIA Action Plans</p>	<p>It is a condition of enrolment and the responsibility of the parent/guardian of a child at risk of Anaphylaxis to comply with the following:</p> <ul style="list-style-type: none"> • Provide an ASCIA Action Plan (with current photos) completed by the student's medical practitioner to the Registrar along with the Application Enrolment Form. • Parent/Guardian of all students at risk of Anaphylaxis must provide a new ASCIA Action Plan on an annual basis at the commencement of the school year. However, if there has been a change in the child's medical condition, the Nurse must be notified in writing and a new ASCIA Action Plan must be provided. • Provide the College with an Adrenaline Auto-injector for their child at risk of Anaphylaxis upon enrolment. It is the responsibility of the parent/guardian to continue to provide a new Adrenaline Auto-injector annually prior to expiry.

<p>Nurse (or their delegate) and Parent/Guardian</p>	<p>Individual Anaphylaxis Management Plans (IAMPs)</p>	<ul style="list-style-type: none"> • The Nurse must ensure that an IAMP is developed for any student who has been diagnosed by a medical practitioner as being at risk of Anaphylaxis. A face to face meeting is required between the Nurse and the parent/guardian. Copies are available to the parent/guardian upon request. • The IAMP must be completed for all new students prior to their enrolment being accepted. • In consultation with the student's parent/guardian, the student's IAMP will be reviewed by the Nurse in all of the following circumstances. <ul style="list-style-type: none"> ○ Annually or as applicable. ○ If the student's condition changes. ○ Immediately after the student has an anaphylactic reaction ○ When the student is to participate in an any activity (on or off site) conducted, organised or attended by the College (ie: camp, incursions/excursions the school year if all scheduled events are known, and then updated throughout the year ,in consultation with the parent/guardian, for each new event that arises., special event, Fete, etc).This can occur in the initial IAMP meeting at the commencement of the year. • A Register of all IAMPs will be maintained including review dates and audited on a monthly basis. • Face to face meetings will be organised to revise and update IAMPs as noted above. The College database must reflect all updates including scanned copies of the IAMPs.
<p>HR/OHS Manager</p>	<p>Annual Risk Assessment and Audit</p>	<p>An Annual Risk Management Checklist (please see the Annual Risk Management Checklist Form) must be completed.</p> <ul style="list-style-type: none"> • A Compliance Audit on the Policy, Procedures, Action Plans and IAMPs must be performed biannually to ensure that the documentation matches the student electronic file. The audit will be documented on the <i>Audit Report Form</i>.

<p style="text-align: center;">Staff</p>	<p style="text-align: center;">Staff Training</p>	<ul style="list-style-type: none"> • An Anaphylaxis Emergency Drill must be carried out annually. • All teaching staff must have successfully completed an Anaphylaxis Management Training Course in the previous three years. • All staff must participate in a biannual briefing and will be provided with a Certificate of Attainment after signing the attendance register. It is a condition of employment that all staff are required to attend the Anaphylaxis briefing biannually. The first briefing must be held at the commencement of the school year, to include the following information. <ul style="list-style-type: none"> ○ the College's Anaphylaxis Management Policy; ○ the causes, symptoms and treatment of anaphylaxis; ○ staff are required to be able to identify, by face, those students at risk of Anaphylaxis, their allergens and the location of their medication; ○ how to use an Adrenaline Auto-injector, including hands on practice with a trainer Adrenaline Auto-injector; ○ the College's First Aid and Emergency Response Procedures; and ○ the location of Anaphylaxis Emergency Kits in the College. ○ The Working through of real life scenarios to discuss issues • The briefing must be conducted by a Staff member who has current Anaphylaxis training. For the purposes of the Anaphylaxis Guidelines and the Ministerial Order, this means that the Staff member has successfully completed an Anaphylaxis Management Training Course in the previous 12 months. • Food Preparation Staff must be trained and briefed about Anaphylaxis, emergency and safety procedures. All Food Preparation Staff/volunteers/CRTs are required to sign a declaration that they have received this information prior to commencement at the College. • Other volunteers and CRTS must be briefed about Anaphylaxis, emergency and safety procedures.
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<p style="text-align: center;">Staff</p>	<p style="text-align: center;">Locations of the Anaphylaxis Emergency Kits</p>	<ul style="list-style-type: none"> • In the event of an Anaphylactic reaction the College's First Aid and Emergency Procedures and student IAMPs (including the ASCIA Action Plan) must be followed. • Emergency Anaphylaxis Kits are available around the College in the following locations: <ul style="list-style-type: none"> ○ Head of Primary Secretary's Office ○ Library ○ Secondary Staffroom ○ Secondary Female Staffroom located in the Madina Al-Manawara building (the building directly behind the Mosque). This room is locked but can be accessed by staff using their A1 Master Key. <p>All other locations of the kits must have their doors unlocked at all times.</p> <ul style="list-style-type: none"> • The staff leaders for the out of hours activities (such as Arabic Classes, Camp Australia and Weekend Classes etc) are required to consult with the First Aid Department in order to identify student medical conditions including Anaphylaxis for appropriate safety management and emergency response compliance requirements. • Personnel directly involved in out of hours activities must be trained and briefed in Anaphylaxis Management and Emergency Response Procedures. • All Emergency Anaphylaxis Kits must include the following items: <ul style="list-style-type: none"> ○ Adrenaline Auto-injectors for general use (1 x junior and 1 x adult). ○ A copy of the students ASCIA Action Plan with their current photo. ○ An Anaphylaxis Reference List of all students at risk of Anaphylaxis with a current photo, year level, allergens and type of prescribed Adrenaline Auto-injector. ○ A notepad and pen • All Emergency Anaphylaxis Kits and red emergency bum bags will be reviewed on a monthly basis, with lists being updated as required.
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The College Anaphylaxis Emergency Response will be linked to the College's **Emergency Management Policy and Procedures**. It is expected that any Staff member who has undertaken the Anaphylaxis Management Training Course may administer the Adrenaline Auto-injector.

Within the College (ie: events, fund-raising, cultural days, sports, Fete, Ramadan, Qu'ran Competition, NAPLAN etc):

- Emergency Anaphylaxis Kits containing Adrenaline Auto-injectors for general use, copies of the students ASCIA Action Plans, and an Anaphylaxis Reference List, are positioned around the College in the event of an anaphylaxis emergency.
- Personal Adrenaline Auto-injectors are located in the first aid room. All are displayed with students' photos in individual insulated yellow pouches that also contain the students' action plans
- Student IAMPs are located in the First Aid Department in a folder clearly marked 'Anaphylaxis'.
- Emergency Red Cards, walkie talkies and the First Aid Hotline Phone are used for the purpose of communicating emergencies, including Anaphylaxis, between Departments. Refer to *Emergency Red Card Procedure*
- All teaching staff must keep an Emergency Red Card and red folder with students' medical conditions with them at all times. The staff member who raises the Emergency Red Card must remain with the affected student.
 - Walkie talkies are to be used in the yard to communicate any emergency to fellow teachers on duty and to nursing staff.
 - Personal mobile phones can be used to contact **First Aid Hotline Phone** in the first aid room on **0409 327 623** in the event of an emergency in classroom/yard
 - Whistles can be used in the yard (3 long bursts) to raise the alert of an emergency to another staff member. Whistles are provided to **all staff**.
- The Adrenaline Auto-injector **must be obtained** and administered in accordance with the student's ASCIA Action Plan. This may be done in the absence of the First Aid Department.
- Any staff member is permitted to call the ambulance in the event of an emergency.
- The First Aid Department must assess and remain with the student until an ambulance arrives.
- Staff members are to ensure that the area is cleared from bystanders (including students, staff and visitors). Refer to *Emergency Red Card Procedure*.
- An Incident Report must be completed as soon as possible and submitted to the HR Department.
- The Critical Incident Management Plan and Communication Plan must be enacted by the Emergency Response Team debrief across all relevant Departments.
- If in case of a fatality, the Principal or his delegate will contact the Police, Lawyers and next of kin. The Principal or his delegate will execute the Media Communication Plan upon

<p style="text-align: center;">Staff</p>	<p style="text-align: center;">Emergency Response</p>	<p><i>Out of School Environment (Excursions, Camps, Interstate/Overseas trips etc)</i></p> <ul style="list-style-type: none"> • Staff involved in external school events are required to not only follow the Risk Assessment for that particular event, but also the individual risk assessments of those students attending who are at risk of Anaphylaxis. Organising staff must provide the following details: <ul style="list-style-type: none"> ○ state the staff member's name who will be carrying the Adrenaline Auto-injector ○ state the staff member's name who is responsible to call the ambulance ○ Melway Reference (as noted on the Excursion / Incursion / Camp / Event Application Form) • Staff attending events must be able to recognize students at risk of Anaphylaxis by face. • These instructions must be followed with the need for a contingency list of staff to adequately fulfil these roles. • The student's Adrenaline Auto-injector, contained in an insulated pouch, IAMP and ASCIA Action Plan and staff mobile phones must be taken to all external events. • At least one staff member who has been trained in Anaphylaxis Management is required to accompany the students on all external events. • Parent/guardian may wish to accompany their child on external events. This should be discussed with the parent/guardian as another strategy for supporting the student. • Adrenaline Auto-injectors for general use, contained in insulated pouches, are to be supplied to the Teacher attending the event even if there is no student at risk of Anaphylaxis. This is to be used as a back-up device in an event of an emergency. Likewise, if a student at risk of Anaphylaxis is attending an excursion with their personal Adrenaline Auto-injector, a general use Adrenaline Auto-injector will also be supplied. • A Register will be maintained to record the movement of general and personal Adrenaline Auto-injectors.
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<p style="text-align: center;">Staff</p>	<p style="text-align: center;">Prevention and Risk Minimisation Strategies</p>	<p><i>This section will relate to any classrooms, food preparation, the yard, internal or external events organised by the College.</i></p> <p>The key prevention of Anaphylaxis is the identification of triggers such as allergens and prevention of exposure to those allergens. The College can employ a range of practical prevention strategies to minimise the exposure to known triggers. The information below provides examples of risk minimisation strategies.</p> <ul style="list-style-type: none"> • Staff must NOT UNDER ANY CIRCUMSTANCES, organise food related activities, events or rewards, except in Home Economics Classes. • Staff must NEVER provide students with food from outside sources. In the event of a student not bringing food to school and the parents are unable to be contacted or are unable to bring in food, the only staff to provide the student with food are the Nurses. This needs to be done in consultation with the HR/OHS Manager, following the checking of student's medical information for any allergies. Nurses are to seek parental consent prior to giving of food. • Staff are NOT permitted to encourage or advertise in any means such as newsletters or student diaries that students may bring food from home for special events. • A risk assessment must be completed for each student at risk of Anaphylaxis, attending any College internal or external event. This will be completed in addition to the overall Risk Assessments involving the entire class or year level and must be compiled together with the IAMP. • Prior to the process of any event application, all Teachers will provide a class list as a part of this application process. This will assist the College to determine any students at risk of Anaphylaxis attending the event and to ensure thorough prior planning of individual student risk assessments. • If a current IAMP, ASCIA Action Plan and/or individual Adrenaline Auto-injector is not available, every attempt will be made to contact the parent/guardian to organise this prior to the event. However, no students at risk of Anaphylaxis will be permitted to attend ANY event without a current IAMP, Action Plan and their personal Adrenaline Auto-injector. • An updated copy of the IAMP and ASCIA Action Plan for those students at risk of Anaphylaxis will be given to the Classroom Teacher and Food Preparation Staff, ensuring that this information is easily accessible when required. Emergency Red Cards will also be distributed. • Staff should be aware of hidden allergens listed on labels (eg: in cooking, food, science, sport and art supplies, maintenance products - egg and milk cartons and latex).
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<p style="text-align: center;">Staff</p>	<p style="text-align: center;">Prevention and Risk Minimisation Strategies</p>	<ul style="list-style-type: none"> • Staff (not including Administration, Maintenance or Contractors) are required to have an Emergency Red Card on them at all times in the case of an emergency. • All teachers on yard duty must collect a walkie talkie from Daily Organiser's office. Nursing staff will have a walkie talkie in the first aid room on at all times. • Teachers supervising designated areas are required to carry emergency red bum bags containing emergency medication for anaphylaxis and asthma. This is to be signed for and collected from the Daily Organiser's office • All staff are required to carry their whistle at all times. Staff to are able to use personal mobile phones to call First Aid Emergency Hotline Phone in case of emergency. • Sufficient College staff are required to supervise any event and must have undertaken the Anaphylaxis Management Training Course. • Staff are required to be vigilant to ensure students are complying to this Policy at all times and conduct checks to ensure there is no food or substances that may harm a student at risk of Anaphylaxis or Allergy. • The use of balloons must be avoided if the College has students enrolled who are allergic to latex. • No food is to be consumed by students whilst on the bus.
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<p style="text-align: center;">Home Economics, Canteen & Friday BBQ</p>	<p style="text-align: center;">Food Preparation Staff</p>	<ul style="list-style-type: none"> • Individual risk assessments for students at risk of Anaphylaxis including Allergies, who participate in food preparation and/or make a purchase from the Canteen and/or Friday BBQ, will be provided to the Food Preparation Staff on an annual basis. If there is a change of health, environment or circumstances prior to this timeframe, the risk assessment will be reviewed. • The Food Preparation Staff must ensure that the individual risk assessments are reviewed on a weekly basis and advise HR/OHS Manager of any changes. • Ensure all cooking utensils, preparation dishes, plates and cutlery are washed and cleaned thoroughly after the preparation of food and cooking to avoid cross contamination. • The Food Preparation Supervisors are to engage in regular discussions with their staff about the importance of washing hands, eating their own food and not sharing food with others including students (or their own children), Anaphylaxis and Allergy education, the wash up and food disposal process. • The Food Preparation Staff must only provide approved foods listed on the menu, which is endorsed by the College. The Food Preparation Staff should NEVER give food from outside sources to any student unless listed on the menu and endorsed by the College. • Foods cooked in Home Economics classes cannot be eaten in the yard or shared with other students outside this class.
<p style="text-align: center;">Teachers</p>	<p style="text-align: center;">Classroom</p>	<ul style="list-style-type: none"> • Teachers are required to have regular discussions with students about the importance of washing hands, eating their own food, not sharing food with others, Anaphylaxis and Allergy education, washing up and food disposal processes. • New staff will be informed of the students at risk of Anaphylaxis, the location of Anaphylaxis Emergency Kits, IAMPs, ASCIA Action Plans and Adrenaline Auto-injectors, the College's Anaphylaxis Management Policy, the location of the Emergency Anaphylaxis kits, and the responsibilities of Emergency Response.

<p>Teachers & Students</p>	<p>Yard</p>	<ul style="list-style-type: none"> • Teaching staff attending yard duty must ensure they carry clipboards containing a list of those students with serious health conditions including Anaphylaxis, an Anaphylaxis Reference List, and Emergency red cards. and a whistle to be used in 3 long bursts to signal another staff member of an emergency. • Teachers on yard duty must carry a walkie talkie and if supervising a designated area , must carry red emergency bum bag carrying auto-injectors for general use x 2 • In the yard and classroom, teaching staff are permitted to use personal mobile phones to ring the First Aid Hotline Phone in case of an emergency. • Staff and students must wear closed shoes at all times as a part of the College Uniform Policy. • Students should keep food and opened drinks (eg: drinks in a can) covered whilst outdoors. <p>Teaching staff are to encourage students at risk of Anaphylaxis and Allergies from insect bites are to avoid stagnant water and flowering plants.</p>
<p>Transport Coordinator</p>	<p>Bus Transport</p>	<p>The Transport Coordinator is to consult with the parent/guardian of students at risk of Anaphylaxis, and the transport provider, to ensure that appropriate Risk Minimisation and Prevention Strategies are in place to address an Anaphylaxis emergency should it occur on the bus. This includes the availability and administration of an Adrenaline Auto-injector. The Adrenaline Auto-injector and ASCIA Action Plan must be with the student at all times whilst travelling on the bus.</p> <ul style="list-style-type: none"> • The Transport Coordinator will liaise with internal drivers and the transport provider to ensure all relevant drivers have undertaken the Anaphylaxis Management Training Course as well as attend the biannual briefings. • A letter will be sent to parents/guardians of students at risk of Anaphylaxis who use bus transport. This letter will inform families that they are required to provide an Adrenaline Auto-injector in the student's school bag for emergency access only whilst travelling on the Bus. If parents/guardians decline to comply with this request, the student will not be permitted to use the bus. • Copies of the ASCIA Action Plans for those students who are travelling by bus will be provided to the Transport Coordinator. <p>Bus safety emergency procedures must include procedures for an Anaphylaxis or Allergy emergency.</p>

<p>Teachers</p>	<p>External Events, Camps, & Interstate/Overseas Trips</p>	<ul style="list-style-type: none"> • In the event of no mobile phone coverage at Camp Coorong, a satellite phone will be available. Hard wired phones are also installed at the Campsite. • Camp organisers must be advised the Nurse and the Camp Cook, in advance, of any student with food allergies attending Camp. • Camp organisers must be cautious when purchasing certain foods for camp. Food purchases must comply with the Individual Student Risk Assessments. • Camp organisers must list any student cooking activities in the Risk Assessment. • Use of other substances containing allergens (eg: soaps, lotions, or sunscreens, cooking oils containing nuts) must be avoided again complying with Individual Student Risk Assessments. • At least one staff member attending must be Level 2 First Aid trained and have completed the Anaphylaxis Management Training Course. However, all staff present need to be able to identify by face, students at risk of Anaphylaxis.
<p>Teachers</p>	<p>External Events, Camps, & Interstate/Overseas Trips</p>	<ul style="list-style-type: none"> • In the event of no mobile phone coverage at Camp Coorong, a satellite phone will be available. Hard wired phones are also installed at the Campsite. • The Adrenaline Auto-injector must remain close to the student at risk of Anaphylaxis and staff must be aware of its location at all times. • Any student with allergies to insect bites, must always wear closed shoes whilst outdoors. • In the event of overseas travel, all individual risk assessments, IAMPs and instructions on how to use the Adrenaline Auto-injector must be translated into the language of the country of destination. The individual risk assessments must take into account the food to be provided on the plane and in the country(ies) of destination. • In regards to work experience, the College should involve the student, their parent/guardian and the employer in discussions regarding risk management prior to a student at risk of Anaphylaxis attending work experience. The employer must be shown the ASCIA Action Plan, Risk Assessment and how to use the Adrenaline Auto-injector in case the work experience student shows signs of an allergic reaction whilst at work experience.

<p style="text-align: center;">Teachers, Students, Parents/ Guardians & School Community</p>	<p style="text-align: center;">Communication Plan</p>	<p>At Al-Taqwa College the Anaphylaxis Communication Plan has been introduced to ensure that important information regarding Anaphylaxis and its management is provided to the entire school community. This Communication Plan is advising the school community about how to respond to an anaphylactic reaction of a student in various environments including during normal school activities in the classroom, in the yard, in all school buildings and sites including gymnasiums and halls; and during off-site or out of school activities, including on excursion, school camps and at special events conducted, organised or attended by the School.</p> <p>School Staff Communication and Awareness -</p> <ul style="list-style-type: none"> • The new Ministerial Order will be presented to all the board members at Al-Taqwa College prior to the policy being launched to all senior managers. • The new policy will be presented to all the senior managers at Al-Taqwa College in the ESMT meeting prior to the policy being launched to all staff and uploaded onto the school network.
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<p style="text-align: center;">Teachers, Students, Parents / Guardians & School Community</p>	<p style="text-align: center;">Communication Plan</p>	<ul style="list-style-type: none"> • The new policy will be presented to all the senior managers at Al-Taqwa College in the ESMT meeting prior to the policy being launched to all staff and uploaded onto the school network. • The HR / OHS Manager is to send out communication via email and letters to address all staff, volunteers, CRT, Canteen Staff, Friday BBQ team, contractors, bus drivers and external bus company, informing about the policy and procedures of Anaphylactic /Allergy risks, and advising of the following: definition, Ministerial Order (including the DEECD website), nature and severity of Anaphylaxis, triggers and actions that the School community can collectively take to minimise the risks. • Copies of the individual Anaphylaxis Management Plans of those students at risk of Anaphylaxis, including current photos, are given to their specific classroom teachers by the Nurse so that they are easily accessible to teaching staff. They are also given to both primary and secondary secretaries, the HR Assistant, Canteen and Friday BBQ Supervisor to keep on file. A copy of the student's ASCIA Action plan, with a current photo, is also located in the Anaphylaxis Emergency Kits stationed around the school. This information will be given to CRTs during their induction by the HR Manager or their delegate. • A list of those students at risk of Anaphylaxis, their current photo, year level, type of Adrenaline Autoinjector prescribed and allergens, are updated as required, and are located in the following areas: <ul style="list-style-type: none"> ○ front office ○ Primary and Secondary Secretary offices ○ Primary and Secondary staffrooms ○ Home Economics Room ○ Bus drivers (only students on that particular bus) ○ Canteen and Friday BBQ area. ○ Library ○ Secondary Female Staffroom in the Medina Al-Manawara Building ○ This same list is also located on the 'N' Drive on the College's Network.
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<p style="text-align: center;">Teachers, Students, Parents / Guardians & School Community</p>	<p style="text-align: center;">Communication Plan</p>	<ul style="list-style-type: none"> • Use of emergency red card and/or emergency phone call to First Aid Hotline Phone must be used whilst in class, yard, Canteen and Friday BBQ area to inform the nursing staff of an Anaphylaxis emergency. This emergency red card is to only be used by teachers and not to be given to students. Whistles are to be used in the yard, in 3 long bursts, to alert another staff member of an emergency. • In the classroom or yard, staff can use their own mobile phone to call the First Aid Hotline Phone in the first Aid room in the event of an emergency. • Signs placed in strategic positions around the school to indicate the whereabouts of emergency Anaphylaxis kits. These kits are located in the following areas: <ul style="list-style-type: none"> ○ Nurses Station ○ Library ○ Secondary Staffroom ○ Head of Primary Secretary Office ○ Secondary Female Staffroom in the Medina Al-Manawara Building. This room is locked but can be accessed by staff using their A1 Master Key. <p>All other locations of the kits must have their doors unlocked at all times.</p> <p>This information is provided to staff at the twice yearly briefings and is also located in the clipboards used by teaching staff during yard duty. These clipboards are also located in the Canteen and Friday BBQ areas.</p> <ul style="list-style-type: none"> • Staff leaders of out of school Arabic classes, Camp Australia, Active Afterschool sports, weekend classes and nursing staff are to liaise with each other in order to identify and establish the appropriate management of any student at risk of Anaphylaxis who is in their care. • HR/OHS Manager or their delegate to advise/brief all CRT staff and volunteers of students in the school who are at risk of Anaphylaxis. HR/OHS Manager or their delegate will have a list of all students affected and copies of all the students with individual action plans from the nurse. From these lists and documentation, all new staff, CRTs and volunteers are briefed on the Anaphylaxis awareness and the school's management policy on the day of induction. • HR/OHS Manager or their delegate to advise/brief all CRT staff and volunteers of students in the school who are at risk of Anaphylaxis. HR/OHS Manager or their delegate will have a list of all students affected and copies of all the students with individual action plans from the nurse. From these lists and documentation, all new staff, CRTs and volunteers are briefed on the Anaphylaxis awareness and the school's management policy on the day of induction.
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<p style="text-align: center;">Teachers, Students, Parents / Guardians & School Community</p>	<p style="text-align: center;">Communication Plan</p>	<ul style="list-style-type: none"> • Twice yearly all staff are briefed on Anaphylaxis awareness as per the Ministerial order presentation. This training is given by the College nurses and OHS Co-ordinator, and all staff are required to attend. This training identifies students at risk of Anaphylaxis, their allergens, the College’s management policy including emergency response to an Anaphylaxis incident, and the use of an auto-injector. All staff who attend will be given a certificate of attainment, with a copy being kept in their employment file. All staff are required to sign the attendance register and remain for the entire duration of the training. All staff, CRT, Volunteers attending training / briefing are required to turn off their mobile phones at all times and are not permitted to bring any other devices to the training, eg laptops, ipods, ipads etc. • Prior to all incursions, excursions, special events or camps, the event teacher is required to provide a list of students attending to the nurse to ensure thorough planning. • Prior to excursions and camps, nurses are to ensure teaching staff attending are fully informed about anaphylaxis and how to use an Auto-injector. The teacher involved also needs to sign that he/she has demonstrated the use of the Adrenaline Auto-injector in front of nursing staff, and is competent. The teacher must also be aware of the Emergency Response Policy and Procedures. <p>Student Communication and Awareness</p> <ul style="list-style-type: none"> • Posters placed around the school by the Nurse / HR delegate to make students aware of the risks of eating and sharing nuts and sesame seeds whilst at school. These posters must be located in each classroom, the administrative building and on each of the buses. • Posters/fact sheets strategically placed around the school by the Nurse / HR delegate in areas such as, the Canteen and Friday BBQ area, classrooms, classroom corridors, library and all halls. These posters are to highlight the key messages about Anaphylaxis and what students can do to support their peers. • Student information sessions organised and given by the Royal Children’s Hospital. This is a research project that delivers Anaphylaxis information to students in Grades 5 to Year 8. • The Nurse/HR Manager or their delegate and Marketing Coordinator are to encourage, support and promote Food Allergy Week to the teaching staff annually. This activity is to raise awareness of allergies and Anaphylaxis. The teaching staff are required to educate their students on this subject.
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<p style="text-align: center;">Teachers, Students, Parents/ Guardians & School Community</p>	<p style="text-align: center;">Communication Plan</p>	<ul style="list-style-type: none"> • Regular encouragement of teachers to talk to students in general about Anaphylaxis and allergies, and the associated risks with these conditions. This can be done through informal classroom discussions, formal lesson plans, and during pastoral care, all with the support of the nursing staff. All teaching staff are required to educate their students on a regular basis, that any attempt to harm a student, diagnosed at risk of anaphylaxis, must be treated as a serious and dangerous incident and dealt with in line with the College anti-bullying policy. This includes: <ul style="list-style-type: none"> ○ teasing ○ tricking a student into eating a particular food ○ threatening a student with allergens, such as peanuts <p>Parent/School Community Communication and Awareness</p> <ul style="list-style-type: none"> • The Marketing Coordinator is to send out a letter to address the School community, informing them of Anaphylactic/Allergy risks and advising of the following: definition, ministerial order (including the DEECD website), nature and severity of Anaphylaxis, triggers and actions, the School community can collectively take to minimise the risks. • Encourage open communication between the school and parents through meetings to discuss, review and update management plans at least annually. Extra meetings may be required to occur before students participate in any excursions, incursions, activities or camps. These meetings will only be required if these activities were not discussed in the annual management plan or if the student's condition has changed. • Organise parent information sessions at least annually, to raise awareness and knowledge about Allergies and Anaphylaxis, its symptoms, treatment and management. These sessions are also to promote and explain the current Ministerial order governing Anaphylaxis in schools. • Provide general information about Allergies and Anaphylaxis periodically throughout the year through the school's newsletter, website and LCD presentations. • Present information regarding Allergies and Anaphylaxis regarding the current Ministerial order, to the wider school community, through the school's AGM and Friday presentations in the Mosque. This is to be achieved through briefings and presentations.
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