ANAPHYLAXIS POLICY
YRSDS 2026

Help for non-English speakers
If you need help to understand the information in this policy, please the principal on 9736 2499

PURPOSE

To explain to Yarra Ranges Special Developmental School's 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 Yarra Ranges Special Developmental School is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

SCOPE

This policy applies to:

- all staff, including causal 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

School Statement

Yarra Ranges Special Developmental 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 medications.

Symptoms

Sights and symptoms of a mild to moderate allergic reactions can include:

- swelling of the lips, face and eyes
- hives or welts
- 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 is the first aid treatment for anaphylaxis.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline auto injector for use in an emergency. These adrenaline auto injectors are designed so that anyone can use them in an emergency.

Individual Anaphylaxis Management Plans

All students at Yarra Ranges Special Developmental School who are diagnosed as being at risk of suffering from an anaphylactic reaction by a medical practitioner must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the principal of Yarra Ranges Special Developmental School is responsible for developing a plan in consultation with the student's parents/carers and School Nurses.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Yarra Ranges Special Developmental 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
- 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 auto injector for the student that is 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 allergy 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 completed by the student's medical practitioner.

Review and updates to Individual Anaphylaxis Plans

A student's Individual Anaphylaxis 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.

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 auto injectors

General adrenaline auto injectors are also located;

- In students school bag/bumbag
- In the First Aid Room
- 1x Travel Training Bags
- 3x Bus First Aid Kits
- Senior First Aid Kit

ASCIA Actions Plans will be located:

- In the student's classroom (in Green folder and a copy prominently displayed)
- Playground notice boards
- Staffroom noticeboard
- First Aid Room (Noticeboard and a copy kept with Students autoinjector)
- Front office
- Student's central file
- Teacher's excursion file
- Crown Buses
- With all general and student's individual EpiPens
- Student's compass profile

Individual Anaphylaxis Management Plans will be located:

- In the Student's classroom (Green folder)
- First Aid Room x2 – in student's file and noticeboard
- Front Office
- Student's central file
- Teacher's excursion file
- Crown Buses (if student uses their service
- Playground noticeboards
- Staffroom noticeboard
- With student's individual EpiPens
- Student's compass profile
- School Pool

Risk Minimisation Strategies

https://www2.education.vic.gov.au/pal/anaphylaxis/guidance/8-risk-minimisation-strategies

Classrooms	
1.	A copy of the student's Individual Anaphylaxis Management Plan and ASCIA Action Plan will be kept in an easily accessible location in the classroom.
2.	Liaise with Parents about food-related activities ahead of time.
3.	Staff to use non-food treats and/or rewards where possible.
4.	Products labelled 'may contain traces of nuts' should 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.

5.	Staff to be aware of 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).
6.	Staff to ensure all cooking utensils, preparation dishes, plates, and knives and forks etc. are washed and cleaned thoroughly after preparation of food and cooking.
7.	Staff to have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.

School Yard	
1.	Sufficient School Staff on yard duty must be trained in the administration of the Adrenaline Autoinjector/Device (i.e., EpiPen®/ Neffy®) to be able to respond quickly to an anaphylactic reaction if needed.
2.	The Adrenaline Autoinjector/Device and each student's Individual Anaphylaxis Management Plan to be stored nearby in an unlocked, accessible location.
3.	All staff on yard duty must be aware of the School's Emergency Response Procedures and how to notify the general office/school nurse of an anaphylactic reaction in the yard.

4.	Yard duty staff must be able to identify, by face, those students at risk of anaphylaxis.
5.	Students with anaphylactic responses to insects should be encouraged to stay away from water or flowering plants. School Staff should liaise with parents to encourage students to wear appropriate long-sleeved garments, as well as closed in shoes when outdoors.
6.	Regular monitoring of playground and equipment to ensure cleanliness and that area is free from food debris.
7.	No food to be consumed in the playground during recess/lunch.

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

1.	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.	The Adrenaline Autoinjector and ASCIA Action Plan for Anaphylaxis should remain close to the student and School Staff must be always aware of its location.
3.	School Staff should avoid using food in activities or games, including as rewards.
4.	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.
5.	A General Adult Adrenaline Autoinjector will be taken on all special event/excursions and will always be carried by a staff member. A general adult Adrenaline Autoinjector is located on each school bus and in travel training kits which are in the First Aid room.

Work experience	
1.	The school will involve Parents, the student and the employer in discussions regarding risk management prior to a student at risk of anaphylaxis attending work experience. Staff must be shown the ASCIA Action Plan for Anaphylaxis and how to use the Adrenaline Autoinjector in case the work experience student shows signs of an allergic reaction whilst at work experience.
2.	The Adrenaline Autoinjector/Device and ASCIA Action Plan for Anaphylaxis should remain close to the student and School Staff must be always aware of its location.
3.	A General Adult Adrenaline Autoinjector will be taken on all work experience excursions and will always be carried by a staff member. A general adult Adrenaline Autoinjector is located on each school bus and in travel training kits which are in the First Aid room.

Camps	
1.	The school will conduct a risk assessment and develop a risk management strategy for students at risk of anaphylaxis. This will be developed in consultation with Parents of students at risk of anaphylaxis prior to the camp dates.
2.	School 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 need to be undertaken.
3.	The student's Adrenaline Autoinjector/Device (i.e., EpiPen®/ Neffy®), Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis and a mobile phone will be taken on camp. If mobile phone access is not available, an alternative method of communication in an emergency will be considered, e.g., a satellite phone.
4.	Prior to the camp taking place School 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 camp.
5.	School Staff participating in the camp should be clear about their roles and responsibilities in the event of an anaphylactic reaction.
6.	Contact with local emergency services and hospitals will occur prior to the camp to advise full medical conditions of students at risk, location of camp and location of any off-camp activities.
7.	The Adrenaline Autoinjector and ASCIA Action Plan for Anaphylaxis will remain close to the student and School Staff must be always aware of its location.
8.	Students with anaphylactic responses to insects to always wear closed shoes and long-sleeved garments when outdoors and should be encouraged to stay away from water or flowering plants.
9.	Staff to consider the potential exposure to allergens when consuming food on buses and in cabins.
10.	A General Adult Adrenaline Autoinjector will be taken on all camps and be always carried by a staff member.

Adrenaline auto injectors for general use

Yarra Ranges Special Developmental School will maintain a supply of adrenaline auto injectors for general use, as a back-up to those provided by parents and carers for specific students, and for students who may suffer from a first-time reaction at school.

There are currently 4 adrenaline devices approved by the Therapeutic Goods Administration for use in Australia: the EpiPen®, the Anapen®, Jext® and Neffy®. All devices can be used when provided by families for students, however, the principal or allocated staff member can only

use Epipen®, Anapen® or Jext® adrenaline autoinjector for general use. For more information about which autoinjector to purchase for general use, refer to Adrenaline autoinjectors for general use.

Adrenaline auto injectors for general use will be stored at

- 2x First Aid Room
- Senior First Aid Kit
- 3x Bus First Aid Kits (one per bus)
- 1x Travel Training Kits

The principal is responsible for arranging the purchase of adrenaline auto-injectors for general use, and will consider:

- the number of students enrolled at Yarra Ranges Special Developmental School at risk of anaphylaxis
- the accessibility of adrenaline auto-injectors supplied by parents
- the availability of a sufficient supply of auto-adrenaline injectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline auto-injectors, and the need for general use adrenaline auto-injectors to be replaced when used or prior to expiry.

Emergency Response

In the event of 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 the school nurse and located at reception and in First Aid.

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 auto injectors, where appropriate.

If a student experiences anaphylactic reaction at school or during a school activity, school staff must:

Step	Action
1	• Lay the person flat • Do not allow them to stand or walk • If breathing is difficult, allow them to sit • Be calm and reassuring • Do not leave them alone • Seek assistance from another staff member or reliable student to locate the student's adrenaline autoinjector or the school's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored at first aid or in student bag/classroom. • If the student's plan is not immediately available, or they appear to be experiencing a first-time reaction, follow steps 2 to 5
2	Administer an EpiPen or EpiPen Jr (if the student is under 20kg) • Remove from plastic container • Form a fist around the EpiPen and pull of the blue safety release (cap) • Place orange end against the student's outer mid-thigh (with or without clothing) • Push down hard until a click is heard or felt and hold in place for 3 seconds • Remove EpiPen • Note the time the EpiPen is administered • Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration **OR** Administer an Anapen® 500, Anapen® 300, or Anapen® Jr. • Pull off the black needle shield • Pull off grey safety cap (from the red button) • Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing) • Press red button so it clicks and hold for 3 seconds • Remove Anapen® • Note the time the Anapen is administered Retain the used Anapen to be handed to ambulance paramedics along with the time of administration. **OR** Administer Jext 150 or 300 • Form fist around Jext and pull off yellow cap • Place black injector tip against outer-mid thigh (with or without clothing) • Push black tip firmly until a click is heard and hold in place for 3 seconds. • Remove Jext • Note the time the Jext device is administered.

	• The used adrenaline device must be handed to the ambulance paramedics along with the time of administration **OR** Administer Neffy® 1mg or 2mg • Hold the nasal spray with your thumb on the bottom of the plunger and a finger on either side of the nozzle. • Do not pull or push on the plunger. • Do not test or prime (pre-spray). Each Neffy nasal spray contains only one spray. • Place the nozzle of the nasal spray into a nostril until fingers touch the nose. • For smaller nostrils, aim for the fingers to touch the nose. • Keep the nozzle pointed towards the forehead. Do not angle the nozzle of the nasal spray to the inner or outer walls of the nose. • Press the plunger up firmly until the dose is administered and it sprays into the nostril. • Note the time the Neffy device is administered. • The used adrenaline device must be handed to the ambulance paramedics along with the time of administration.
3	Call an ambulance (000)
4	If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis (RED)), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available.
5	Contact the students' 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 to EduSafe 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.

For first time anaphylactic reactions, the school's general use adrenaline autoinjector device must be used. If the general use device is not immediately available in an anaphylaxis emergency, staff may use another student's adrenaline device, including the Epipen®, Anapen®, Jext® or Neffy® device. This may save a life. If another student's adrenaline device is used in an anaphylaxis emergency, the school must notify the parents of the student whose device was used and immediately replace the device.

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.

If in doubt, it is better to use an adrenaline autoinjector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over treatment of a mild to moderate allergic reaction. Refer to 'Frequently asked questions' on the Resource tab of the Department's Anaphylaxis policy.

Communication Plan

This policy will be available on Yarra Ranges Special Developmental School website so that parents and other members of the school community can easily access information about Yarra Ranges Special Developmental School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Yarra Ranges Special Developmental 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. Yarra Ranges Special Developmental School procedures for anaphylaxis management. We will communicate this policy through staff induction and training materials, and twice-yearly staff briefings. 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.

- The principal will identify School Staff, based on an assessment of the risk of an anaphylactic reaction occurring while a student is under the care or supervision of the school who will receive anaphylaxis management training as required.
- All School Staff will participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) by the school nurse.
- The School's Anaphylaxis Management Policy.
- The causes, symptoms and treatment of anaphylaxis.
- The identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, where their medication is located, individual Anaphylaxis Management Plans.
- How to use an Adrenaline Autoinjector, including hands on practice with a trainer Adrenaline Autoinjector device.
- The school's general first aid and emergency response procedures; and
- The location of, and access to, Adrenaline Autoinjector that have been provided by Parents or purchased by the school for general use.
- Volunteers and casual relief staff of students at risk of anaphylaxis are informed of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care by the Principal or Assistant Principal.

- Information about the School's Anaphylaxis Management Policy and students at risk of anaphylaxis are included in the school's induction process.
- Parents are informed of the School's Anaphylaxis Management Policy during the School's enrolment process.
- The School's Anaphylaxis Management Policy is available to all School Staff via the school's Intranet.
- The Anaphylaxis policy is available on the school website.
- Food removal will only occur following the recommendation of a relevant medical specialist and the provision of documentation.

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

Staff at Yarra Ranges Special Developmental School will receive appropriate training in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

Staff who are responsible for conducting classes that students who are at risk of anaphylaxis attend, and any further staff that the principal identifies, 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.
- Wherever possible, training should take place before the students' first day at school. Where this is not possible, an interim plan will be developed in consultation with the parents.

Yarra Ranges Special Developmental School participates in an online model for anaphylaxis training, utilising the Australasian Society of Clinical Immunology and Allergy (ASCIA) e-training for Victorian Schools – ASCIA Anaphylaxis e-training Victorian schools (link in further information and resources below). Each staff member must complete the online course and be assessed for competence with auto-injector trainer devices by our school's nominated assessors (school nurses) who have been trained to complete these assessments.

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year, facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years including the school nurse. Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identifies of students with a medical condition that relates to allegory and the potential for anaphylactic reaction, and where their Individual Anaphylaxis Management Plan and medication are located
- Discussion of staff anaphylaxis training and renewal

- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector (which does not contain adrenaline
- 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.
- how to assess on-going support and training.

When a new student enrolls at Yarra Ranges Special Developmental 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 through the Health Management database. Located on U: Drive.

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 on special event days, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

Note: A template of the Risk Management Checklist can be found at Appendix 4 of the Anaphylaxis Guidelines for Victorian Schools or the Department's website: http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx

Communication

This policy will be communicated to our school, community in the following ways:

- Included in staff induction process
- Included in enrolment packs
- Discussed at staff briefings twice annually
- Made available in hard copy from school administration upon request
- Available on the school network: R drive
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FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL):
  - Anaphylaxis
  - First Aid
  - Health Care Needs
  - Medication
- Allergy & Anaphylaxis Australia
- ASCIA Guidelines: Schooling and childcare
- Royal Children's Hospital: Allergy and immunology
- Hero HQ Anaphylaxis Management Training https://www.herohq.co/client/victorian-schools-anaphylaxis-management-training
- https://training.ascia.org.au/
- https://www2.education.vic.gov.au/pal/anaphylaxis/guidance/8-risk-minimisation-strategies

REVIEW CYCLE AND EVALUATION

Policy last reviewed	28th January 2026
Approved by	Principal
Next scheduled review date	28th January 2027

The principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.