



**Luther
College**

Anaphylaxis Management Policy

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Rationale

Luther College is committed to providing a safe school environment for students and staff. In the interests of student and staff health and wellbeing, the College has established processes and protocols for dealing with illness, injury, accident and medical emergency.

The College is required by law to comply with *Ministerial Order 706 – Anaphylaxis Management in Schools* and the associated guidelines published, and amended from time to time, by the Department of Education and Early Childhood Development.

Policy Scope

This policy applies to all students of Luther College. All members of the College community should be familiar with this policy.

Definition

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. Common allergens include:

- eggs
- peanuts
- tree nuts such as cashews
- cow's milk
- fish and shellfish
- wheat
- soy
- sesame
- insect stings and bites
- medications.

Signs of mild to moderate allergic reaction include:

- swelling of the lips, face and eyes
- hives or welts
- tingly mouth
- abdominal pain and / or vomiting (signs of a severe allergic reaction to insects).

Signs of anaphylaxis (severe allergic reaction) include any **one** of the following:

- difficult / noisy breathing
- swelling of tongue
- swelling / tightness in throat

- difficulty talking and / or a hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- pale and floppy (young children)
- abdominal pain and / or vomiting (signs of a severe allergic reaction to insects).

Purpose

The Anaphylaxis Management Policy aims 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 school life;
- raise awareness about anaphylaxis and emergency procedures for anaphylaxis in the College community;
- engage with parents/guardians/carers (“parents”) of any student who has been diagnosed by a medical practitioner as having a medical condition that relates to allergy and the potential for anaphylactic reaction (“at-risk students”), in assessing risks and developing risk minimisation and management strategies for those at-risk students ; and
- ensure that school staff have adequate knowledge about allergies, anaphylaxis and the College’s policies and procedures for responding to an anaphylactic reaction.

Responsibilities

Parent Responsibilities

Parents of students who have been prescribed an adrenaline autoinjector, must provide the College with the autoinjector, a doctor-authorised Australasian Society of Clinical Immunology and Allergy Action Plan for Anaphylaxis (“ASCIA Action Plan”) and any related prescribed medication.

An ASCIA Action Plan:

- is provided, completed and signed by the at-risk student’s treating doctor and a colour copy provided to the College by the parent;
- sets out the signs and symptoms of a mild to moderate or severe allergic reaction and includes the emergency procedures to be taken in the event of an allergic reaction; and
- includes an up-to-date colour photograph of the student.

An at-risk student must have a current ASCIA Action Plan, which is accessible to all staff, including catering staff, within the College and staff conducting trips/excursions/sporting events or supervising these events.

It is the responsibility of the parent of at-risk students to:

- inform the College in writing if their child’s medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant, to provide an updated

ASCIA Action Plan. In addition, an updated photograph must also be provided when the ASCIA Action Plan is reviewed or updated.

- ensure their child's prescribed autoinjector has been lodged with the First Aid Department, and that their child carries an additional autoinjector in their school bag to and from the College.
- ensure that these prescribed autoinjectors are current and within the expiry date.

It is requested that parents actively encourage their children not to share food with peers, whether supplied from home or purchased at College.

Principal Responsibilities

The Principal has a responsibility to ensure that identified school staff have current accredited training in anaphylaxis management and are briefed at least twice per calendar year.

The Principal will identify the "school staff" to be trained and assess the risk of an anaphylactic reaction occurring while a student is under the care or supervision of the College.

Based on the definition in *Clause 5.9 of Ministerial Order 706*, "school staff" means any person employed or engaged at a school who:

- is required to be registered under Part 2.6 of the Act to undertake duties as a teacher within the meaning of that Part;
- is in an educational support role, including a teacher's aide, in respect of a student with a medical condition that relates to allergy and the potential for anaphylactic reaction;
- the Principal determines should comply with the school's anaphylaxis management policy.

At Luther College, these school staff include VIT registered teachers, teacher's aides, first aid staff, and administration staff who have direct contact with students as a part of their role at the College.

At other times while students are under the care or supervision of the College (including during excursions, camps, and special event days) the Principal will ensure that there are sufficient staff present who have current, accredited training in anaphylaxis management.

The school staff identified by the Principal, will undertake an Anaphylaxis Management Training Course every two years. In addition, all school staff will be briefed twice per calendar year by a member of school staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months. The first briefing will be held at the beginning of the school year prior to the students returning to school. The briefing will include information regarding:

- this Anaphylaxis Management Policy;
- the Luther College First Aid protocol and procedures;
- the causes, triggers signs and symptoms of an allergic reaction, referring to the student's Individual Anaphylaxis Management Plan;
- the treatment of anaphylaxis;

- the identities of students diagnosed at risk of anaphylaxis and where their medication is located;
- use of adrenaline autoinjectors (including hands on practice with a training device); and
- the location of Individual Anaphylaxis Management Plans and adrenaline autoinjectors for general use.

In the event that the relevant training and briefing has not occurred, the Principal will develop an interim Individual Anaphylaxis Management Plan in consultation with the Parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction. Training will be provided to relevant school staff as soon as practicable after the student enrolls, and preferably before the student's first day of attendance at the College.

Implementation

Individual Anaphylaxis Management Plans

The Principal has a responsibility to ensure that an Individual Anaphylaxis Management Plan is developed, in consultation with the student's parents, for any at-risk student, where the College has been notified of the diagnosis. This will include the student's ASCIA Action Plan.

The Individual Anaphylaxis Management Plan must be put in place as soon as practicable after the student enrolls, and where possible before the student's first day of attendance at the College.

The Individual Anaphylaxis Management Plan will include the following information (see Appendix 1 for template):

- information about the student's medical condition/diagnosis that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has (based on diagnosis from the medical practitioner);
- strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of school staff, both in and out of School settings (including the school yard, camps, excursions, and special events conducted, organised or attend by the College for example);
- the name(s) of the person(s) responsible for implementing the strategies;
- information regarding the location of the students medication;
- the student's emergency contact details;
- an ASCIA Action Plan.

The College will then implement and monitor the student's Anaphylaxis Management Plan.

The student's Individual Anaphylaxis Management Plan must be reviewed, in consultation with the student's parents in all of the following circumstances:

- annually;

- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes;
- as soon as practical after the event of the student having anaphylactic reaction at the College; and
- when the student is to participate in a school camp or overseas exchange.

Copies of Individual Anaphylaxis Management Plans, including the ASCIA Action Plan for Anaphylaxis, will be accessible to all staff on the College's database and Learning Management System (LMS) and:

- will be accessible at all times during normal school activities where the student is under the care and supervision of College staff;
- will be accessible at all times to all staff organising trips, camps and excursions for risk management and planning purposes;
- will be accessible during off-site or out of school activities, including on excursions, school camps and at special events conducted, organised or attended by the school.

In addition, hard copies of Individual Anaphylaxis Management Plans, including the ASCIA Action Plan for Anaphylaxis are located in:

- the student's individually prescribed autoinjector pouch;
- PDF format for overnight, interstate or overseas camps.

[Adrenaline Autoinjectors for General Use](#)

The College has a number of adrenaline autoinjectors for general use, which will act as a back up to those supplied by Parents.

The Principal will determine the number of additional adrenaline autoinjectors required, taking into account the following considerations:

- the number of at-risk students enrolled at the College;
- the accessibility of prescribed adrenaline autoinjectors that have been provided by parents of at-risk students;
- the availability and sufficient supply of adrenaline autoinjectors for general use in specified locations at the College, including for excursions, camps and special events; and
- that the adrenaline autoinjectors for general use have a limited life, usually expiring within 12-18 months, and will need to be replaced at the College's expense, either at the time of use or expiry, whichever is first.

[Location of Anaphylaxis Stations and Adrenaline Autoinjectors](#)

Anaphylaxis Stations at the College display students with life-threatening conditions and are equipped with the following:

1. Copies of Individual Anaphylaxis Management Plans, including the ASCIA Action Plan for Anaphylaxis
2. Adrenaline autoinjector (Epipen) for general use
3. Ventolin inhaler
4. Disposable spacer
5. Resuscitation mask

Prescribed adrenaline autoinjectors are stored with the First Aid department, with a second carried by the child in their school bag.

Anaphylaxis Station locations

1. Building H – Library Staffroom
2. Building W – Printer Room (next to reception and staffroom) (W149)
3. Building G – Science Staff office (G226)
4. Building CCI – Food Technology Preparation Room (CCI104)
5. Building S – Visual Arts Staffroom (S108)
6. Building T – Performing Arts Staffroom (T111)
7. Building L – Gym Staffroom Kitchen (L105)
8. Building Z – Enhanced Learning Centre Staffroom (Z105)

School Management and Emergency Response

In the event of an allergic reaction, the College will follow the student's ASCIA Action Plan for Anaphylaxis, in addition to the College's emergency documents and procedures.

These emergency documents and procedures include:

- First Aid Response Protocol and procedures;
- a complete and up to date list of students identified as having a medical condition that relates to allergy and the potential for anaphylactic reaction;
- details of Individual Anaphylaxis Management Plans (containing ASCIA Action Plans);
- information about the storage and accessibility of adrenaline autoinjectors;
- how communication with school staff, students and parents is to occur in accordance with a communications plan.

Communication Plan

The Principal is responsible for ensuring a communication plan is developed to provide information to all staff, students and parents/guardians about allergy, anaphylaxis and this policy.

Information regarding emergency response procedures in classrooms, the school grounds, or on school camps, excursions, trips and on special event days (such as sport days) is available on the College's Learning Management System.

The College will raise student, parent and community awareness through a variety of methods, including staff meetings, handbooks, guidelines, policies and information available on the College's Learning Management System.

The Staff Handbook also includes procedures on informing casual relief teachers, volunteers and new staff of the students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care.

Risk Minimisation and Prevention Strategies

The College will implement risk minimisation and prevention strategies for all relevant in-school and out-of-school settings, as outlined below. Detailed information is also contained in the First Aid Policy and the Events Policy.

Sufficient school staff supervising students at any time must be trained in the administration of an autoinjector and be able to respond quickly to an anaphylactic reaction if required.

Classrooms

The College has implemented a Food in Classrooms risk management procedure to ensure that the risk of anaphylaxis is identified and appropriately managed. Appropriate labelling should be used for food and substances containing possible allergens, particularly in Food Technology, Science and Art classes.

Yard

The College will ensure that a communication plan exists for teachers on yard duty. Individual Anaphylaxis Management Plans and autoinjectors are located throughout the College to enable easy access in the event of an anaphylactic reaction.

Canteen

All canteen staff, including volunteers, will receive information and procedures regarding anaphylaxis management and safe food-handling practices. Posters and relevant documentation will also be located in the canteen.

In addition to food safety procedures, all surfaces will regularly be wiped down with warm soapy water and products containing possible allergens will be appropriately labelled.

College Special Events

For special events involving food, staff are required to follow the Food in Classrooms guidelines and risk management procedure. The use of equipment such as party balloons should also be considered where a student is identified as having a substance allergy.

Travel to and from the College

Parents of at-risk students should ensure that their child carries an additional autoinjector in their school bag to and from the College.

Excursions and Sporting Events

For each excursion or sporting event in which an at-risk student is participating, the organising staff member will assess the at-risk student's Anaphylaxis Management Plan. The assessment will vary according to the number of at-risk students, the nature of the excursion/sporting event, size of the venue, distance from medical assistance, the structure of the excursion and the corresponding staff-student ratio.

The College will bring an autoinjector for general use on all excursions/sporting events, as well as individual Anaphylaxis Management plans for at-risk students.

Camps and Overseas Travel

For any school camp or overseas trip, a risk assessment will be undertaken, including an assessment for each individual at-risk student. The risks may vary according to the number of at-risk students, the nature of the camp/trip, location and length of the camp/trip, distance from medical assistance, the structure of the camp/trip and the corresponding staff-student ratio.

Staff may consult parents of at-risk students in advance to develop suitable arrangements. As well as a student's individual autoinjector and Individual Anaphylaxis Management Plan, the College will bring an autoinjector for general use on all school camps/trips. The College will also bring an autoinjector on school camps without at-risk students in the event of a first-time reaction.

Work Experience

The College will liaise with the student, parents and employer regarding risk management prior to an at-risk student attending work experience. Supervisors must be shown the ASCIA Action Plan and how to use the autoinjector in the event of a reaction whilst on work experience.

Annual Risk Management Checklist

The Principal is required to complete an annual Risk Management Checklist to monitor compliance with their obligations, as published and amended from time to time by the Department of Education and Early Childhood Development.

DOCUMENT CONTROL

Policy Category	Governing	Review Frequency	1 year, as required
Document Owner	Principal	First Approved	2007
Responsible Executive	Business Manager	Last Amended	Jan 2026
Approval Authority	LC Board	Next Review Date	Dec 2026
Document Availability		Policy Socialisation	
☒ ELT Policy Drive ☒ Diligent Policy Library ☒ Staff Policy Library – Omnia ☒ Student and Parent Policy Library – Omnia ☒ Website		☒ Staff policy receipt and acknowledgement ☒ Staff Briefing and/or Meeting ☒ Student Assembly ☐ Principal's Page	



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