

	<b>Preston Reservoir Adult Community Education</b>	Approval Date: 8/02/17
	<b>Anaphylaxis Policy and Procedure</b>	Review Date: 06/18
		Version Number:1.1
Authorised by	Executive Officer	
Responsible Person	Youth Programs Manager	
Staff Involved	Youth Programs Manager, VCAL teaching and support staff, first aid trained staff	

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**Purpose** The purpose of this Policy and Procedure is to provide a set of guidelines for the management of students in the VCAL program who present as anaphylactic

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**Scope** This Policy and Procedure applies to students enrolled in the VCAL program only.

It does not apply to any other students enrolled with PRACE. Should a student, who is not a VCAL student, identify at enrolment that they are anaphylactic the Medical Alert Procedure should be implemented.

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**Relevant Legislations/ Standards**

- Child Wellbeing and Safety Act 2005 (Vic)
- Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time in managing Anaphylaxis policies and procedures.

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**Definitions** **Anaphylaxis** is a severe, rapidly progressive allergic reaction, that is potentially life threatening. Although allergic reactions are common among children, severe reactions are uncommon and death is rare. However, deaths have occurred and anaphylaxis must be treated as a medical emergency at all times.

**Adrenaline Autoinjector:** An Adrenaline Autoinjector device, approved for use by the Commonwealth Government Therapeutic Goods Administration, which can be used to administer a single premeasured dose of adrenaline to those experiencing a severe allergic reaction or anaphylaxis. These may include EpiPen®, EpiPen®Jr, Anapen®300 or Anapen®150.

**Anaphylaxis Management Training Course:**

A course in anaphylaxis management training constitutes any of the following courses as described below.

- An anaphylaxis management training course accredited as a VET accredited course in accordance with Part 3 of the National Vocational Education and Training Regulator Act 2011 (Cth) that includes a competency check in the administration of an Adrenaline Autoinjector;
- An anaphylaxis management training course accredited under Chapter 4 of the Act by the Victorian Registration and Qualifications Authority that includes a competency check in the administration of an Adrenaline Autoinjector;
- An anaphylaxis management training course endorsed and delivered by a tertiary level specialist allergy service within a tertiary level academic

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teaching hospital that includes a competency check in the administration of an Adrenaline Autoinjector; and

- Any other course approved by the Secretary to the Department for the purpose of this Order as published by the Department.

**ASCIA:** Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.

**ASCIA Action Plan:** This plan is a nationally recognised action plan for anaphylaxis developed by ASCIA. These plans are device specific; that is, they list the student's prescribed Adrenaline Autoinjector (EpiPen®/Anapen®300 or EpiPen®Jr/Anapen®150) and must be completed by the student's Medical Practitioner. This plan is one of the requirements of the student's Individual Anaphylaxis Management Plan.

**Individual Anaphylaxis Management Plan:** An individual plan for each student at risk of anaphylaxis, developed in consultation with the student's Parents. The Individual Anaphylaxis Management Plan includes the ASCIA Action Plan which describes the student's allergies, symptoms, and the emergency response to administer the student's Adrenaline Autoinjector should the student display symptoms of an anaphylactic reaction.

**Medical Practitioner:** This is a registered medical practitioner within the meaning of the Health Professions Registration Act 2005, but excludes a person registered as a non-practicing health practitioner.

**Parent/guardian/carer:** In relation to a child means any person who has parental responsibility for 'major long term issues' as defined in the Family Law Act 1975 (Cth) or has been granted 'guardianship' for the child pursuant to the Children, Youth and Families Act 2005 or other state welfare legislation.

**PRACE:** means the incorporated association (A0032713Z) which includes the Registered Training Organisation (4036) & PRACE College (2110).

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## General Principles

To ensure all staff have adequate knowledge of anaphylaxis, allergens (triggers) and PRACE's policy and procedures in responding to an anaphylactic reaction. To engage with parents/guardians of students who are at risk of anaphylaxis, in assessing risks and developing risk minimisation strategies and management strategies for each individual student.

An Individual Anaphylaxis Management Plan will be developed, in consultation with the student's parents/carer/guardian, for any student who has been diagnosed by a Medical Practitioner as being at risk of anaphylaxis.

The Individual Anaphylaxis Management Plan will be in place as soon as practicable after the student enrolls, and where possible before their first day at PRACE.

PRACE will implement risk minimisation and prevention measures.

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## Procedure

### Individual Anaphylaxis Management Plan

The Individual Anaphylaxis Management Plan will set out the following:

- information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has (based on a written diagnosis from a
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Medical Practitioner);

- strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of PRACE staff for in-PRACE and out-of-PRACE settings including in PRACE yard, at camps and excursions, or at special events conducted, organised or attended by PRACE;
- the name of the person(s) responsible for implementing the strategies;
- information on where the student's medication will be stored;
- the student's emergency contact details; and
- an ASCIA Action Plan.

PRACE staff will then implement and monitor the student's Individual Anaphylaxis Management Plan.

The student's Individual Anaphylaxis Management Plan will be reviewed, in consultation with the student's parents/guardian/carer 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 practicable after the student has an anaphylactic reaction at PRACE; and
- when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by PRACE (eg. class parties, elective subjects, cultural days).

It is the parents/guardians/carers' responsibility to:

- provide the ASCIA Action Plan;
- inform PRACE in writing if their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan;
- provide an up-to-date photo for the ASCIA Action Plan when that Plan is provided to the PRACE and when it is reviewed; and
- provide PRACE with two Adrenaline Autoinjectors that are current and not expired for their child. One pen is to remain with the student and the other is to remain on site as a backup.

### **Risk Minimisation and Prevention Strategies**

PRACE will put in place Risk Minimisation and Prevention Strategies (refer to Appendix A) while the student is under the care or supervision of PRACE staff for all relevant in-PRACE and out-of-PRACE settings which include (but are not limited to) the following:

- during classroom activities (including class rotations, specialist and elective classes);
- between classes and other breaks;
- in canteens;
- during recess and lunchtimes; and
- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

### **Communication Plan**

PRACE will provide information to staff, students and parents/guardians/carers on PRACE's Anaphylaxis Policy and Procedure via this policy and procedure and the VCAL Student Handbook.

### **Staff Training**

It is the responsibility of the Executive Officer to ensure that relevant PRACE Staff are:

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- trained; and
  - briefed at least twice per calendar year.

### **Program Support Plan**

The Youth Programs Manager will develop an 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 Staff as soon as practicable after the student enrolls, and preferably before the student's first day at PRACE.

The Youth Programs Manager will ensure that while the student is under the care or supervision of PRACE, including excursions, breaks, camps and special event days, there is a sufficient number of staff present who have successfully completed an Anaphylaxis Management Training Course in the three years prior.

### **Annual Risk Management Checklist**

The EO will complete an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.

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### **Glossary**

EO – Executive Officer  
VCAL – Victorian Certificate of Applied Learning

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### **Related Policies and Procedures**

Student Well-being and Duty of Care Policy  
Accident and First Aid Procedure  
Medical Conditions Management Policy and Procedure  
OHS & Risk Management Policy and Procedure

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