



# St Paul's College

## Anaphylaxis Communication Plan

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

It is essential to work with the whole school community in order to better provide a safe and supporting environment for all students, including students with severe allergies.

Relevant school community members	What information should be included?	How/where will the information be distributed?
All staff involved with students at risk of anaphylaxis, including first aiders, teachers, assistants, casual/relief staff and volunteers to be briefed on the obligation to reference Anaphylaxis policies at the time of engagement.	<ul style="list-style-type: none"> <li>• Causes, symptoms and treatment of anaphylaxis</li> <li>• Identities of students at risk of anaphylaxis</li> <li>• Preventative strategies in place</li> <li>• Location of EpiPens in the School</li> <li>• First aid and emergency response procedures</li> <li>• Staff roles in responding to a severe allergic reaction</li> </ul>	<ul style="list-style-type: none"> <li>• Anaphylaxis Management policy on staff Q Drive</li> <li>• Anaphylaxis Risk Management Checklist on staff Q Drive</li> <li>• FIRST AID MANUAL 2018 on staff Q Drive</li> <li>• Regular staff briefings</li> <li>• Orientation for new staff and CRTs</li> </ul>
Parents/carers of students at risk of anaphylaxis	<ul style="list-style-type: none"> <li>• Information parents must provide about their child, includes:               <ul style="list-style-type: none"> <li>○ Information about the diagnosis, including the type of allergy/allergies the student has (based on a diagnosis from a medical practitioner)</li> <li>○ Strategies to minimise the risk of exposure to allergens while the student is at school</li> <li>○ The student's emergency contact details</li> <li>○ The student's ASCIA Action Plan</li> <li>○</li> </ul> </li> <li>• Details of any incident/incidents</li> </ul>	<ul style="list-style-type: none"> <li>• Anaphylaxis Management policy on school website</li> <li>• Anaphylaxis Risk Management Checklist on school website</li> <li>• First Aid and Medical Emergency policy on school website</li> <li>• The student's ASCIA Action Plan</li> <li>• Parents will receive reminders re meeting all requirements</li> <li>• Discussions with first aiders and the student's teacher/s</li> <li>• Principal/first aiders/staff will contact parents if an incident involving their child occurs at the School</li> <li>• Principal/first aiders/staff will provide a written account of any incident/s to the parents and keep a copy on file student's file</li> </ul>

Parents of other students attending the School	<ul style="list-style-type: none"> <li>• Causes, symptoms and treatment of anaphylaxis</li> <li>• Anaphylaxis Management policy</li> <li>• Preventative strategies at the School</li> </ul>	<ul style="list-style-type: none"> <li>• Notice at reception about students at risk of anaphylaxis at the School</li> <li>• Notice at sign in about students at risk of anaphylaxis at the School</li> <li>• Letter to all parents at the commencement of the year, detailing allergens to avoid (particularly food allergens)</li> <li>• Regular updates in school communications about students at risk of anaphylaxis, including referral to the School's Anaphylaxis Management policy</li> </ul>
Other students attending the School	<ul style="list-style-type: none"> <li>• Always take food allergies seriously</li> <li>• Avoid sharing food</li> <li>• Wash your hands after eating</li> <li>• If a friend becomes sick, get help immediately</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to have discussions with students throughout the year about the risks of anaphylaxis, general management, emergency procedures and allergen minimisation</li> </ul>

## Preventive strategies implemented include:

Details of students at risk of anaphylaxis (name, photograph, allergies, treatment) are displayed on the School's data base, in the First Aid room, and in appropriate staff locations throughout the school. Details and treatment kits will be taken on all school camps and all off-site activities.

Each student at risk of anaphylaxis has a tagged EpiPen, Action Plan, and medication kept at the school.

All members of the school community will have access to the school's Anaphylaxis Management Policy on staff Q Drive and school website

General information regarding anaphylaxis may be provided to students in group settings, classes and school assemblies.

Individual Action Plans will provide information to staff, students and parents for activities both within and outside the School environment.

First Aiders/staff prepare an Anaphylaxis Risk Minimisation Plan for each affected student.

School first aid kits contain general use EpiPens.

All staff are trained as required in anaphylaxis management.

All parents receive a letter at the commencement of the year if there are students at risk of anaphylaxis at the School.

See related Policy documents including:

- Anaphylaxis Management Policy
- Anaphylaxis Risk Management Checklist
- First Aid and Medical Emergencies policy

Category 03 Clients  
Set St Paul's College  
Owner Office of the CEO

Approved By Board of Directors  
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