

ANAPHYLAXIS MANAGEMENT AND RESPONSE POLICY

1 INTRODUCTION

Anaphylaxis is a severe, rapidly progressive allergic reaction that is life threatening St Michael's Catholic Primary School, Heyfield (the School) seeks to facilitate the safe participation of all students in the educational experiences offered by the School. Where students are known to be at risk of anaphylaxis, parents/guardians/carers are required to provide relevant information to the School to enable us to carry out our duty of care obligations.

The School requires the active engagement of parents/guardians/carers in the provision of up-to-date to Anaphylaxis Management Plans (ASCIA Action Plans) that comply with *Ministerial Order 706: Anaphylaxis Management in Victorian Schools and School Boarding Premises* (Ministerial Order 706) for each student diagnosed with a medical condition that relates to an allergy and the potential for an anaphylactic reaction.

The Principal at all times must ensure the School complies with *Ministerial Order No. 706 – Anaphylaxis Management in Victorian Schools*. The School will also comply with the associated guidelines published and amended by the Department of Education (DE) from time to time to support implementation of Ministerial Order 706 (MO706) in Victorian schools and assist schools to meet their duty of care to students at risk of anaphylaxis as well as to comply with their obligations under the *Education and Training Reform Act 2006 (Vic.)* (the Act) and the Order.

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
- paleness and listlessness (young children)

- abdominal pain and/or vomiting (signs of a severe allergic reaction to insects).

2 PURPOSE

The purpose of this Policy is to explain to staff, students, parents/guardians/carers and the wider school community the processes in place to support students diagnosed as being at risk of suffering from anaphylaxis and to ensure all staff can respond appropriately to an anaphylactic reaction.

This Policy informs the *Responding to Anaphylaxis Procedures*.

3 CATHOLIC MISSION

The School brings to life the mission of the Catholic Church by engaging and aligning all efforts toward the achievement of DOSCEL's vision for education: *faith-inspired educational excellence for a hope filled future*.

4 COMMITMENT TO CHILD SAFETY

The School holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility of Catholic education. This commitment is drawn from the teaching and mission of Jesus Christ.

5 SCOPE

This Policy applies to:

- staff, including volunteers and casual relief staff.
- all students who have been diagnosed with a medical condition that relates to an allergy and the potential for anaphylactic reaction, where the School has been notified of that diagnosis, or who may require emergency treatment for anaphylactic reaction.
- parents/guardians/carers of students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for an anaphylactic reaction.

This policy responds to and informs the:

- First Aid Policy and Procedures.
- Emergency Management Procedures.

6 POLICY OUTCOMES

The following Policy Outcomes demonstrate how the School meets its legal obligations for anaphylaxis management as required under MO706 and the *Education and Training Reform Act 2006*.

- 6.1** The School maintains and implements an *Anaphylaxis Management and Response Policy* that satisfies all requirements prescribed under MO706, ensuring full compliance with Victorian legislation.
- 6.2** The School identifies all students diagnosed as being at risk of anaphylaxis and ensures that each student has:
 - a current Individual Anaphylaxis Management Plan.
 - an accompanying ASCIA Action Plan completed in consultation with their medical practitioner.
- 6.3** All plans are kept up to date, accessible to relevant staff, and reviewed as required.
- 6.4** The School's *Anaphylaxis Management and Response Policy* incorporate all mandated elements under MO706, including:
 - approved Individual Anaphylaxis Risk Management and planning templates for each at-risk student and ensures these complement, and do not duplicate, the ASCIA Action Plan for Anaphylaxis.
 - Risk-minimisation strategies for all in-school and out-of-school activities.
 - Communication plans for staff, students and parents/guardians/carers.
 - Emergency response procedures to be followed during an anaphylactic reaction.
- 6.5** The School ensures that adrenaline devices held for general use comply with the requirements of MO706, noting that general use adrenaline is currently limited to approved autoinjector devices. The School recognises that students may be prescribed different forms of adrenaline in their ASCIA Action Plans and ensures appropriate staff training and planning to support those prescriptions, while maintaining compliance with requirements for general use adrenaline devices.
- 6.6** All relevant school staff complete accredited anaphylaxis training, including required refreshers, ensuring they remain ready to respond to an anaphylactic emergency. Where new or alternative adrenaline delivery devices are introduced, the School ensures that School Anaphylaxis Supervisors complete approved device specific training, as required, to verify the correct use of those devices by staff who have completed ASCIA Anaphylaxis training.
- 6.7** The School records and monitors staff training completion to ensure ongoing compliance with training obligations.
- 6.8** Staff who teach or supervise students at risk of anaphylaxis undertake mandatory anaphylaxis management training. Additional staff identified by the Principal—based on risk exposure and duty-of-care responsibilities—also complete required training.

Training applies broadly to all staff with any duty-of-care responsibility, not only teachers.

- 6.9** All relevant staff complete the ASCIA Anaphylaxis e-training for Victorian schools. Within 30 days, these staff complete a practical competency check conducted by the School Anaphylaxis Supervisor.
- 6.10** The Principal (or delegate) maintains accurate and current training records.
- 6.11** The School ensures that at least two staff members are certified through the Course in Verifying the Correct Use of Adrenaline Injector Devices (22579VIC) through the Asthma Foundation or another approved provider. These staff serve as School Anaphylaxis Supervisors.
- 6.12** The School ensures that School Anaphylaxis Supervisors undertake additional approved training where required to maintain competence in verifying the correct use of adrenaline devices in use by students at the School.
- 6.13** Following an anaphylactic incident, the School provides timely emotional support for affected students and staff, including access to wellbeing or health professionals. The School implements trauma-informed responses and structured debriefing processes to support recovery and restore safety.
- 6.14** The School implements non-stigmatising practices, ensuring students with anaphylaxis are not singled out or treated differently. Staff use inclusive language and avoid unnecessary attention to a student's medical condition.
- 6.15** Students are consulted about their preferences regarding the management and privacy of their medical needs in public settings.
- 6.16** The School reviews its *Anaphylaxis Management and Response Policy* annually, or sooner if an anaphylaxis incident occurs.
- 6.17** The School audits practices and procedures to ensure continuous alignment with MO706 and related guidelines.
- 6.18** The School implements this Policy in accordance with the current version of MO706 and incorporates any formally approved legislative or regulatory changes as they take effect.

7 DEFINITIONS

Anaphylaxis: A severe, rapidly progressive and life threatening allergic reaction that occurs when a person is exposed to an allergen.

Allergen: A substance that can cause an allergic reaction in susceptible individuals. Common allergens include eggs, peanuts, tree nuts, cow's milk, fish, shellfish, wheat, soy, sesame, insect stings and bites, and medications.

ASCIA Action Plan for Anaphylaxis: A medical management plan completed by a student's medical practitioner that outlines the student's allergies, symptoms and emergency response steps. Parents/guardians/carers must provide a current ASCIA Action Plan to the school.

Individual Anaphylaxis Management Plan (IAMP): A current plan developed for each student diagnosed as being at risk of anaphylaxis. It outlines prevention strategies and emergency responses and must be kept updated and accessible to relevant staff.

Ministerial Order 706 (MO706): The legally mandated framework governing anaphylaxis management in Victorian schools and school boarding premises. Schools must ensure full compliance with all requirements under the Order.

Adrenaline AutoInjector (e.g., EpiPen/Anapen): A device used to administer adrenaline as first aid in the event of an anaphylactic reaction. Parents/guardians must provide an in-date device for each student at risk prior to commencement at the school.

School Anaphylaxis Supervisor: A staff member who has completed the Course in Verifying the Correct Use of Adrenaline Injector Devices (22579VIC) and conducts practical competency checks for staff completing ASCIA e-training, as required under MO706.

Relevant Staff: Staff (including volunteers and casual relief staff) who have a duty of care responsibility for students at risk of anaphylaxis and who must complete mandatory anaphylaxis training in accordance with MO706.

Risk Minimisation Strategies: Strategies implemented by the school to reduce the risk of anaphylactic reactions during in school and out of school activities, as required under MO706.

Emergency Response Procedures: Procedures outlining the required response when a student experiences anaphylaxis, forming a mandated component of the school's Anaphylaxis Management and Response Policy.

At Risk Student: A student who has been diagnosed with a medical condition related to allergy and the potential for anaphylactic reaction, and for whom the school has been notified of that diagnosis.

Parent Access Module (PAM): The School's parent communication system where this Policy is made available to parents and guardians.

Anaphylaxis Communication Plan: A plan outlining how the School will provide information to staff, students and parents about anaphylaxis and the School's Anaphylaxis Policy, and the actions to take during an anaphylactic reaction.

8 COMMUNICATION

This Policy is available on the School policy portal and provided to parents upon request.

This Policy is available to staff through the staff portal and staff are annually upskilled on this Policy.

9 OTHER RESOURCES

- [Allergies & Anaphylaxis Australia](#) - about living with anaphylaxis
- [ASCIA Guidelines - for prevention of food related anaphylactic reactions in schools, preschools and childcare](#)
- [Royal Children’s Hospital: Allergy and Immunology](#)
- [Royal Children’s Hospital - Anaphylaxis Support Advisory Line](#) - for all school anaphylaxis management enquires, (including the implementation of MO706). The advisory line is available between the hours of 8.30 am to 5.00 pm, Monday to Friday via phone 1300 725 911 or (03) 9345 4235.

10 POLICY INFORMATION

Policy Owner	People, Culture and Safety
Approving Authority	DOSCEL Board
Assigned Board Committee	Finance, Audit and Risk
Board Approval	February 2026
Risk Rating	High
Implementation	March 2026
Review Date	2027

POLICY DATABASE INFORMATION

Supporting Documents	<ul style="list-style-type: none"> Duty of Care Policy First Aid Policy and Procedures Emergency Management Procedures Health Care Needs Policy Supervision of Students Policy Anaphylaxis Annual Risk Management Checklist Individual Anaphylaxis Management Plan Template
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