



# NEWHAM PRIMARY SCHOOL

## Anaphylaxis Communication Plan

### Ministerial Order 706 – Anaphylaxis Management in Schools

#### SCHOOL STATEMENT

Newham Primary School will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time. Newham Primary School acknowledges that it is the school's responsibility to develop and maintain an Anaphylaxis Communication Plan.

#### COMMUNICATION PLAN

The Communication Plan includes strategies for advising School Staff, students and Parents about how to respond to an anaphylactic reaction by a student in various environments including:

- during normal school activities including in the classroom, in the school yard, in all school buildings and sites including gymnasiums and halls; and
- during off-site or out of school activities, including on excursions, school camps and at special events conducted or organised by the School.

**All staff** are trained in Anaphylaxis Management. Staff will participate in a briefing, to occur twice per calendar year on:

- 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, and where their medication is located;
- how to use an Adrenaline Autoinjector, including hands on practise 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.

The briefing must be conducted by a member of School Staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months.

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 at School.

**Students** participate in First Aid in Schools program run by St Johns which provides basic first aid for students as well as discussing what they would do if they came upon another student needing attention. Students will be directed by staff members in the event of an anaphylactic reaction occurring.

**Parents** volunteering on excursions or in classroom situations will be directed by the staff member that they are volunteering with.

The Communication Plan includes procedures to inform volunteers and casual relief staff of students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to an anaphylactic reaction by a student in their care:

**CRT Staff** responsible for a class in which a student has Anaphylaxis will be advised of such during the induction provided by the Principal upon commencement of employment.

Medical Alert posters are on display in the first aid room, included in the relevant class roll and CRT folders, yard duty bags and student contact details folder.

**Volunteers** will be directed by the staff member that they are volunteering with.

## REVISION HISTORY

School Council approval not required – for noting.

<b>Anaphylaxis Communication Plan</b>					
Version	Date Created	Date Ratified at School Council (if required)	Revisions Made	Leader of Policy	Next Policy Review
1	Unknown	Unknown		Julie Soutter	March 2018
2	March 2018	March 2018	Nil	Stuart Telford	Annually - March 2019
3	March 2019	March 2019	Nil	Stuart Telford	March 2020
4	March 2020	March 2020	Nil	Simone Wood	March 2021
5	March 2021	March 2021	Nil	Simone Wood	March 2022
6	March 2022	March 2022	Nil	Simone Wood	March 2023
7	April 2023		Nil	Simone Wood	April 2024
8	May 2024	May 2024	Nil	Tim Furphy	May 2025
8	May 2025	May 2025	Nil	Tim Furphy	May 2026