



North Geelong Secondary College

ANAPHYLAXIS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact North Geelong Secondary College on 03 5240 5800 or north.geelong.sc@education.vic.gov.au.

PURPOSE

To explain to North Geelong Secondary College parents/carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that North Geelong Secondary College is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management.

SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers.
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents/carers.

POLICY

College Statement

North Geelong Secondary College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education.

Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Symptoms

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth.

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting.

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.

Treatment

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. These adrenaline auto-injectors are designed so that anyone can use them in an emergency.

Individual Anaphylaxis Management Plans

All students at North Geelong Secondary College who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the principal of North Geelong Secondary College is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at North Geelong Secondary College and where possible, before the student's first day.

Parents/carers must:

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the college as soon as practicable
- immediately inform the college in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the college and each time it is reviewed
- provide the college with a current adrenaline auto-injector for the student that has not expired;
- participate in annual reviews of the student's Plan.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of college staff, including in the college yard, at camps and excursions, or at special events conducted, organised or attended by the college
- the name of the person(s) responsible for implementing the risk minimisation strategies, which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details

- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

Review and updates to Individual Anaphylaxis Management Plans

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at the college
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our college may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens on site.

Location of plans and adrenaline autoinjectors

- Individual Anaphylaxis Plans are displayed in the Administration Office, main staffroom and sub school offices.
- A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at the Administration Office, together with the student's adrenaline auto-injector. Adrenaline auto-injectors must be labelled with the student's name and the adrenaline auto-injector (i.e. EpiPen/AnaPen) expiry date.
- When a student keeps their adrenaline auto-injectors on their person, a copy of the Individual Anaphylaxis management Plan will be stored with their ASCIA Plan. It must be clearly labelled with the student's name.
- Adrenaline auto-injectors for general use are available at the Administration Office above reception and are labelled "NGSC School EpiPen".

Risk Minimisation Strategies

- Staff and students are regularly reminded to wash hands after eating
- Students are encouraged not to share food
- Garbage bins at school are to remain covered with lids to reduce the risk of attracting insects
- The class teacher must be aware if a student is bringing food into the college to share with others (i.e. class parties)
- Parents/carers should not provide food to any student, other than their own child unless prior arrangement has been made between the parents/carers
- Staff must be aware of students in their class who have anaphylaxis and must be aware of their management plan
- In areas which provide gloves (i.e. Food Technology and Art) latex free gloves must be available
- Food Technology should use the nut free workspace for students at risk of anaphylaxis
- Adrenaline auto-injectors (i.e. EpiPen/AnaPen) will be stored in the administrative office. All containers will be labelled with the student's name and the adrenaline auto-injector (i.e. EpiPen/AnaPen) expiry date
- First Aid staff will contact the student's parents/carers when the adrenaline auto-injector (i.e. EpiPen/AnaPen) is about to expire and it is the parents/carers

responsibility to provide a new Adrenaline auto-injector (i.e. EpiPen/AnaPen) for the student

- Staff must ensure that students at risk of anaphylaxis have an auto-injector available at all times, this includes at the college, on excursions, sports days, special events days and camps
- Teachers to liaise with first aid staff regarding student medical conditions and requirements prior off-college campus activities
- Gloves must be worn when picking up papers or rubbish in the college grounds
- Students with Anaphylaxis are not requested to do yard duty
- Garbage bins at the college are to remain covered with lids to reduce the risk of attracting insects
- College canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination
- Year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays.
- Planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending.

Adrenaline auto-injectors for general use

North Geelong Secondary College will maintain a supply of adrenaline auto-injector(s) for general use, as a back-up to those provided by parents/carers for specific students, and also for students who may suffer from a first-time reaction at the college.

Adrenaline auto-injectors for general use will be stored at the Administration Office and labelled "NGSC School EpiPen".

The principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at North Geelong Secondary College at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents/carers
- the availability of a sufficient supply of auto-injectors for general use in different locations at the college, as well as at camps, excursions and events
- the limited life span of adrenaline auto-injectors, and the need for general use adrenaline auto-injectors to be replaced when used or prior to expiry.

Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the college general first aid procedures, emergency response procedures and the student's Individual Anaphylaxis Management Plan.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by North Geelong Secondary College First Aid Officer and stored at the administrative office and sickbay. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline auto-injectors, where appropriate.

If a student experiences an anaphylactic reaction at the college or during a college activity, college staff must:

Step	Action
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1.	• Lay the person flat • Do not allow them to stand or walk • If breathing is difficult, allow them to sit • Be calm and reassuring • Do not leave them alone • Seek assistance from another staff member or reliable student to locate the student's adrenaline autoinjector or the college general use auto-injector, and the student's Individual Anaphylaxis Management Plan, stored at the Administration Office. • If the student's plan is not immediately available, or they appear to be experiencing a first time reaction, follow steps 2 to 5
2.	Administer an EpiPen or EpiPen Jr (if the student is under 20kg) • Remove from plastic container • Form a fist around the EpiPen and pull off the blue safety release (cap) • Place orange end against the student's outer mid-thigh (with or without clothing) • Push down hard until a click is heard or felt and hold in place for 3 seconds • Remove EpiPen • Note the time the EpiPen is administered • Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration OR Administer an Ananpen 500 • Pull off the black needle shield • Pull of grey safety cap(from the red button) • Place needle firmly against the student's outer mid thigh at 90 degrees (with or without clothing) • Press red button so it clicks and holds for 3 seconds • Remove Anapen • Note the time the Anapen is administered • Retain the used Anapen to be handed to ambulance paramedics along with time of administration OR Administer Jext 150 or 300 • Form fist around Jext and pull off yellow cap • Place black injector tip against outer-mid thigh (with or without clothing) • Push black tip firmly until a click is heard and hold in place for 3 seconds. • Remove Jext • Note the time the Jext device is administered. • The used adrenaline device must be handed to the ambulance paramedics along with the time of administration OR Administer Neffy® 1mg or 2mg • Hold the nasal spray with your thumb on the bottom of the plunger and a finger on either side of the nozzle. • Do not pull or push on the plunger. Do not test or prime (pre-spray). Each Neffy nasal spray contains only one spray.

	• Place the nozzle of the nasal spray into a nostril until fingers touch the nose. • For smaller nostrils, aim for the fingers to touch the nose. • Keep the nozzle pointed towards the forehead. Do not angle the nozzle of the nasal spray to the inner or outer walls of the nose.
3.	Call an ambulance (000)
4.	If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline auto-injectors are available.
5.	Contact the student's emergency contacts.
6.	The principal or a staff member allocated to do so must contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 to report 'High' or 'Extreme' severity incidents to report the incident. Incidents assessed as 'Low' or 'Medium' can be reported directly into EduSafe Plus by the principal or their allocated staff member.

If a student appears to be having a severe allergic reaction but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, college staff should follow steps 2 – 5 as above.

For first time anaphylactic reactions, the school's general use adrenaline autoinjector device must be used. If the general use device is not immediately available in an anaphylaxis emergency, staff may use another student's adrenaline device, including the Epipen®, Anapen®, Jext® or Neffy® device. This may save a life. If another student's adrenaline device is used in an anaphylaxis emergency, the school must notify the parents of the student whose device was used and immediately replace the device.

Where possible, schools should consider using the correctly dosed adrenaline device depending on the weight of the student. However, in an emergency if there is no other option available, any device should be administered to the student.

[Note: If in doubt, it is better to use an adrenaline auto-injector than not use it, even if in hindsight the reaction is not anaphylaxis. Under-treatment of anaphylaxis is more harmful and potentially life threatening than over-treatment of a mild to moderate allergic reaction. Refer to page 41 of the [Anaphylaxis Guidelines](#).

Communication Plan

This policy will be available on North Geelong Secondary College's website so that parents/carers and other members of the college community can easily access information about North Geelong Secondary College's anaphylaxis management procedures. The parents/carers of students who are enrolled at North Geelong Secondary College and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and North Geelong Secondary College's procedures for anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive information in their induction packs and daily organisation information outlining their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

The principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

Staff training

The principal will ensure that the following college staff are appropriately trained in anaphylaxis management:

- First Aid Officer
- College staff who conduct classes attended by students who are at risk of anaphylaxis
- Administrative staff, Education Support Staff, Canteen Staff and any other staff as required by the principal based on a risk assessment.

Staff who are required to undertake training must have completed:

- an approved face-to-face anaphylaxis management training course in the last three years, or
- an approved online anaphylaxis management training course in the last two years.

North Geelong Secondary College uses the following training course 22300VIC Course in First Aid Management of Anaphylaxis, VU21800 Provide First Aid management of Anaphylaxis, VU21801 Develop Risk Minimisation and Risk Management Strategies for Anaphylaxis.

[Note, for details about approved staff training modules, see page 13 of the [Anaphylaxis Guidelines](#)]

Staff are also required to attend a briefing on anaphylaxis management and familiarise themselves with this policy at least twice per year (with the first briefing to be held at the beginning of the year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years including the college First Aid Officer / Anaphylaxis Supervisor. Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline auto-injector, including hands on practice with a trainer adrenaline auto-injector
- the college general first aid and emergency response procedures
- the location of, and access to, adrenaline auto-injectors that have been provided by parents/carers or purchased by the college for general use.

When a new student enrolls at North Geelong Secondary College who is at risk of anaphylaxis, the principal will develop an interim plan in consultation with the student's parents/carers and ensure that appropriate staff are trained and briefed as soon as possible.

The principal will ensure that while students at risk of anaphylaxis are under the care or supervision of the college outside of normal class activities, including in the college yard, at camps and excursions, or at special event days, there are a sufficient number of college staff present who have been trained in anaphylaxis management.

FURTHER INFORMATION AND RESOURCES

- College Policy and Advisory Guide:
 - [Anaphylaxis](#)

- Anaphylaxis management in schools
- Allergy & Anaphylaxis Australia: Risk minimisation strategies
- ASCIA Guidelines: Schooling and childcare
- Royal Children's Hospital: Allergy and immunology

REVIEW CYCLE AND EVALUATION

Policy last reviewed	08/2026
Consultation	School Council August 2026
Approved by	Principal
Next Scheduled Review Date	Before August 2027