

WARRINGA PARK SCHOOL

ANAPHYLAXIS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact School Administration.

PURPOSE

To explain to Warringa Park School's 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 ensures that Warringa Park School complies with Ministerial Order 706 and the Department of Education guidelines for anaphylaxis management.

This policy outlines:

- Prevention strategies
- Individual management planning
- Communication processes
- Emergency response procedures
- Staff training requirements

SCOPE

This policy applies to:

- all Warringa Park School Campuses
- 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 and carers.

POLICY

SCHOOL STATEMENT

Warringa Park School will fully comply with Ministerial Order 706 and associated Department guidelines. The school is committed to providing a safe and supportive environment for students at risk of anaphylaxis.

WHAT IS ANAPHYLAXIS

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen.

Common allergens in school-aged children include:

- Peanuts and tree nuts
- Eggs
- Cow's milk
- Fish and shellfish
- Wheat
- Soy
- Sesame
- Latex
- Insect Stings
- Medication

Symptoms

Mild to Moderate Reactions



WARRINGA PARK SCHOOL

- Swelling of lips, face or eyes
- Hives or welts
- Tingling in the mouth

Severe Reaction (Anaphylaxis)

- Difficult or noisy breathing
- Swelling of tongue
- Difficulty talking or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness or collapse
- Pale or floppy appearance
- Abdominal pain or vomiting

Symptoms usually develop within 10 minutes and up to 2 hours after exposure but may occur within minutes.

TREATMENT

Adrenaline administered via an EpiPen® auto-injector into the outer mid-thigh is the most effective first aid treatment for anaphylaxis.

Individuals diagnosed as being at risk are prescribed an adrenaline auto-injector. These devices are designed for emergency use by any trained person.

INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

All students diagnosed by a medical practitioner as being at risk of anaphylaxis must have an Individual Anaphylaxis Management Plan (IAMP) completed by their medical practitioner every 12 months.

Parent/Carer Responsibilities

Parents/carers must:

- Provide an ASCIA Action Plan for Anaphylaxis (signed by a medical practitioner)
- Provide an up-to-date photo for the ASCIA Plan
- Provide a current, in-date EpiPen
- Inform the school immediately of any changes to medical conditions
- Participate in annual plan reviews
- Record and monitor expiry dates of medication

Each Plan Must Include

- Details of the students' allergies
- Signs and symptoms specific to the student
- Risk minimisation strategies (classroom, yard, camps, excursions, events)
- Name(s) responsible for implementing strategies
- Emergency contact details
- Location of medication
- Current ASCIA Action Plan

Review of Plans

Plans are reviewed:

- Annually
- After any anaphylactic reaction
- If medical condition changes
- Prior to camps, excursions or special events if the plan is due to be updated
- If risk exposure significantly increases



WARRINGA PARK SCHOOL

LOCATION OF EPIPENS

- Individual EpiPens are stored in clearly labelled red insulated bags in the First Aid Room (Nurse's Office).
- Bags are labelled with student name, photo, group and expiry date.
- Bags are easily accessible on hooks.
- Additional campus locations:
 - PPC – First Aid Room above sink
 - WCC – First Aid Room above internal window
 - BRC – First Aid Room beside tall cupboard
 - CRC – Along the side wall

Spare/general use EpiPens are stored in red insulated bags and monitored for expiry.

For high-risk allergies (e.g., dairy), a second EpiPen may be stored in the student's school bag as per the Individual Management Plan.

COMMUNICATION AND AWARENESS

Staff, students and families are informed about:

- Anaphylaxis awareness
- School food rules
- Risk minimisation strategies

CRTs receive:

- A CRT folder outlining emergency procedures
- Access to yellow health folders
- Information on red bag locations

Yellow health folders (in each classroom) contain:

- Student photos
- Allergy lists
- Individual Action Plans

FOOD MANAGEMENT RULES

- Students must not share food
- Parents must consult the class teacher before bringing birthday cakes or treats
- No Nut Classrooms: families are requested not to send nut products
- No Nut signs displayed on classroom entry
- Dairy or other common allergies may result in an allocated allergen-free table
- Parents must not give food to other children without prior arrangement

Food policy is communicated during enrolment and via the school newsletter.

PREVENTION STRATEGIES

Staff will:

- Know students at risk and their plans
- Ensure direct supervision during eating times
- Reinforce handwashing and no food sharing
- Check for hidden allergens in curriculum activities
- Send permission notices for activities posing allergen risk
- Ensure red bags are accessible



WARRINGA PARK SCHOOL

EMERGENCY RESPONSE PROCEDURES

In all cases:

- Follow the students' ASCIA Action Plan
- Follow general first aid procedures

CLASSROOM RESPONSE

- Do not leave the student
- Alert another staff member to collect the student's red bag
- Request nurse and leadership staff member
- Lay student flat (do not stand or walk). If breathing is difficult, allow sitting upright against a wall.

YARD RESPONSE

- Do not leave the student
- Alert another staff member to collect the student's red bag
- Request nurse and leadership staff member
- Lay student flat (do not stand or walk). If breathing is difficult, allow sitting upright.

EXCURSIONS, CAMPS AND EVENTS

- Red bag must be signed out
- Implement emergency procedure immediately
- Call 000
- Notify school
- Principal to arrange parent notification

ADMINISTRATION OF AN EPIPEN

1. Lay person flat (or sit upright if breathing difficulty).
2. Administer EpiPen.
3. Call 000.
4. Contact family/emergency contact.
5. If there is no improvement after 5 minutes, administer second adrenaline auto-injector if available.
6. Note about the time of administration.
7. Give used device(s) to paramedics.

ADMINISTRATION OF A NEFFY

1. Lay person flat (or sit upright if breathing difficulty).
2. Administer Neffy.
3. Call 000. Contact family/emergency contact.
4. If there is no improvement after 5 minutes, administer second adrenaline auto-injector if available.
5. Note about the time of administration.
6. Give used device(s) to paramedics.

POST-INCIDENT PROCEDURES

Following an incident:

1. Complete Incident/Accident Report
2. Debrief staff
3. Debrief students (as appropriate)
4. Inform Principal
5. Communicate with parents
6. Review Individual Management Plan
7. Update prevention strategies if required



WARRINGA PARK SCHOOL

STAFF TRAINING

The Principal ensures:

- All teaching staff complete accredited anaphylaxis training every two years
- Two designated Anaphylaxis Supervisors per campus complete 22579VIC training every three years
- All staff attend twice-yearly briefings (first at start of school year) facilitated by the School Nurse
- New staff receive induction training

Briefings include:

- This policy
- Causes, symptoms and treatment
- Student identities and medication locations
- Practice with trainer EpiPen
- Emergency response procedures

GENERAL USE ADRENALINE AUTO-INJECTORS

The Principal is responsible for purchasing and maintaining general use EpiPens. Considerations include:

- Number of at-risk students
- Accessibility of student-supplied EpiPens
- Coverage across campuses
- Camps and excursions
- Expiry dates (checked regularly and replaced as required)

RESPONSIBILITIES

Parents/Carers

- Provide documentation and medication
- Monitor expiry dates
- Inform school of medical changes
- Comply with food management rules

Principal

- Ensure compliance with Ministerial Order 706
- Ensure plans are developed and reviewed
- Ensure staff training
- Ensure communication plan
- Ensure adequate supply of EpiPens

Staff

- Know students at risk
- Follow prevention strategies
- Respond appropriately in emergencies
- Attend required training

RELATED POLICIES AND RESOURCES

- DET Policy and Advisory Library: Anaphylaxis
- ASCIA Guidelines and Action Plans
- Allergy & Anaphylaxis Australia
- Royal Children's Hospital – Allergy and Immunology
- First Aid Policy
- Duty of Care Policy
- Medication Management Policy



WARRINGA PARK SCHOOL

- Care Arrangement for Ill Students Policy

REVIEW CYCLE

This policy is reviewed annually by the Assistant Principal, School Nurse and relevant staff in consultation with parents of students with Individual Anaphylaxis Management Plans.

Policy last reviewed	March 2026
Approved by	Principal
Next scheduled review date	March 2027

