

Harcourt Valley Primary School

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ANAPHYLAXIS POLICY

POLICY REVIEW AND APPROVAL

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

ANAPHYLAXIS POLICY

Help for non-English speakers

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

PURPOSE

To explain to Harcourt Valley Primary School 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 Harcourt Valley Primary School is compliant with Ministerial Order 706 and the Department of Education's guidelines for anaphylaxis management.

SCOPE

This policy applies to:

- all staff, including casual relief staff, canteen operators 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

Harcourt Valley Primary School 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.

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

- difficult/noisy breathing
- swelling of the 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 device for use in an emergency. These adrenaline devices are designed so that anyone can use them in an emergency.

INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

All students at Harcourt Valley Primary School 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 is responsible for developing the 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 Harcourt Valley Primary School and where possible, before the student's first day.

PARENTS AND CARERS MUST:

- obtain an ASCIA Action Plan for Anaphylaxis (RED) from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis (RED)
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis (RED) each time it is updated
- provide the school with a current adrenaline device for the student that has not expired
- participate in annual reviews of the student's Individual Anaphylaxis Management Plan.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's allergies and the potential for anaphylactic reaction
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction
- strategies to minimise the risk of exposure to known allergens
- the name of the person(s) responsible for implementing the risk minimisation strategies
- information about where the student's medication will be stored

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- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis (RED).

Review and updates to Individual Anaphylaxis Management Plans
Plans will be reviewed annually and:

- after an anaphylactic reaction at school
- if the student's medical condition changes
- prior to camps, excursions or special events.

LOCATION OF PLANS AND ADRENALINE DEVICES

A copy of each student's Individual Anaphylaxis Management Plan and ASCIA Action Plan for Anaphylaxis (RED) will be stored in the First Aid Room, together with the student's adrenaline device. Adrenaline devices must be clearly labelled with the student's name. Adrenaline devices for general use are stored in the First Aid Room, front office and yard duty bag.

RISK MINIMISATION STRATEGIES

To reduce the risk of a student suffering from an anaphylactic reaction at Harcourt Valley Primary School, the following strategies are in place:

- regular handwashing reminders
- discouraging food sharing
- covered rubbish bins
- gloves worn when collecting rubbish
- trained canteen staff
- advance notification of allergens for events
- availability of general use adrenaline devices
- planning for off-site activities includes specific anaphylaxis risk controls.

ADRENALINE DEVICES FOR GENERAL USE

Harcourt Valley Primary School maintains a supply of adrenaline devices for general use as a back-up for students with prescribed devices and for first-time reactions.

Approved devices for general use include EpiPen®, Anapen® and Jext®. Adrenaline devices for general use are stored in the First Aid Room and front office and labelled "general use".

The Principal is responsible for arranging purchase and replacement of devices.

EMERGENCY RESPONSE

In the event of an anaphylactic reaction, staff must follow the student's Individual Anaphylaxis Management Plan and this policy.

The First Aid Coordinator maintains an up-to-date list of students at risk of anaphylaxis, stored in the First Aid Room.

Staff must:

1. Lay the student flat and do not leave them alone
2. Administer adrenaline device (EpiPen®, Anapen®, Jext® or Neffy®)

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3. Call an ambulance (000)
4. Administer further doses every 5 minutes if required
5. Contact emergency contacts
6. Report the incident to ISOC or EduSafe Plus as required.

COMMUNICATION PLAN

This policy is available on the school website. Staff are informed through induction, twice-yearly briefings, newsletters, enrolment packs and school communication platforms.

Staff Training

Relevant staff must complete approved anaphylaxis management training and attend twice-yearly briefings. Training records are maintained by the school.

FURTHER INFORMATION AND RESOURCES

- Department Policy and Advisory Library
- Allergy & Anaphylaxis Australia
- ASCIA Guidelines
- Royal Children's Hospital – Allergy and Immunology

The principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management as part of this review.