



# Allergy Awareness and Anaphylaxis Management

## PURPOSE

Ballarat Grammar is committed to providing a safe learning environment for all our students including but not limited to boarding and international and exchange students to minimise the risk of allergen exposure. It is our policy:

- To provide, as far as practicable, a safe and supportive School and Boarding environment in which students at risk of allergies can participate equally in all aspects of the student’s schooling
- To raise awareness about allergies and the School’s allergy and anaphylaxis management in the school community
- To engage with parents/guardians of each student at risk of allergies when assessing risks and developing risk minimisation strategies for the student
- To comply with [Ministerial Order No. 706 – Anaphylaxis Management in Victorian Schools and School Boarding Premises](#)
- To ensure that staff have knowledge about allergies, anaphylaxis and the School’s guidelines and procedures in responding to an anaphylactic reaction.

Anaphylaxis is a severe and life-threatening allergic reaction. Allergies, particularly food allergies, are common in children. The most common causes of allergic reaction in young children are foods, bee or other insect stings, and some medications. A reaction can develop within minutes of exposure to the allergen and young children may not be able to identify or communicate the symptoms of anaphylaxis. With planning and training, many reactions can be prevented; however, when a reaction occurs, good planning, training and communication can ensure the reaction is treated effectively by using an adrenaline injector.

In a school that is open to the general community and provides accommodation to its students through its boarding facilities, it is not possible to achieve a completely allergen-free environment. A range of procedures and risk minimisation strategies, including strategies to minimise exposure to known allergens, can reduce the risk of allergic reactions including anaphylaxis.

## SCOPE

This procedure applies to all students, staff, contractors, volunteers and families across all year levels and settings (CEEd to Year 12, including boarding).

## DEFINITIONS

Term	Definition
<b>Adrenaline Injector</b>	An intramuscular injection device containing a single dose of adrenaline designed to be administered by people who are not medically trained.  Used adrenaline injectors should be placed in a hard plastic container or similar and given to the paramedics or placed in a rigid sharps disposal unit or another rigid container if a sharps container is not available.
<b>Allergen</b>	A substance that can cause an allergic reaction.
<b>Allergy</b>	An immune system response to something in the environment, which is usually harmless, e.g.: food, pollen, dust mite. These can be ingested, inhaled, injected or absorbed. Often, food needs to be ingested to cause a severe allergic reaction (anaphylaxis) however, measures should be in place for individuals to avoid touching or being exposed to food they are allergic to.





<b>Allergic Reaction</b>	<p>A reaction to an allergen. Common signs and symptoms include one or more of the following:</p> <ul style="list-style-type: none"> <li>• Mild to moderate signs and symptoms:           <ul style="list-style-type: none"> <li>○ Hives or welts</li> <li>○ Tingling mouth</li> <li>○ Swelling of the face, lips and/or eyes</li> <li>○ Abdominal pain, vomiting and/or diarrhoea are mild to moderate symptoms; however, these are <b>severe</b> reactions to insects.</li> </ul> </li> <li>• Signs and symptoms of anaphylaxis are:           <ul style="list-style-type: none"> <li>○ Difficult/noisy breathing</li> <li>○ Swelling of the tongue</li> <li>○ Swelling/tightness in the throat</li> <li>○ Difficulty talking and/or hoarse voice</li> <li>○ Wheeze or persistent cough</li> <li>○ Persistent dizziness or collapse (young children may be pale or floppy).</li> </ul> </li> </ul>
<b>Anaphylaxis</b>	<p>A severe, rapid and potentially life-threatening allergic reaction that affects normal functioning of the major body systems, particularly the respiratory (breathing) and/or circulation systems.</p>
<b>Anaphylaxis Management Training</b>	<p>Training that includes recognition of allergic reactions, strategies for risk minimisation and risk management, procedures for emergency treatment and facilitates practise in the administration of treatment using an adrenaline autoinjector trainer. Approved training is listed on the ACECQA website.</p>
<b>ASCIA Action Plan for Anaphylaxis/Allergic Reactions</b>	<p>A standardised emergency response management plan for anaphylaxis prepared and signed by the student’s treating, registered medical or nurse practitioner that provides the student’s name and confirmed allergies, a recent photograph of the student, a description of the prescribed anaphylaxis medication for that student and clear instructions on treating an anaphylactic episode. The plan must be specific for the strength of adrenaline injector prescribed for each student.</p> <p>Examples of plans specific to different adrenaline injector brands are available for download on the Australasian Society of Clinical Immunology and Allergy (ASCIA) website:  <a href="https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis">https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis</a></p>
<b>EpiPen®</b>	<p>A type of adrenaline injector containing a single fixed dose of adrenaline which is delivered via a spring-activated needle that is concealed until administration is required.</p> <p>Two strengths are available: an EpiPen® and an EpiPen Jr®, and each is prescribed according to an individual’s weight:</p> <ul style="list-style-type: none"> <li>• The EpiPen Jr® is recommended for an individual weighing 10–20kg.</li> <li>• An EpiPen® is recommended for use when an individual weighs more than 20kg.</li> </ul> <p>The student’s ASCIA Action Plan for anaphylaxis must be specific for the strength they have been prescribed.</p>
<b>Intolerance</b>	<p>Often confused with allergy, intolerance is an adverse reaction to ingested foods or chemicals experienced by the body but not involving the immune system.</p>
<b>No Food Sharing</b>	<p>A practice in which a student at risk of anaphylaxis only eats food that is supplied/permitted by their parents/guardians and does not share food with, or accept food from, any other person.</p>





## GUIDELINES

### Allergies

- Allergies occur when the immune system reacts to substances (allergens) in the environment which are usually considered harmless. Common allergens include, but are not limited to:

Foods	Insect Bites	Medications	Latex
<ul style="list-style-type: none"> <li>Peanuts and nuts</li> <li>Shellfish and fish</li> <li>Milk</li> <li>Egg</li> </ul>	<ul style="list-style-type: none"> <li>Bees</li> <li>Wasps</li> <li>Jumper ants</li> </ul>	<ul style="list-style-type: none"> <li>Antibiotics</li> <li>Aspirin</li> </ul>	<ul style="list-style-type: none"> <li>Rubber gloves</li> <li>Balloons</li> <li>Band-Aids</li> <li>Swimming caps</li> </ul>

- Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening.

### Being Allergy Aware

- Given the number of foods to which an individual may be allergic to, it is not possible to remove all allergens. It is better for the Ballarat Grammar community to be aware of the risks associated with allergies and for the School to implement practical, age-appropriate strategies to minimise exposure to known allergens.
- At Ballarat Grammar we do not promote that we either ‘ban nuts’ or are ‘nut-free’. Promoting a school as ‘nut-free’ is not recommended for the following reasons:
  - It is impractical to implement and enforce;
  - There is no evidence of effectiveness;
  - It does not encourage the development of strategies for avoidance in the wider Ballarat Grammar community; and
  - It may encourage complacency about risk minimisation strategies (for teachers, students and parents/guardians) if a food is banned.
- The School considers that being ‘allergy aware’ is a more appropriate term.
- Whilst the School does not claim to be ‘nut-free’, minimising exposure to particular foods such as peanuts and tree nuts can reduce the level of risk. This can include removing nut spreads and products containing nuts from the School canteen but does not include removing products that ‘may contain traces of peanuts and tree nuts.
- The School may also choose to request that parents/guardians of classmates of a young student (CEEd-Year 6) do not include nut spreads in sandwiches or products containing nuts in their lunch box.

### Safe Work Practices

- Ballarat Grammar has developed the following work practices and procedures to increase allergy awareness:
  - Identification of Students at Risk.
  - Parents/carers are requested to notify the school of all medical conditions including allergies. Refer to our *Medical Records (Student) Policy*.
  - Students who are identified as suffering from severe allergies that may cause anaphylactic shock are considered high risk and are managed through our Anaphylaxis Management procedures, as outlined below.
  - All Chefs/Cooks, Approved Supervisors and Approved Food Handlers are trained during their induction process and receive ongoing on the job training in preparing menus that are responsive to allergy requirements.
  - Any request for an allergen free meal is clearly identified using the Catering Request Form or Junior School Lunch Order process.
  - If the School is preparing an allergen-free meal, they ensure the following occurs:
    - Allergen free meals must be made prior to other meals to minimise cross contamination;





- The label must include the person's name and their food allergy or dietary requirement;
- Food Handlers must be advised that allergen-free meals are being prepared;
- A designated area must be allocated to the production of the allergen-free food for the duration of the preparation stages.

### **Raising Peer Awareness**

- Peer support and understanding is important for the student at risk of allergies, in particular anaphylaxis.
- Staff can raise awareness through fact sheets or posters displayed in hallways, canteens and classrooms or in class lessons.
- Class teachers can discuss the topic with students in class, with a few simple key messages:
  - Always take food allergies seriously – severe allergies are no joke.
  - Don't share your food with friends who have food allergies or pressure them to eat food that they are allergic to.
  - Not everyone has allergies – discuss common symptoms.
  - Wash your hands before and after eating.
  - Know what your friends are allergic to.
  - If a schoolmate becomes sick, get help immediately.
  - Be respectful of a schoolmate's medical kit.
- It is important to be aware that some parents/guardians may not wish their child's identity to be disclosed to the wider school community, this may also apply to the student themselves. It is therefore recommended that this be discussed with the student and their parents/guardians.

### **Bullying Prevention**

- A student at risk of allergies can have an increased risk of bullying in the form of teasing, tricking a student into eating a particular food or threatening a student with the substance that they are allergic to.
- Ballarat Grammar seeks to address this issue through raising peer awareness so that the students involved in such behaviour are aware of the seriousness of allergic reactions.
- Any attempt to harm a student at risk of anaphylaxis with an allergen is treated as a serious and dangerous incident and treated accordingly under the School's *Bullying Prevention and Intervention Procedures*.

### **Raising General School Community Awareness**

- Ballarat Grammar takes active steps to raise awareness about allergies and anaphylaxis in the School community so that parents/guardians of all students have an increased understanding.
- These steps include providing information about our allergy awareness strategy to the broader School community through newsletters, fact sheets, posters and other publications.

### **Developing Strong Communications with Parents/Guardians of High-Risk Students**

- Parents/guardians of a student who is at risk of allergies (in particular anaphylaxis) may experience high levels of anxiety about sending their child to school.
- It is important to encourage an open and cooperative relationship with parents/guardians so that they feel confident that appropriate risk minimisation strategies are in place.
- In addition to implementing risk minimisation strategies, the anxiety that parents/guardians and the student may feel can be considerably reduced by keeping them informed of the increased education, awareness and support from the Ballarat Grammar community.

### **Staff Responsibility**

- All staff must be allergy aware and actively promote Ballarat Grammar as an allergy aware school.





- All staff must adhere to the School's processes including but not limited to training, receipt of goods, storage, preparation, completing the Allergen Declaration Cards, service and transport.

### **Signage**

Allergy awareness signage is posted in the staffroom and in other locations around the school.

### **REVIEW**

Ballarat Grammar is committed to the continuous review and improvement of all its operations, including this procedure. It is the responsibility of the Health Centre Manager to regularly monitor and review the effectiveness of the Allergy Awareness and Anaphylaxis Management Procedure to ensure they are working in practice and revise the document when required and after any related significant incident.

### **GOVERNANCE DOCUMENT RESPONSIBILITIES AND COMMUNICATIONS**

All documentation within the Governance Framework will be communicated throughout the School including, but not limited to, internal communications such as Nexus posts, staff emails, staff inductions and documentation distribution.

Document Owners are responsible for identifying and managing information-related risks and issues for their assigned information entities and for escalating these to Approval Authorities accordingly. Owners of Governance Documents are accountable for their respective procedures, manuals and work instructions in alignment with their position descriptions.



# Appendix A – Anaphylaxis Communication and Management Plans

	Actions	Responsibility	Steps
A	Education about serious allergies / anaphylaxis in the School community	<ul style="list-style-type: none"> <li>Headmaster &amp; their delegate (Senior School Deputy Head – Student Care and Wellbeing)</li> </ul>	<ul style="list-style-type: none"> <li>The Headmaster of the School and their delegate is responsible for ensuring that a communication plan is developed to provide information to all staff, students and parents about anaphylaxis and the School’s anaphylaxis policy.</li> <li>The Headmaster and their delegate, overseeing the Health Centre is responsible for ensuring that, as per Ministerial Order 706, all staff have undergone full <u>accredited anaphylaxis training course</u>, every three years and in addition, undertake an <u>anaphylaxis update presentation at least twice a year</u> (the first to be held at the beginning of the school year) conducted by a suitably trained person. This training will be conducted via the School’s online learning platform and will cover:               <ul style="list-style-type: none"> <li>The School’s anaphylaxis management procedures</li> <li>The causes, symptoms and treatment of anaphylaxis</li> <li>The identities of students diagnosed at risk of anaphylaxis and where their medication is located</li> <li>How to use an autoinjector, including hands on practise with a trainer autoinjector; and</li> <li>The School’s first aid and emergency response procedures.</li> </ul> </li> <li>Training Plan – for any members of staff who are unable to complete formal training, an interim plan will be developed, and training will be provided as soon as possible thereafter.</li> <li>Additionally, suitably qualified staff will be within reasonable access including on excursions, camps and other outdoor activities.</li> <li>The Headmaster and their delegate overseeing the Health Centre, is responsible for ensuring that the School complies with any guidelines that the Department of Education publishes and/or amends relating to anaphylaxis management.</li> <li>Ensure information is provided in a range of formats and areas including web pages, school planners, enrolment documentation, and School newsletters.</li> <li>Ensure all staff who teach, are on supervision duty, accompany excursions and School camps, or who supervise sporting events, have training in anaphylaxis management and are provided with appropriate medical details of the children in their care.</li> </ul>





		<ul style="list-style-type: none"> <li>• Volunteer Supervisors</li> <li>• Casual Staff Supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that volunteers and casual relief staff are advised of students at risk and their role in responding to an anaphylactic reaction by a student.</li> </ul>
		<ul style="list-style-type: none"> <li>• Parents / Guardians</li> </ul>	<ul style="list-style-type: none"> <li>• Provide education to their child in the self-management of their food allergy, including allergy avoidance and how and when to inform an adult if they need help.</li> </ul>
B	Anaphylaxis Management Plans	<ul style="list-style-type: none"> <li>• Headmaster &amp; their delegate</li> <li>• Health Centre Manager</li> </ul>	<ul style="list-style-type: none"> <li>• The Headmaster and their delegate overseeing the Health Centre, together with the Health Centre Manager, are responsible for ensuring that based on a student's ASCIA plan an individual anaphylaxis management plan is developed for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis. Health Centre staff will communicate with parents of each child and ensure the appropriate notifications are registered on Nexus and Synergetic.</li> </ul>
		<ul style="list-style-type: none"> <li>• Parents / Guardians</li> <li>• Health Centre Manager</li> </ul>	<ul style="list-style-type: none"> <li>• ASCIA plans will be reviewed and updated annually (at the commencement of the year) or, if the following circumstances occur:             <ul style="list-style-type: none"> <li>○ A student's allergy and the potential for anaphylactic reaction changes;</li> <li>○ As soon as is practicable after a student has an anaphylactic reaction at school; and</li> <li>○ When a student is to participate in an off-site activity such as camps and excursions, or at special events conducted, organised or attended by the School.</li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>• Parents / Guardians</li> <li>• Health Centre Manager</li> </ul>	<ul style="list-style-type: none"> <li>• An individual anaphylaxis management plan will be in place as soon as practicable after the student enrolls, and where possible before the student's first day at school and will be available through Synergetic.</li> <li>• The individual anaphylaxis management plan will set out the following:             <ul style="list-style-type: none"> <li>○ Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).</li> <li>○ Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, including camps, excursions and any special events conducted, organised or attended by the School.</li> <li>○ The name of the person/s responsible for implementing the strategies.</li> <li>○ Information on where the student's medication will be stored.</li> <li>○ The student's emergency contact details.</li> <li>○ An action plan for anaphylaxis in a format approved by the ASCIA (referred to as an ASCIA Action Plan), provided by the parent or guardian.</li> </ul> </li> </ul>





	<ul style="list-style-type: none"> <li>Parents / Guardians</li> </ul>	<ul style="list-style-type: none"> <li>Parents of students with allergies are required to provide medical information so that the School has a current, preferably coloured, ASCIA plan for each student, that outlines Emergency Procedures Plan (anaphylaxis/allergy action plan) providing appropriate emergency procedures, signed and dated by a doctor, which is to be reviewed:           <ul style="list-style-type: none"> <li>Every 12-18 months when a new prescription is obtained.</li> <li>If the student’s medical condition changes.</li> <li>Immediately after a student has had an anaphylactic reaction at school.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Parents / Guardians</li> </ul>	<ul style="list-style-type: none"> <li>It is a mandatory requirement of attendance at Ballarat Grammar that the parents of any student who has been identified as at risk of anaphylaxis and prescribed an autoinjector must provide <u>at least two</u> autoinjectors for Middle and Senior School students, and <u>at least one</u> autoinjector for Junior School students, and an Anaphylaxis Action Plan for the School, available from <a href="http://www.allergy.org.au">www.allergy.org.au</a>. (This plan should be printed in colour were possible). It is the responsibility of the parent/guardian to:           <ul style="list-style-type: none"> <li>Inform the School if their child’s medical condition changes and, if relevant, provide an updated emergency procedures plan.</li> <li>Supply the autoinjectors and other required medication and ensuring that the medication has not expired.</li> <li>Provide an up-to-date photo for the emergency procedures plan when that plan is provided to the School and when it is reviewed.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>Health Centre Manager</li> </ul>	<ul style="list-style-type: none"> <li>The Health Centre will contact parents of all anaphylactic students to alert them a month prior to when their child’s/children’s autoinjectors, antihistamine or Ventolin inhaler expire.</li> <li>Student’s ASCIA plans will be displayed in a prominent location of the corresponding staffroom and each students’ medical condition is indicated with a  on Nexus.</li> </ul>
	<ul style="list-style-type: none"> <li>Parents / Guardians</li> <li>Health Centre Manager</li> <li>Students</li> </ul>	<ul style="list-style-type: none"> <li>In the Junior School, autoinjectors are stored in the Junior School treatment room.</li> <li>In the Middle and Senior Schools, one autoinjector is to be carried by the student <b>at all times</b> and an extra, assigned, autoinjector is to be kept in the Health Centre.</li> <li>Another generic autoinjector is carried at all times by the Health Nurse and is available for emergency situations on campus.</li> <li>There are also a number of generic autoinjectors purchased by the Health Centre placed strategically in major sections around the School including in the Year 4</li> </ul>





		<p>Centre, the CEEEd, the WCPA, the Boat Shed, the Dining Hall, sporting facilities including the Rintel, Reception areas, and in all Boarding Houses.</p> <ul style="list-style-type: none"> <li>• Boarding students will also have an additional, assigned, autoinjectors in the boarding house.</li> <li>• It is the responsibility of parents to ensure that students carry autoinjectors in such a way as to keep the medications safe whilst at the same time available in an emergency. (The School autoinjector should NEVER be relied on in place of the autoinjector carried by the student).</li> </ul>
	<ul style="list-style-type: none"> <li>• Students</li> </ul>	<ul style="list-style-type: none"> <li>• Students who are found not to have their assigned autoinjector on their persons will be sent home or back to the boarding house as appropriate.</li> </ul>
	<ul style="list-style-type: none"> <li>• Health Centre Manager</li> </ul>	<ul style="list-style-type: none"> <li>• At the beginning of each year the Health Centre Manager has the delegated authority by the Headmaster to review the numbers of students within the School and boarding premises who have an individual anaphylaxis management plan and based on these numbers, purchase the required number of surplus autoinjectors.</li> </ul>
	<ul style="list-style-type: none"> <li>• Health Centre Manager</li> </ul>	<ul style="list-style-type: none"> <li>• The purchase of surplus autoinjectors will be made by the Headmaster’s delegate (the Health Centre Manager) having considered: <ul style="list-style-type: none"> <li>○ The number of students enrolled at risk of anaphylaxis.</li> <li>○ The accessibility of adrenaline autoinjectors supplied by parents.</li> <li>○ The availability of a sufficient supply of autoinjectors for general use in specified locations at the School, including the school yard, boarding house, at excursions, camps and special events conducted, organised or attended by the School.</li> <li>○ That autoinjectors have a limited life, usually expire within 12-18 months, and will need to be replaced at the School’s expense, either at the time of use or expiry, whichever comes first.</li> </ul> </li> </ul>





## Appendix B – Junior School Procedure

	Actions	Responsibility	Steps
A	For all off-campus activities and excursions	<ul style="list-style-type: none"> <li>Supervising staff</li> </ul>	<ul style="list-style-type: none"> <li>Staff are required to collect from the Junior School Sick Bay, and carry, any anaphylactic student’s autoinjector and Anaphylaxis Management Plan at all times. <b>Supervising staff are also required to collect and carry a Junior School First Aid kit as well as a generic autoinjector.</b></li> <li>For all off-campus activities, staff are also required to carry a mobile phone at all times to facilitate communication with emergency services in the event of any emergency.</li> </ul>
		<ul style="list-style-type: none"> <li>Supervising staff</li> </ul>	<ul style="list-style-type: none"> <li>The return of both the student assigned autoinjectors and Anaphylaxis Management Plans following the activity or excursion is the responsibility of the supervising teacher</li> </ul>
		<ul style="list-style-type: none"> <li>Physical Education Teaching Staff</li> </ul>	<ul style="list-style-type: none"> <li>For Junior School Physical Education classes, teaching staff will be required to carry one of the School ‘bum bag’ First Aid Kits and collect a generic autoinjector.</li> </ul>
		<ul style="list-style-type: none"> <li>Parents / Guardians</li> </ul>	<ul style="list-style-type: none"> <li>Parents/Guardians are responsible for the provision of both an ‘in date’ autoinjector and Anaphylaxis Plan on an annual basis.</li> <li>Parents are advised that students with severe allergies have their photos and anaphylaxis plans displayed in the staff room, on Nexus and on the School data base (Synergetic) as a reference point for teaching staff to ensure they can provide the best possible care in cases of emergency.</li> </ul>
		<ul style="list-style-type: none"> <li>All Junior School Staff</li> </ul>	<ul style="list-style-type: none"> <li>Junior School staff are required to make themselves familiar with the photographs of students with severe allergies as displayed in the staff room, and on Synergetic.</li> </ul>
		<ul style="list-style-type: none"> <li>Students</li> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li>Students who are highly allergic to any allergens are at risk of anaphylaxis if exposed. Those who have had a previous anaphylactic reaction are at increased risk.</li> <li>If an exposure to an allergen is thought to have occurred and the student feels unwell in any way, the Student Action Plan will be followed including any appropriate emergency measures such as hospitalisation and the parents will be notified.</li> </ul>
		<ul style="list-style-type: none"> <li>Whole School Community</li> </ul>	<ul style="list-style-type: none"> <li>All procedures and action taken should be completed in conjunction with any advice from the Health Centre, the School’s First Aid policy, completed training and the Emergency Response Manual for the relevant area.</li> </ul>



## Appendix C – Middle and Senior School Procedure

	Actions	Responsibility	Steps
A	For all off-campus activities and excursions, including sport	<ul style="list-style-type: none"> <li>Students</li> </ul>	<ul style="list-style-type: none"> <li>Students are required to always take and carry their own autoinjector and Anaphylaxis Plan</li> </ul>
		<ul style="list-style-type: none"> <li>Supervising staff</li> </ul>	<ul style="list-style-type: none"> <li><b><u>For all off-campus activities, supervising staff are required to carry a student’s back-up assigned autoinjector, which is obtained from the Health Centre prior to departure for the activity by the supervising or overseeing staff member.</u></b></li> <li>For all off-campus activities, staff are required to always carry a mobile phone to facilitate communication with emergency services in the event of any emergency.</li> </ul>
		<ul style="list-style-type: none"> <li>Supervising staff</li> </ul>	<ul style="list-style-type: none"> <li>The staff member overseeing the activity carries the responsibility of ensuring the provision of the assigned student autoinjector and student Anaphylaxis Plan, the Health Centre assigned student autoinjector and student Anaphylaxis Plan, the appropriate (for the activity) First Aid Kit and a mobile phone.</li> </ul>
		<ul style="list-style-type: none"> <li>Supervising staff</li> </ul>	<ul style="list-style-type: none"> <li>The return of both the Health Centre-held student assigned autoinjector and Anaphylaxis Management Plans following the activity or excursion is the responsibility of the supervising teacher.</li> </ul>
		<ul style="list-style-type: none"> <li>Parents / Guardians</li> </ul>	<ul style="list-style-type: none"> <li>Parents/Guardians are responsible for the provision of both an ‘in date’ autoinjector and Anaphylaxis Plan on an annual basis.</li> <li>Parents are advised that students with severe allergies have their photos and anaphylaxis plans displayed in the staff rooms, on Nexus and on the School data base (Synergetic) as a reference point for teaching staff to ensure they can provide the best possible care in cases of emergency.</li> </ul>
		<ul style="list-style-type: none"> <li>All Middle / Senior School Staff</li> </ul>	<ul style="list-style-type: none"> <li>Middle and Senior School staff are required to make themselves familiar with the photographs of students with severe allergies as displayed in the staff room, and on Synergetic.</li> </ul>
		<ul style="list-style-type: none"> <li>Students</li> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li>Students who are highly allergic to any allergens are at risk of anaphylaxis if exposed. Those who have had a previous anaphylactic reaction are at increased risk.</li> <li>If an exposure to an allergen is thought to have occurred and the student feels unwell in any way, the Student Action Plan will be followed including any appropriate emergency measures such as hospitalisation and the parents will be notified.</li> </ul>
		<ul style="list-style-type: none"> <li>Whole School Community</li> </ul>	<ul style="list-style-type: none"> <li>All procedures and action taken should be completed in conjunction with any advice from the Health Centre, the School’s First Aid policy, completed training and the Emergency Response Manual for the relevant area.</li> </ul>





## Appendix D – Boarding Procedure

	Actions	Responsibility	Steps
A	For all off-campus activities and excursions, including sport	<ul style="list-style-type: none"> <li>Students</li> </ul>	<ul style="list-style-type: none"> <li>Students are required to always take and carry their own autoinjector and Anaphylaxis Plan.</li> </ul>
		<ul style="list-style-type: none"> <li>Supervising Staff</li> </ul>	<ul style="list-style-type: none"> <li><b><u>For all off-campus activities, supervising staff are required to carry a student’s back-up assigned autoinjector, which is obtained from the Health Centre prior to departure for the activity by the supervising or overseeing staff member.</u></b></li> <li>For all off-campus activities, staff are required to always carry a mobile phone to facilitate communication with emergency services in the event of any emergency.</li> </ul>
		<ul style="list-style-type: none"> <li>Supervising Staff</li> </ul>	<ul style="list-style-type: none"> <li>The staff member overseeing the activity carries the responsibility of ensuring the provision of the assigned student autoinjector and student Anaphylaxis Plan, the Health Centre assigned student autoinjector and student Anaphylaxis Plan, the appropriate (for the activity) First Aid Kit and a mobile phone.</li> </ul>
		<ul style="list-style-type: none"> <li>Supervising Staff</li> </ul>	<ul style="list-style-type: none"> <li>The return of both the Health Centre-held student assigned autoinjector and Anaphylaxis Management Plans following the activity or excursion is the responsibility of the supervising teacher.</li> <li>Generic autoinjectors are located in multiple locations within the boarding precinct and all boarding staff are expected to familiarise themselves with these locations.</li> </ul>
		<ul style="list-style-type: none"> <li>Parents / Guardians</li> </ul>	<ul style="list-style-type: none"> <li>Parents/Guardians are responsible for the provision of both an ‘in date’ autoinjector and Anaphylaxis Plan on an annual basis.</li> <li>Parents are advised that students with severe allergies have their photos and anaphylaxis plans displayed in the staff rooms, on Nexus and on the School data base (Synergetic) as a reference point for teaching staff to ensure they can provide the best possible care in cases of emergency.</li> </ul>
		<ul style="list-style-type: none"> <li>All Boarding Staff</li> </ul>	<ul style="list-style-type: none"> <li>Boarding staff are required to make themselves familiar with the photographs of students with severe allergies as displayed in the relevant area of the boarding house, and on Synergetic</li> </ul>
		<ul style="list-style-type: none"> <li>Students</li> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li>Students who are highly allergic to any allergens are at risk of anaphylaxis if exposed. Those who have had a previous anaphylactic reaction are at increased risk.</li> <li>If an exposure to an allergen is thought to have occurred and the student feels unwell in any way, the Student Action Plan will be followed including any appropriate emergency measures such as hospitalisation and the parents will be notified.</li> </ul>
		<ul style="list-style-type: none"> <li>Whole School Community</li> </ul>	<ul style="list-style-type: none"> <li>All procedures and action taken should be completed in conjunction with any advice from the Health Centre, the School’s First Aid policy, completed training in line with Ministerial Order 706 and the Emergency Response Manual for the relevant area.</li> </ul>





## Appendix E – CEEd Procedure

	<b>Actions</b>	<b>Responsibility</b>	<b>Steps</b>
A	All students attending CEEd	<ul style="list-style-type: none"> <li>Parents / Guardians</li> </ul>	<ul style="list-style-type: none"> <li>Allergies and anaphylaxis are noted on enrolment forms prior to admission.</li> </ul>
		<ul style="list-style-type: none"> <li>Parents / Guardians</li> </ul>	<ul style="list-style-type: none"> <li>ASCIA Action Plan provided to the CEEd by parents of students with allergies and anaphylaxis.</li> </ul>
		<ul style="list-style-type: none"> <li>CEEd Administrator</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment forms are collated, and an alert for identified children with allergies, anaphylaxis or asthma is created along with a daily summary of all children identified with an alert for CEEd staff.</li> </ul>
			<ul style="list-style-type: none"> <li>ASCIA plans displayed in rooms where child with allergy or anaphylaxis is located.</li> <li>Bag included with ASCIA Action plan and medication placed in room (red bags for anaphylaxis / yellow bag for allergy / blue bag for asthma). Bag is labelled with child’s name and group summary of alert.</li> </ul>
			<ul style="list-style-type: none"> <li>Copies of alerts and summary including days of attendance are located in the following areas:               <ul style="list-style-type: none"> <li>CEEd Front Desk</li> <li>Child’s program/room</li> <li>Head of Early Years Office</li> <li>Staff Room</li> <li>Emergency box</li> </ul> </li> <li>For all diet related allergies and anaphylaxis, copies of the alert are placed in the CEEd kitchen with a daily summary for the Chef.</li> </ul>
			<ul style="list-style-type: none"> <li>Daily pages including all children with an alert attending the CEEd are provided to staff summarising each day – an alert is provided for all children with allergies, anaphylaxis. or asthma or other medical conditions.</li> <li>A copy of the child’s ASCIA Action Plan is stored in the child’s digital file.</li> </ul>
			<ul style="list-style-type: none"> <li>Health Centre Manager</li> </ul>
		<ul style="list-style-type: none"> <li>Parents / Guardians</li> </ul>	<ul style="list-style-type: none"> <li>Parents/Guardians are responsible for the provision of both an ‘in date’ autoinjector and Anaphylaxis Plan on an annual basis or if any changes occur with regard to the child’s condition.</li> </ul>



## Appendix F – Anaphylaxis Management Strategies

	Actions	Responsibility	Steps
A	Staff Action in Emergency Management of Serious Allergies including the use of an Autoinjector	<ul style="list-style-type: none"> <li>Supervising Staff</li> </ul>	<ul style="list-style-type: none"> <li>As a part of the duty of care owed to students, teachers are required to administer first aid when necessary and within the limits of their skill, expertise and training.</li> <li>All staff, including boarding staff are required to have completed an online anaphylaxis management training course within two years.</li> <li>In the case of anaphylaxis this includes following the student’s Action Plan and administering an autoinjector if necessary. It should be noted that a teacher’s duty of care is greater than that of an ordinary citizen in that a teacher is obliged to assist an injured student, while an ordinary citizen may choose to do nothing.</li> <li>The student’s individual Allergy Management Plan will document the action required. Any student with an identified anaphylactic reaction will have their Action Plan documented in the anaphylactic area of the medical details section on the School database and noted in “Public Medical Alert”.</li> <li>The names of students who are at risk of severe allergy and the nature of these allergies, are individually recorded on class lists on Nexus and Synergetic and are prominently displayed in respective Staffrooms and Boarding Houses.</li> <li>It is a school requirement that staff who take students off campus for any reason e.g. excursions, sporting activities have up-to-date medical information for all students in attendance, including contact details for parents/guardians. This is to be taken with them and kept secure.</li> <li><b>Staff are to ensure that students have their autoinjectors and Anaphylaxis Management Action Plans with them before leaving and any students who does not, cannot attend the activity.</b></li> <li>All staff are trained in the use of an autoinjector and in the signs and symptoms of allergic reactions.</li> </ul>
B	Staff Action in the event of Anaphylaxis – during School hours	<ul style="list-style-type: none"> <li>Supervising Staff</li> </ul>	<ul style="list-style-type: none"> <li>In the event of a suspected or confirmed student anaphylaxis incident, staff must follow the student’s Anaphylaxis Management Plan and then contact the Health Centre on (852) internal or 5338 0852 (external) immediately.</li> <li>Health Centre staff will provide short-term guidance, attend in person as soon as possible if event is on campus, and ring for ambulance if/when anaphylaxis is</li> </ul>





			<p>confirmed. If event is off campus, ambulance services are to be called on the suspicion of anaphylaxis.</p> <ul style="list-style-type: none"> <li>• Staff are to remain with affected student at least until Health Centre staff attend, or until ambulance arrives, if off campus.</li> <li>• Staff are to follow directives given by Health Centre staff or ambulance personnel.</li> <li>• Attending staff and/or Health Centre staff are to complete an <i>Accident / Incident or Near Miss Form online</i> as soon as practical following the event.</li> <li>• The submission of an Anaphylactic event on an Incident Report will be reviewed initially by the Risk Management Committee.</li> </ul>
C	Staff Action in the event of Anaphylaxis – Out of School hours	<ul style="list-style-type: none"> <li>• Supervising Staff</li> </ul>	<ul style="list-style-type: none"> <li>• As above but no Health Centre call or attendance, call to be straight to ambulance services.</li> <li>• In the event of suspected or confirmed student anaphylaxis, staff are to contact the relevant emergency service ambulance (000) immediately.</li> <li>• Ambulance services will provide short-term guidance and attend in person as soon as possible.</li> <li>• Staff are to remain with affected student until ambulance services attend.</li> <li>• Staff are to follow directives given by ambulance services personnel.</li> <li>• Attending staff are to complete an <i>Accident / Incident or Near Miss Form online</i> as soon as practical following the event.</li> <li>• The submission of an Anaphylactic event on an Incident Report will be reviewed initially by the Risk Management Committee.</li> </ul>



# Appendix G – Risk Mitigation

## STRATEGIES TO REDUCE EXPOSURE TO ALLERGENS:

- The list below will be audited annually during the policy review.
- Ballarat Grammar will endeavour to take reasonable measures to minimise the allergen exposure of members of the school community. The School will aim, where possible, to limit allergen exposure to students at school.
- A key feature of our risk minimisation strategy is to inform all students of the risks of sharing food. Regular discussions with all classes will emphasise the importance of eating their own food and of not sharing foods, as this poses a significant risk for some students.
- It is generally requested that parents/guardians avoid sending nuts or nut spreads such as Nutella and peanut butter to school in lunchboxes, in particular if a class member has a known nut allergy.
- Provoking a student with a known allergy will be regarded with the utmost seriousness according to the *Behavioural Expectations* guidelines and the *Bullying Prevention and Intervention* procedures and could result in immediate suspension.
- Other risk minimisation strategies are listed below, and it is requested that all staff, students and families familiarise themselves with the recommendations to make the environment as safe as possible.

Risk	Strategy
<b>Trigger food in canteen and dining room. (e.g. peanut butter)</b>	<ul style="list-style-type: none"> <li>• Identify foods that contain or are likely to contain common trigger substances (i.e. nuts) and replace them with other nutritious foods.</li> <li>• Clearly label foods that may contain nuts.</li> <li>• Parents are requested to liaise with the canteen supervisor.</li> <li>• A crystal report is available on Synergetic (“student anaphylaxis list”) which lists all students with identified anaphylaxis (including their photographs).</li> <li>• Canteen and kitchen staff are to be given a list of anaphylactic students.</li> </ul>
<b>Planned class parties</b>	<ul style="list-style-type: none"> <li>• Advise parents of risk foods ahead of time so that they can provide suitable foods and request that risk foods are avoided.</li> <li>• Parents of students with allergy to organise specific foods for their child</li> </ul>
<b>Insect bite allergies</b>	<ul style="list-style-type: none"> <li>• Ensure all students wear shoes at all times, except when part of a planned lesson with risk review undertaken.</li> </ul>
<b>Medication allergies</b>	<ul style="list-style-type: none"> <li>• Inform school community of policy about administration of medications and monitor implementation of policy to minimise students bringing unauthorized medications.</li> </ul>
<b>Student taking other student’s medication</b>	<ul style="list-style-type: none"> <li>• Educate students and peers about medication allergies and the importance of taking medication prescribed only for them.</li> <li>• Encourage affected students to wear medic alert bracelets or necklaces and implement effective procedures for administering prescribed medications at school.</li> </ul>
<b>Latex allergies</b>	<ul style="list-style-type: none"> <li>• Arrange for allergic students or staff to avoid use of party balloons and contact with swimming caps and latex gloves if latex allergy is known.</li> <li>• The Health Centre only use non latex gloves.</li> </ul>
<b>Science, crafts, cooking class</b>	<ul style="list-style-type: none"> <li>• Careful planning of cooking and Science classes and removal of risk food items.</li> <li>• Craft items can also be risk items (e.g. egg cartons, milk containers, peanut butter jars, cereal boxes).</li> </ul>
<b>Camps, excursions</b>	<ul style="list-style-type: none"> <li>• Teachers attending will be notified of any students with allergies and of their specific action plan.</li> <li>• The camp facility will be notified about any students with allergies.</li> </ul>





# Appendix H – Easy English Version

## WHAT THIS DOCUMENT IS ABOUT:

This procedure helps to keep students with allergies safe at Ballarat Grammar. It explains what staff, students, and families must do to reduce the chance of allergic reactions and what to do in an emergency.

## WHAT IS AN ALLERGY?

An allergy happens when the body reacts badly to something that is usually safe, like certain foods, insect stings or medicines.

Some allergies can cause a very serious reaction called anaphylaxis. Anaphylaxis can make it hard to breathe and may be life-threatening. This needs urgent treatment with a medicine called adrenaline, given through an autoinjector (like an EpiPen).

## OUR GOAL

- Keep students with allergies safe
- Make sure staff know how to help
- Work with parents and guardians to plan for each student
- Follow all legal rules including Ministerial Order 706

## IMPORTANT RULES

### 1. Food Sharing

Students with allergies:

- Only eat from home or approved by their parents
- Do not share food with others

### 2. Be Allergy Aware

We are not a 'nut-free' school – this is because:

- It's hard to guarantee
- It may give a false sense of safety. Instead, we:
  - Ask families not to send food with nuts (especially for younger students).
  - Label foods that might contain nuts
  - Teach students not to share food and wash their hands after eating

## KEEPING STUDENTS SAFE

We work closely with families to:

- Identify students with allergies
- Collect important medical information
- Store and check autoinjectors
- Make sure allergy plans are current and followed

## STAFF RESPONSIBILITIES

All staff are trained to:

- Recognise allergic reactions
- Use an autoinjector
- Follow each student's Action Plan
- Staff take students medicine and plans on all excursions, camps and events
- Health Centre staff help manage and review each plan





### WHAT PARENTS / GUARDIANS MUST DO

- Tell the School about their child's allergy
- Give the School at least:
  - Two autoinjectors for Middle / Senior students
  - One autoinjector for Junior School students
  - Keep all autoinjectors and allergy plans up to date
  - Teach their child how to stay safe and speak up

### WHAT HAPPENS IN AN EMERGENCY

If a student is having an allergic reaction:

- Staff will follow the student's Action Plan
- Staff will give the autoinjector if needed
- An ambulance will be called
- Staff will stay the student until help arrives
- Staff will report the incident

### MEDICATIONS

CEEd students:

- Medication is carried by staff in designated bags

Junior School students:

- Staff carry the students' medicine

Middle / senior students:

- Students must carry their own medicine, with extra kept at school

Boarding students:

- Extra medicine is stored in the boarding house and school locations

### AWARENESS

We teach:

- Students:
  - how to help friends with allergies
- Staff and volunteers:
  - how to act in emergencies
- Families:
  - what the school is doing to stay safe

### REVIEW AND IMPLEMENTATION

This policy is checked regularly (see Office Use Only page for scheduled review dates). Updates are made after any allergic emergency or when laws changed.



# Office Use Only

Document Control / History	
Document Code	CGS-009
Approval Authority	Headmaster
Document Owner / Responsible Officer	Health Centre Manager
Original Approval Date	
Current Version Date	May 2025
Scheduled Review Date	May 2026
History	May 2025 – major review as part of Policy Rejuvenation Project

Supporting Documents	
•	•

Student Lifecycle / Pillars / Values / IDEALS / IB PYP Attributes					
Student Lifecycle	Student Lifecycle Subsection	Pillars	Values	IDEALS	IB PYP Attributes
<ul style="list-style-type: none"> <li>Student Recruitment</li> <li>Delivery of Education Programs</li> <li>Graduation &amp; Community</li> </ul>	<ul style="list-style-type: none"> <li>Marketing &amp; Advertising</li> <li>Enrolments &amp; Offers</li> <li>Finance</li> <li>Teaching &amp; Learning</li> <li>Assessment</li> <li>Experiences</li> <li>Careers / Work Experience</li> <li>Graduation</li> <li>Old Grammarians / Alumni</li> </ul>	<ul style="list-style-type: none"> <li>Governance &amp; Leadership</li> <li>Legislative &amp; Regulatory Compliance</li> <li>Complaints &amp; Compliments</li> <li>People &amp; Culture</li> <li>Finance</li> <li>Community Engagement / Foundation</li> <li>Property &amp; Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Integrity</li> <li>Aspiration</li> <li>Courage</li> <li>Compassion</li> <li>Responsibility</li> <li>Hope</li> </ul>	<ul style="list-style-type: none"> <li>Internationalism</li> <li>Democracy</li> <li>Environmentalism</li> <li>Adventure</li> <li>Leadership</li> <li>Service</li> </ul>	<ul style="list-style-type: none"> <li>Inquirers</li> <li>Knowledgeable</li> <li>Thinkers</li> <li>Communicators</li> <li>Principled</li> <li>Open Minded</li> <li>Caring</li> <li>Risk Takers</li> <li>Balanced</li> <li>Reflective</li> </ul>

Legislative Context
<ul style="list-style-type: none"> <li>Ministerial Order 706 (Vic) <a href="#">Ministerial Order No. 706 – Anaphylaxis Management in Victorian Schools and School Boarding Premises</a></li> <li>Education &amp; Training Reform Act 2006 (Vic) <a href="#">Education and Training Reform Act 2006   legislation.vic.gov.au</a></li> <li>National Quality Framework (NQF) <a href="#">National Quality Framework   ACECQA</a></li> <li>VRQA Minimum Standards - <a href="#">Standards and guidelines for schools   vrqa.vic.gov.au</a></li> <li>National Code of Practice for Providers of Education &amp; Training to Overseas Students 2018 (National Code 2018) <a href="#">Federal Register of Legislation - National Code of Practice for Providers of Education and Training to Overseas Students 2018</a></li> <li>Education &amp; Care Service National Law Act 2010 <a href="#">Education and Care Services National Law Act 2010   legislation.vic.gov.au</a></li> <li>Education &amp; Training Reform Regulations 2017 (Vic) <a href="#">Education and Training Reform Regulations 2017   legislation.vic.gov.au</a></li> <li>Education Services for Overseas Students (ESOS) Act 2000 <a href="#">Federal Register of Legislation - Education Services for Overseas Students Act 2000</a></li> <li>National Quality Standard (NQS) <a href="#">National Quality Standard   ACECQA</a></li> </ul>

Regulatory Context				
VRQA	CRICOS / National Code / ESOS Act	ACECQA / Department of Education	International Baccalaureate	Other
<ul style="list-style-type: none"> <li>VRQA Minimum Standards – s3</li> <li>Ministerial Order 706 (Vic) – s 6-12</li> <li>Education &amp; Training Reform Act 2006 (Vic) - Part 2.5</li> </ul>	•	<ul style="list-style-type: none"> <li>National Quality Framework (NQF) – QA2; Regs 90, 91, 136, 137</li> <li>ACECQA – National Regulations 90, 91, 168</li> </ul>	<ul style="list-style-type: none"> <li>Student Wellbeing and safe learning environment – Standards &amp; Practices: Culture 1.1, Learning 3.2</li> </ul>	•

