



Tanglin Gippsland Anaphylaxis Management Policy

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Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

1 Overview

- 1.1 Tanglin Gippsland is dedicated to fostering a secure learning environment for all our students. We commit to adhering to Ministerial Order No.706 for Anaphylaxis Management in Victorian Schools and boarding premises and following the guidelines set by the Victorian Government Department of Education and Training (DET), subject to periodic amendments.
- 1.2 Source of obligation
 - 1.2.1 According to the Education and Training Reform Act 2006 (Vic), all schools and boarding premises must formulate an anaphylaxis management policy if aware, or reasonably should be aware, that a student is diagnosed as at risk of anaphylaxis.
 - 1.2.2 Ministerial Order No.706 mandates specific requirements for anaphylaxis management policies in Victorian schools and boarding premises.
- 1.3 The policy aims to:
 - Provide a safe and supportive environment for at-risk students.
 - Raise awareness of anaphylaxis and Tanglin’s policy within the community.
 - Engage parents/guardians in risk assessment and strategy development.
 - Train staff on allergies, anaphylaxis, and response procedures.

2 Definitions

- 2.1 Anaphylaxis is a severe, rapidly progressive, and potentially life-threatening allergic reaction. Common allergens include peanuts, eggs, tree nuts, cow’s milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings, anesthesia, and some medications.
- 2.2 ASCIA: Australasian Society of Clinical Immunology and Allergy.
- 2.3 Auto-injector: A device containing a pre-measured dose of adrenaline for emergency use in anaphylaxis.
- 2.4 First Aid Officer: A staff member trained in anaphylaxis management.
- 2.5 IAMP: Individual Anaphylaxis Management Plan.
- 2.6 Ministerial Order No.706: Victorian Ministerial Order outlining requirements for anaphylaxis management in schools and boarding premises.
- 2.7 Risk Management Checklist: A tool used to monitor compliance with anaphylaxis management requirements.

3 Details

- 3.1 **General**
 - 3.1.1 Reducing anaphylaxis risk at Tanglin Gippsland involves understanding at-risk students, allergen awareness, and preventing exposure. Collaboration with parents/guardians is vital to help students avoid allergen exposure.
 - 3.1.2 Tanglin Gippsland acknowledges it can't ensure a completely allergen-free environment.

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3.2 Safe work practices and procedures for managing anaphylaxis

3.1.1 Identification of students at risk

- Parents/guardians notify Tanglin Gippsland of allergies at enrollment or diagnosis.
- Students with severe allergies require a Tanglin-specific Individual Anaphylaxis Management Plan (IAMP) reviewed annually.
- All at-risk students need an ASCIA Action Plan for Anaphylaxis.

3.2.2 Adrenaline auto-injectors for general use

- Tanglin will ensure there are sufficient injectors, considering student enrolment, for general use in an emergency.
- Nurses review and replace expired auto-injectors, maintaining ASCIA General Use Action Plans.

3.2.3 Storage and location of auto-injectors

- Auto-injectors stored in insulated pouches at 15–25 degrees, easily accessible.
- Student auto-injectors labeled, stored in First Aid kits and taken off-site when needed.
- General use auto-injectors will be available in the Health Centre.

3.2.4 Staff training

- Head of Campus ensures anaphylaxis-trained staff are present when at-risk students are under Tanglin's care.
- Relevant staff complete anaphylaxis management training annually.
- Staff attend briefings prior to each group of students arriving, covering IAMPs of incoming students.

3.2.5 Emergency Response Procedure

- Follow ASCIA Action Plan and first aid procedures in case of anaphylaxis.
- Administer auto-injector as per plan instructions.
- Call ambulance, reassure the student, monitor, and contact parents/guardians.

3.2.6 First-time reactions

- Follow Tanglin's first aid procedures, call 000, and use general use auto-injector and ASCIA General Use Action Plan if needed.

3.2.7 Post-incident support

- Offer post-incident counseling to students and staff.

3.2.8 Post-incident review

- Replace used auto-injectors promptly.
- Review Individual Anaphylaxis Management Plans and policy for improvements.

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4 Communication

- 4.1 The Head of Campus develops a Communication Plan for anaphylaxis awareness, available to staff, students, and parents/guardians.
- 4.2 The Communication Plan is accessible through the Tanglin Gippsland portal and aligns with the Anaphylaxis Management Policy and Procedures.
- 4.3 Raising Tanglin community awareness
 - Publish Anaphylaxis Management Policy on the website and share with parents/guardians.
 - Include anaphylaxis information in communications.
- 4.4 Raising staff awareness
 - Ensure staff access and familiarize themselves with the Anaphylaxis Management Policy and Procedures.
 - All staff attend briefings prior to each group of students arriving, covering IAMPs of incoming students
 - Inform new staff, casual staff, and volunteers about at-risk students and their responsibilities.
- 4.5 Raising student awareness
 - Educate students on allergy awareness, respecting at-risk peers, and prompt reporting of health issues.
 - Address irresponsible behavior towards at-risk students as per Tanglin Gippsland policies.
- 4.6 Working with parents/guardians
 - Cultivate an open relationship with parents/guardians, providing regular updates and support.
 - Invite parents/guardians to contribute to IAMPs and risk management strategies.

5 Roles and Responsibilities

5.1 Head of Campus

- 5.1.1 Develop, review, and communicate the Anaphylaxis Management Policy.
- 5.1.2 Ensure staff are trained and informed on anaphylaxis management.
- 5.1.3 In consultation with the Nurse, oversee anaphylaxis compliance and incident reviews.
- 5.1.4 Implement and monitor the Anaphylaxis Management Policy at the campus level.
- 5.1.5 Facilitate annual policy reviews, involving relevant stakeholders.

5.2 Nurse

- 5.2.1 Develop and maintain Individual Anaphylaxis Management Plans.
- 5.2.2 Oversee auto-injector management, storage, and training.
- 5.2.3 Respond to anaphylaxis incidents and provide post-incident support.
- 5.2.4 Individual Anaphylaxis Management Plans
 - The nurse will develop IAMPs in consultation with parents/guardians.

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- IAMPs include medical condition details, exposure reduction strategies, responsible staff, medication storage, emergency contacts, and an updated ASCIA Action Plan.
- Plans will be kept at the Office or Health Centre, classrooms, staff areas, and other specified locations.
- Staff implement and monitor IAMPs; plans are reviewed annually and after incidents.

5.3 Teachers and Staff

- 5.3.1 Complete anaphylaxis management training annually.
- 5.3.2 Implement Individual Anaphylaxis Management Plans for at-risk students.
- 5.3.3 Attend briefings prior to each group of students arriving, covering IAMPs of incoming students and contribute to risk management.

5.4 Parents/Guardians

- 5.4.1 Provide accurate medical information, ASCIA Action Plans, and auto-injectors.
- 5.4.2 Participate in annual reviews of Individual Anaphylaxis Management Plans.
- 5.4.3 Inform Tanglin Gippsland if medical condition changes promptly.
- 5.4.4 Contribute to risk management strategies and collaborate with Tanglin Gippsland.
- 5.4.5 Participate in IAMP reviews as required.

6 Related Tanglin Gippsland Policies

- Emergency and Critical Incident Management Policy
- First Aid Policy
- Medication Administration Policy
- Student Health Policy

7 Policy Review

- 7.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin’s Leadership Team. Leadership Team consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.
- 7.2 Any significant changes to this policy must be approved by the Board.

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