

Anaphylaxis Policy

Purpose

The purpose of this policy is to explain to Mackellar 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 Mackellar Primary 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 and carers.

Policy

School Statement: Mackellar 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

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

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



Treatment

- Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis or as a nasal spray (if prescribed).
- Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector or nasal spray for use in an emergency. These adrenaline autoinjectors and nasal sprays are designed so that anyone can use them in an emergency.

Individual Anaphylaxis Management Plans

All students at Mackellar 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 of Mackellar Primary School 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 Mackellar Primary School and where possible, before the student's first day.

Parents and carers must:

- obtain an Australian Society of Clinical Immunology and Allergy (ASCIA) Action Plan for Anaphylaxis 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
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline autoinjector for the student that has not expired
- participate in annual reviews of the student's Plan for Anaphylaxis.

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 school staff, including in the school yard, at camps and excursions or at special events conducted, organised or attended by the school
- 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 is reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan is also reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- 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 school 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 at school.

Location of plans and adrenaline autoinjectors

Mackellar Primary School will maintain a supply of adrenaline autoinjectors for general use, as a back-up to those provided by parents and carers for specific students, and for students who may suffer from a first-time reaction at school.

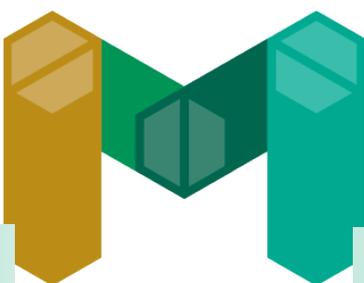
Adrenaline autoinjectors for general use will be stored in the First Aid room and General Office in the Emergency Kit.

The Principal is responsible for arranging the purchase of adrenaline auto-injectors for general use, and will consider:

- the number of students enrolled at Mackellar Primary School at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry
- the weight of the students at risk of anaphylaxis to determine the correct dosage of adrenaline autoinjector/s to purchase.

Posters are displayed throughout the school providing photo identification of the students diagnosed at being at risk of suffering from anaphylaxis. Locations include the main office, first aid room and staffroom.

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in the student's classroom, together with the student's adrenaline autoinjector. Adrenaline autoinjectors must be labelled with the student's name.



Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Mackellar Primary School, we have put in place the following strategies:

- staff and students are regularly reminded to wash their hands after eating
- students are discouraged from sharing food
- garbage bins at school are to remain covered with lids to reduce the risk of attracting insects
- school canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination
- a general use EpiPen will be stored at the First Aid room and the General Office in the emergency kit
- year levels will be informed of allergens that must be avoided in advance of class parties, events or birthdays
- planning for off-site activities includes 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 autoinjectors for general use

Mackellar Primary School will maintain a supply of adrenaline autoinjector(s) for general use, as a back-up to those provided by parents and carers for specific students and for students who may suffer from a first-time reaction at school.

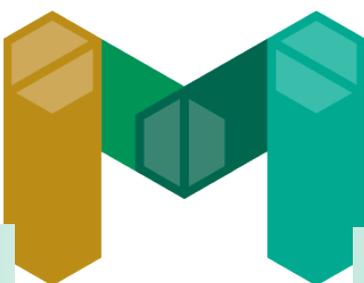
Adrenaline autoinjectors for general use will be stored in the First Aid room, and General Office in the Emergency Kit and labelled 'general use'.

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

Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school's 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 the school's First Aid Officer. This list (poster) is displayed in the First Aid room, Canteen, Staffroom, General Office, BER Building, Food Technology Room and in all classrooms. 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 autoinjectors, where appropriate. Students at risk of anaphylaxis are identified on XUNO, which all school staff have access to.



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

Step	Action
1.	<ul style="list-style-type: none"> 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 school's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored in in the student's classroom, with the person's EpiPen and the First Aid room. 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) <ul style="list-style-type: none"> 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
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 autoinjectors are available.
5.	Contact the student's emergency contacts.

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, school staff should follow steps 2 – 5 as above.

[Note: If in doubt, it is better to use an adrenaline autoinjector 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 Mackellar Primary School's website so that parents and other members of the school community can easily access information about Mackellar Primary School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Mackellar Primary



School and are identified as being at risk of anaphylaxis will be provided with a copy of this policy and have access via the school's website.

The First Aid Officers are responsible for ensuring that all relevant staff, including casual relief staff and volunteers are aware of this policy and Mackellar Primary School's procedures for anaphylaxis management. Posters of the students at risk of anaphylaxis are included in the Casual Relief Teacher Information Book.

The Principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this information and Mackellar Primary School's procedures for anaphylaxis management.

Relevant information is included in the information booklet that all CRT staff receive when attending Mackellar Primary School.

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 Staff at Mackellar Primary School are appropriately trained in anaphylaxis management consistent with the Department's *Anaphylaxis Guidelines*:

- School Staff who are responsible for conducting classes that students who are at risk of anaphylaxis attend, all canteen staff, administration staff, first aiders and any other member of school 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.

Mackellar Primary School uses the following training course ASCIA eTraining course (with 22303VIC).

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year, facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years including [First Aid Officer and/or School 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 allergy and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector



- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use.

When a new student enrolls at Mackellar Primary School who is at risk of anaphylaxis, the Principal will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.

A record of staff training courses and briefings will be maintained through the online Emergency Management Plan.

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

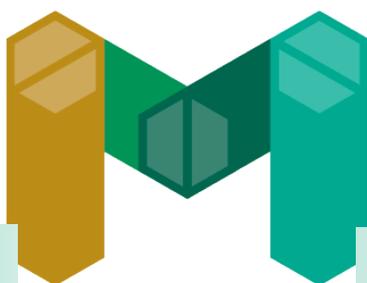
Communication

This policy will be communicated to our school community in the following ways:

- Included in the staff handbook
- Included in staff induction processes and staff training
- Included in the parent handbook
- Included in transition and enrolment packs
- Included as annual reference in school newsletters
- Available publicly on our school's website
- Discussed at staff briefings and meetings as required
- Discussed at parent information sessions
- Made available in hard copy from school administration upon request.

Further information and resources

- School 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](#)
- [Health Care Needs](#)
- [Health Support Planning Forms](#)
- [Complex Medical Needs](#)



Review Cycle and Evaluation

Policy last reviewed	February 6 th 2026
Policy reviewed by	First Aid Officer
Approved by	Principal
School Council ratification	February 19 th 2026
Next scheduled review date	February 6 th 2027

The principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.

