



ANAPHYLAXIS POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Traralgon College on 5176 2240.

PURPOSE

To explain to Traralgon College parents, and the entire community the processes and procedures in place to support students medically diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Traralgon College 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

Traralgon College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

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.

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.



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

Treatment

First Aid treatment for anaphylaxis is adrenaline given as an injection into the muscle of the outer mid-thigh.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

Individual Anaphylaxis Management Plans

At Traralgon College all students who are medically diagnosed by a medical practitioner as being at risk of an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the principal of Traralgon College or their delegate are 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 Traralgon College and where possible, before the student's first day.

Parents and carers must:

- obtain an 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. Written advice can be provided via the Traralgon College email Traralgon.co@education.vic.gov.au or hard copy to the administration office of the relevant campus.
- provide the school with an up-to-date photo of the student for the initial ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed or there is an anaphylactic incident.
- provide the school with an adrenaline autoinjector for the student that is current (not expired).
- participate in annual reviews of the student's Individual Anaphylaxis Management Plan that prepared by the school.

Each student's Individual Anaphylaxis Management Plan must include:

- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.
- Student specific information including the type/s of allergies from which the student suffers and the potential for anaphylactic reaction.
- 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, on camps, excursions, and at special events conducted, organised or attended by the school.
- the name of the person(s) responsible for implementing the risk minimisation strategies, identified in the Plan.
- information about where the student's medication will be stored.
- the student's emergency contact details.



Review and updates to Individual Anaphylaxis Management Plans

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be 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, excursions, or 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

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis (RED) on Compass and at the First Aid room of their campus. For those students who do not carry their autoinjector on their person, autoinjectors labelled with the student's name will be stored in the first aid room of their campus. It is generally advised by Traralgon College that students attending the Shakespeare Street campus keep their autoinjector in the First Aid room and students attending the Grey Street campus keep their autoinjector on their person.

Autoinjectors for general use are stored in First Aid rooms, excursion first aid kits and at various locations throughout the school as detailed below.

Risk Minimisation Strategies

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

- students are discouraged from sharing food.
- garbage bins at school are to remain covered with lids to reduce the risk of attracting insects
- gloves must be worn when picking up paper or rubbish in the yard.
- school canteen and food technology staff are trained in appropriate food handling to reduce the risk of cross-contamination.
- Handwashing stations are provided in high-risk areas.
- general use adrenaline autoinjectors are in a number of locations across the college and are stored with the first aid kits to be available for use on camps and excursions:
 - Shakespeare Street campus:
 - First Aid room next to Main Administration office.
 - J6 cooking room.
 - Bulga - Sub-school office (Year 7).
 - Wirilda – Sub-school office (Year 8).
 - Tarra building DI (Disability Inclusion) office.
 - Canteen.



- Grey Street campus:
 - Main Administration office.
 - First Aid room.
 - W11 cooking room.
 - W12 cooking room.
 - W block Staff Room.
 - STEM building Staff office.
 - N block Staff office.
 - E1 Science Classroom.
 - H2 Sub-school office.
 - Hall.
 - Canteen.
- Planning for off-site activities will include 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

Traralgon College 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 also for students who may suffer an anaphylactic reaction for the first time at school.

There are currently 4 adrenaline devices approved by the Therapeutic Goods Administration for use in Australia: the EpiPen®, the Anapen®, Jext® and Neffy®. All devices can be used when provided by families for students, however, the principal or allocated staff member can only use EpiPen®, Anapen® or Jext® adrenaline autoinjector for general use. For more information about which autoinjector to purchase for general use, refer to Adrenaline autoinjectors for general use.

Adrenaline autoinjectors for general use will be stored in the First Aid Rooms and labelled “general use”.

The principal or the principals delegate is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at Traralgon College at risk of anaphylaxis.
- the accessibility of adrenaline autoinjectors supplied by parents.
- the availability of a supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events.
- the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry.
- determine the appropriate adrenaline autoinjector/s dosages to purchase according to the age, weight and size of the student population as guided by ASCIA plans.

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 School Anaphylaxis Supervisors and stored in the First Aid Room. For camps, excursions and special events, a designated staff member will be responsible for determining if students attending the event are diagnosed as Anaphylactic. The designated staff member is responsible for maintaining an up to date list of students at risk of anaphylaxis, together with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors where appropriate.



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

Step	Action
1.	• Be calm and reassuring. • Lay the person flat. • Not allow them to stand or walk. • If breathing is difficult, allow them to sit. • 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 the First Aid Room. • Follow steps 2 to 5 if the student's plan is not immediately available, or they appear to be experiencing a first time reaction.
2.	Administer an EpiPen • Remove from plastic container. • Form a fist around the EpiPen and pull off the blue safety release (cap). • Hold leg still and place orange end against the student's outer mid-thigh and administer the EpiPen through clothing or directly into bare skin. • 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. OR Administer an Anapen® 500, • Pull off the black needle shield. • Pull off grey safety cap (from the red button). • Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing). • Press red button so it clicks and hold for 3 seconds. • Remove Anapen®. • Note the time the Anapen is administered. • Retain the used Anapen to be handed to ambulance paramedics along with the time of administration. OR Administer Jext 150 or 300 - • Form fist around Jext and pull off yellow cap. • Place black injector tip against outer-mid thigh (with or without clothing). • Push black tip firmly until a click is heard and hold in place for 3 seconds. • Remove Jext. • Note the time the Jext device is administered. • The used adrenaline device must be handed to the ambulance paramedics along with the time of administration. OR



	Administer Neffy® 1mg or 2mg · • Hold the nasal spray with your thumb on the bottom of the plunger and a finger on either side of the nozzle. • Do not pull or push on the plunger. Do not test or prime (pre-spray). Each Neffy nasal spray contains only one spray. • Place the nozzle of the nasal spray into a nostril until fingers touch the nose. • For smaller nostrils, aim for the fingers to touch the nose. • Keep the nozzle pointed towards the forehead. Do not angle the nozzle of the nasal spray to the inner or outer walls of the nose. • Press the plunger up firmly until the dose is administered and it sprays into the nostril. • Note the time the Neffy device is administered. • The used adrenaline device must be handed to the 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.
6.	The principal or a principal's delegate must contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 to report 'High' or 'Extreme' severity incidents to report the incident. Incidents assessed as 'Low' or 'Medium' can be reported directly into EduSafe Plus by the principal or their delegate.

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.

For first time anaphylactic reactions, the school's general use adrenaline autoinjector device must be used. In the event that a general use device is not immediately available in an anaphylaxis emergency, staff may use another student's adrenaline device, including the EpiPen®, Anapen®, Jext® or Neffy® device. If another student's adrenaline device is used in an anaphylaxis emergency, the school must notify the parents of the student whose device was used and immediately replace the device.

Schools can use either the EpiPen® **and Anapen® on any student** suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.

Where possible, schools should consider using the correct dose of adrenaline autoinjector depending on the weight of the student. However, in an emergency where no other option is available, any device should be administered to the student.

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 with an autoinjector.

Communication Plan

For ease of accessibility of anaphylaxis management procedures this policy will be available on Traralgon College's website. The parents and carers of students who are enrolled at Traralgon College and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy upon enrolment at the college.



The principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Traralgon College's procedures for anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

This policy is also communicated internally via our Traralgon College Teams channel.

Staff training

The principal will ensure **ALL** school staff are appropriately trained in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

All staff 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.

Traralgon College uses the following training course ASCIA eTraining course (with 22578VIC, or 22579VIC for staff who verify the use of autoinjectors).

All staff are required to attend at least two anaphylaxis management and policy familiarisation sessions, one at the commencement of the school year and one in second semester, facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years. These training sessions will provide:

- an overview of this policy.
- an outline of staff anaphylaxis training and renewal requirements.
- a summary of the causes, symptoms and treatment of anaphylaxis.
- the procedure for using an adrenaline autoinjector, including hands-on practice with an adrenaline autoinjector training device which does not contain adrenaline.
- a list of students with known medical conditions related to allergies, the potential for anaphylactic reaction and the location of their medication.
- the location of individual student autoinjectors provided by parents and those provided by the school for general use.
- information on how to access on-going support and training.

When a new student enrolls at Traralgon College who is at risk of anaphylaxis, the principal or their delegate will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are briefed as soon as possible.

A record of staff training courses and briefings will be maintained through EduSafe Plus and Individual certificates of successful training completion are stored in their personnel file.

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, excursions, or special event days, there is an adequate number of suitably trained anaphylaxis management staff in attendance.



FURTHER INFORMATION AND RESOURCES

- Policy and Advisory Library:
 - [Anaphylaxis](#)
- [Allergy & Anaphylaxis Australia](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- [Hero HQ Anaphylaxis Management Training](#)
- https://allergyfacts.org.au/__interest/anaphylaxis/
- Royal Children's Hospital: [Allergy and immunology](#)

REVIEW CYCLE AND EVALUATION

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

Created date	July 2026
Endorsed by	College Principal July 2026
Next review date	July 2027