



Somers School Camp



Anaphylaxis Policy

PURPOSE

To explain to Somers School Camp 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 Somers School Camp 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

It is the responsibility of each visiting school to ensure all confidential medical forms are completed by parents/carers prior to the scheduled visit including:

- Medication Authority Form (includes student profile information)
- Student Health Support Plan (if required)
- Asthma Action Plans (if required)
- Anaphylaxis Management Plans (if required)

Copies of these forms must be provided to Somers School Camp in advance, along with any supplementary documentation completed by the student's treating practitioner, or if the principal of the visiting school has agreed, completed by the parents or carers.

All information is kept in hardcopy and these documents are stored in a secure location (Somers School Camp first aid room) as per the Department's records management policy. Access is limited to DET employees who have a duty of care and responsibility for students whilst at the school. If required, Somers School Camp will seek further clarification of student needs, with the visiting school and parents/guardians prior to commencement.

Information on students' medical needs will be available via the hardcopy. At the Somers campus, a summary of the medical forms is to be displayed in the day office and provided to visiting school staff in a ring file. A hardcopy of relevant medical forms will also be placed in the Staff Room, Main office, Visiting Teachers' Lounge, First Aid Room, for other staff to access as required. At the Woorabinda campus, a summary of medical forms is carried with each staff member and shredded at the end of every program.

A briefing is held for all visiting school staff when they arrive at either campus of Somers School Camp, where visiting teachers will be inducted into the processes around storage of medication and the location of emergency first aid equipment.



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School Statement

Somers School Camp will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education.

Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Symptoms

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth.

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

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

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

Individual Anaphylaxis Management Plans

All students at Somers School Camp 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 the visiting school along with the teacher in charge of organising the camp is responsible for developing a plan in consultation with the student's parents/carers and providing it to Somers School Camp prior to arrival.

Parents and carers must:



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- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the visiting school as soon as practicable
- immediately inform the visiting 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 visiting school and each time it is reviewed
- provide the visiting school with a current adrenaline autoinjector for the student that has not expired.

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 visiting 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

If a student's Individual Anaphylaxis Management Plan is reviewed and updated after it has been provided by the visiting school to Somers School Camp, it will be provided to Somers as soon as practicable and prior to the student's arrival.

Somers School Camp 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 during the program.

Location of plans and adrenaline autoinjectors

If a student has an Individual Anaphylaxis Management Plan, they are required to carry their adrenaline autoinjectors with them at all times. Bumbags are provided for this.

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at Visiting Teachers' Lounge, First Aid Room and Kitchen.

At the Somers campus, Adrenaline autoinjectors for general use are kept in the First Aid room, Kitchen and at Environmental studies. At the Woorabinda campus, adrenaline autoinjectors for general use are kept in the First Aid room and, during activities, with the teacher in charge of the group containing any students with anaphylaxis.

Risk Minimisation Strategies

Somers School Camp will put in place the following risk minimisation strategies to reduce the possibility of a student suffering from an anaphylactic reaction:



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- Somers School Camp and visiting school staff are all briefed on any students living with an anaphylactic condition prior to the program and during the briefing upon arrival.
- Food triggers that are known are not used in the kitchen for the duration of that program.
- All foods identified as containing nut products have been removed from the kitchen.
- Visiting schools are not to bring any food onto the site.
- All identified ant and wasp nests will be appropriately dealt with by Somers School Camp grounds staff.
- Somers School Camp and visiting school staff to have a heightened awareness of bee activity, especially around flowering plants.
- As required, prior to each program any specific needs to students are worked through with the visiting school and parents/carers.

Planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including ensuring:

- students at risk of anaphylaxis are appropriately supervised
- there are an appropriate number of staff trained in managing anaphylaxis
- that the teacher-in-charge of the off-site activity has immediate access to relevant students' adrenaline autoinjectors and either hard copy or electronic access to Individual Anaphylaxis Management Plans and ASCIA Actions Plans.

Adrenaline autoinjectors for general use

Somers School Camp 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 also 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 Kitchen and at Woorabinda at the Farm also and labelled "general use".

The Somers School Camp campus principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of visiting students at Somers School Camp 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
- 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.

Emergency Response

In the event of an anaphylactic reaction (on or off-site), 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 Somers School Camp First Aid/Wellbeing Coordinator and stored at Staff Room, Main office, Visiting Teachers' Lounge, First Aid Room, Kitchen.



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If a student experiences an anaphylactic reaction at Somers School Camp, responding 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 at Staff Room, Main office, Visiting Teachers' Lounge, First Aid Room, Kitchen. If off-site, the teacher-in-charge of the off-site activity will have immediate access to items listed above• 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.	<p>Administer an EpiPen or EpiPen Jr</p> <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 <p>OR</p> <p>Administer an Anapen® 500, Anapen® 300, or Anapen® Jr.</p> <ul style="list-style-type: none">• 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
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.

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.



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

Communication Plan

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

- Available publicly on our school's website
- Included in Somers School Camp and visiting school staff induction processes

The Somers School Camp campus principal is also responsible for ensuring relevant staff are aware of this policy and trained and briefed twice per calendar year in anaphylaxis management, consistent with the Department's *Anaphylaxis Guidelines*.

Staff training

The Somers School Camp campus principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

- All Somers School Camp school staff are trained in anaphylaxis management.

Somers School Camp uses the following training course:

- ASCIA Anaphylaxis e-training for Victorian Schools followed by a competency check by the School Anaphylaxis Supervisor (Somers School Camp's First Aid/Wellbeing Coordinator). To perform the competency check, the Anaphylaxis Supervisor must have completed the Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC.
- Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC (Somers School Camp's First Aid/Wellbeing Coordinator and additional staff member).

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by a staff member (such as Somers School Camp's First Aid/Wellbeing Coordinator or additional staff member) who has successfully completed an anaphylaxis management course within the last 2 years. Each briefing will address:

- this policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergies 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.

The Somers School Camp campus principal will ensure that while students at risk of anaphylaxis are under the care or supervision of the school, there is a sufficient number of school staff present who have been trained in anaphylaxis management.

A record of staff training courses and briefings will be maintained at each campus.



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FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL):
 - [Anaphylaxis](#)
- [Allergy & Anaphylaxis Australia](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)

Somers School Camp's:

- First Aid Policy
- Health Care Needs Policy
- Administration of Medication Policy

Policy Review and Approval

Policy last reviewed April 2025	
Approved by	Mark Warner Somers School Camp Principal
Next scheduled review date	April 2026

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.