



ANAPHYLAXIS COMMUNICATION PLAN

Rossbourne School Statement

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

Responsible

The Principal of Rossbourne School is responsible for ensuring that a communication plan is developed to provide information to all school staff, students and parents about anaphylaxis and the school's anaphylaxis management policy.

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in children are peanuts, eggs, tree nuts (for example, cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication. It is essential to work with the whole school community in order to better provide a safe and supporting environment for all students, including students with severe allergies.

Relevant school community members	What information should be included?	How/where will the information be distributed?
<p>All staff involved with students at risk of anaphylaxis, including first aiders, teachers, assistants, casual/relief staff and volunteers to be briefed on the obligation to reference Anaphylaxis policies at the time of engagement.</p>	<ul style="list-style-type: none"> • Causes, symptoms and treatment of anaphylaxis • Identities of students at risk of anaphylaxis • Preventative strategies in place • Location of EpiPens in the School • First aid and emergency response procedures • Staff roles in responding to a severe allergic reaction 	<ul style="list-style-type: none"> • Anaphylaxis Management policy on staff portal • Anaphylaxis Risk Management Checklist on staff portal • First Aid Policy on staff portal • Health Records Management policy on staff portal • Medication Management policy on staff portal • Staff briefings at the commencement of each semester, identifying students at risk and treatment • Regular staff briefings <p>Orientation for new staff and CRTs</p>

<p>Parents/carers of students at risk of anaphylaxis</p>	<ul style="list-style-type: none"> • Information parents must provide about their child, includes: <ul style="list-style-type: none"> ○ Information about the diagnosis, including the type of allergy/allergies the student has (based on a diagnosis from a medical practitioner) ○ Strategies to minimise the risk of exposure to allergens while the student is at school ○ The student's emergency contact details ○ The student's Individual Anaphylaxis Management Plan • Details of any incident/incidents 	<ul style="list-style-type: none"> • Anaphylaxis Management policy on website/parent portal • Anaphylaxis Communication Plan on website/parent portal • First Aid Policy on website/parent portal • Parents will be requested each Semester to confirm their child's medical status via Operoo • Parents are required to confirm their child's medical status are up to date in Operoo prior to an excursion/camp. • Parents will receive reminders re meeting all requirements • Discussions with first aiders and the student's teacher/s • Principal/nominee will contact parents if an incident involving their child occurs at the School • Canteen menu sent to parents each term will containing an allergy alert. • A copy of the ROSSBOURNE Anaphylaxis procedures to be distributed to parents • Principal/nominee will provide a written account of any incident/s to the parents and keep a copy on file
<p>Parents of other students attending the School</p>	<ul style="list-style-type: none"> • Causes, symptoms and treatment of anaphylaxis • Anaphylaxis Management policy • Preventative strategies in place at the School 	<ul style="list-style-type: none"> • Notice at reception about students at risk of anaphylaxis at the School • Notice at sign in about students at risk of anaphylaxis at the School • Letter to all parents at the commencement of the year, detailing allergens to avoid (particularly food allergens) • Regular updates in school communications about students at risk of anaphylaxis, including referral to the School's Anaphylaxis Management policy • Parents will be requested each Semester to confirm their child's medical status via Operoo • Parents are required to confirm their child's medical status are up to date in Operoo prior to an excursion/camp.

Other students attending the School	<ul style="list-style-type: none"> • Always take food allergies seriously • Avoid sharing food • Washing hands before and after eating • If a friend becomes sick, get help immediately 	<ul style="list-style-type: none"> • Staff should have discussions with students throughout the year in group settings/classes/school assemblies about the risks of anaphylaxis, general management, emergency procedures and allergen minimisation
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Preventive strategies implemented include:

All staff aware of and implement all Anaphylaxis Procedures

Details of students at risk of anaphylaxis (name, photograph, allergies, treatment) are displayed/available at:

- *Staff room*
- *Administration office*
- *Canteen*
- *Food Technology*
- *Gymnasium*
- *Living Skills*
- *First aid kits*
- *Held electronically on app OPeroo (formerly CareMonkey)*

Details and treatment kits will be taken on all school camps and all off-site activities.

Each student at risk of anaphylaxis has a tagged EpiPen, Individual Anaphylaxis Management Plan, and medication kept at the School.

All members of the School community have access to the School’s Anaphylaxis Management Policy & Procedures on website/parent portal

Individual Anaphylaxis Management Plans will provide information to staff, students and parents for activities both within and outside the School environment.

Principal/nominee completes an Individual Anaphylaxis Management Plan for each affected student.

School first aid kits contain general use EpiPens.

All staff are trained as required in anaphylaxis management.

Strategies to minimise the risk of an allergic reaction (emergency response) are available from the ROSSBOURNE Anaphylaxis Procedures.

All parents receive a letter at the commencement of the year if there are students at risk of anaphylaxis at the School.

This Plan will be reviewed as part of Rossbourne School's policy review cycle

See also Rossbourne School policies and procedures:

- ***Anaphylaxis Annual Risk Management Checklist***
- ***Anaphylaxis Communication Plan***
- ***Anaphylaxis Individual Management Plan***
- ***Anaphylaxis Management Policy***
- ***Anaphylaxis Procedures***

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