



Yarraville West Primary School

Anaphylaxis Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2026
Approved by	Principal
Next scheduled review date	August 2027



Help for non-English speakers

If you need help to understand the information in this policy please contact 9314-7714.

PURPOSE

To explain to Yarraville West 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 Yarraville West Primary School 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, canteen 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

Yarraville West Primary School 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

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

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

Individual Anaphylaxis Management Plans

All students at Yarraville West 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 Yarraville West 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 Yarraville West Primary School 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
- 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 device for the student that has not expired;
- participate in annual reviews of the student's Plan.

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 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 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 devices

Plans and adrenaline devices are located in the Sick Bay.

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at the Sick Bay, together with the student's adrenaline device. Adrenaline devices are labelled with the student's name.

Some students may have an additional adrenaline device and plan in their classroom. For these students, a copy of their Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at their classroom.

Adrenaline devices for general use are available at the Sick Bay and the Outside School Hours Care Service, and are labelled "general use".

Risk Minimisation Strategies

These procedures apply at all times at school or school events including (but not limited to) the following:

- During classroom activities (including class rotations, specialist and elective classes); between classes and other breaks;
- In the canteen;
- During recess and lunchtime;
- Before and after school; and

- At special events including incursions, sports, cultural days, fees or class parties, excursions and overnight excursions.

RESPONSIBILITIES OF STAFF

First Aid Officer

- Identify new students with a diagnosis of anaphylaxis
- Ensure that Anaphylaxis Management Plans are developed for these students;
- Review and/or update the Anaphylaxis Management Plans for students already attending YWPS. Check the expiry dates of all adrenalin Auto-injectors and clearly label the end date.
- Store AMPs for all students with a photograph attached to the outside of the pouch for easy identification.
- Store each student's Adrenalin Auto-injector in the Sick Bay and keep easily accessible.
- Keep an appropriate number of generic Adrenalin Auto-injectors at the Sick Bay, and the Gym First Aid hub.
- Distribute information about children with severe allergies to each class. This information is to be readily available to alert Casual Replacement Staff.
- Provide a copy of the child's AMP to the classroom teachers.
- Brief all staff at a staff meeting at the beginning of each year, identifying all students with a diagnosis of anaphylaxis
- Display photographs of students with a diagnosis of anaphylaxis in the staffroom with their allergies clearly displayed.
- Develop and implement a training schedule for the current year as soon as is practicable.
- Keep a copy of the training schedule with the policy and procedures document.
- Declare classrooms of students who have a diagnosis of anaphylaxis as Nut Safe Zones and post an Allergen Alert which lists the identified triggers of those children in the class.
- Ensure that parents/carers are reminded to observe the Nut Free Policy for all fundraisers and class activities.
- Include information about anaphylaxis and current allergens for all parents/carers in the school newsletter at the beginning of the year and as needed throughout the year.
- Complete an annual Risk Management Checklist to monitor the school's compliance with the obligations specified by the Department.

Classroom Teachers

- Will maintain a copy of the AMP in their classroom.
- Will send a note home informing parents/carers of any allergens to avoid including in special occasion treats, eg birthday cake
- Will clearly display a sign listing the identified allergens for children in their class
- Will ensure that they check the location of the student's AMP and Adrenalin Auto-injector in the Sick Bay and know where the generic Auto-injectors are stored.

- Will undergo training in the identification of allergic reactions and the use of an adrenalin device
- Will always take a child's adrenalin device and EMP on school excursions and will return it to the Office at the conclusion of the class excursion/camp.
- Will educate all students in the class about the need to avoid exposing classmates to allergens and reinforce the importance of not sharing or trading food or drinks.

All Staff

- Will discourage trading of or sharing of food, food containers or drink bottles.
- Will reinforce to students the importance of clearly labelling their food and drink containers.
- Will provide age-appropriate education to other students and their parents about anaphylaxis to gain their support in minimising the risk of the affected student's exposure to allergens, alert other students to the need to immediately inform a teacher if they become aware a classmate has come into contact with an allergen, and minimise the potential for teasing or provocation that may result in risk taking associated with allergens.

SPECIAL EVENTS (OFF SITE)

School Camps and excursions

- The staff member responsible for the medical needs of students attending school camps will ensure that the AMP and adrenalin devices are taken on camp.
- A generic adrenalin device will be taken on school camp as a back-up.
- All staff attending school camps and excursions will have undergone anaphylaxis training prior to the camp.
- AMPs and adrenalin devices will be easily accessible, if needed, at all times for those students with a diagnosis of anaphylaxis.
- Parents will be responsible for ensuring that a current AMP and adrenalin device is taken on camp for their child.
- Class teachers are responsible for ensuring that the adrenalin devices are returned to the Sick Bay at the conclusion of the excursion.

Other strategies include:

- Encouraging everyone to wash hands before and after eating
- garbage bins at school are to remain covered with lids to reduce the risk of attracting insects
- gloves worn when picking up papers or rubbish in the playground;

Adrenaline devices for general use

Yarraville West Primary School will maintain a supply of adrenaline devices 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.

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 are stored at the Sick Bay and Gym First Aid hub and labelled “general use”.

The First Aid Officer is responsible for arranging the purchase of adrenaline devices for general use, and considers:

- the number of students enrolled at Yarraville West Primary School at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents/carers
- 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.

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 First Aid Officer, Vicki Bouchier, and stored in the Sick Bay. 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 devices, where appropriate.

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

Step	Action
1.	• 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 device or the school’s general use adrenaline device, and the student’s Individual Anaphylaxis Management Plan, stored at Sick Bay • 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 • 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 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
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3.	Call an ambulance (000)
Step	Action
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 devices are available.
5.	Contact the student's emergency contacts.
6.	The principal or a staff member allocated to do so 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 allocated staff member.

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. If the 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. This may save a life. 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. Where possible, schools should consider using the correctly dosed adrenaline device 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 available on Yarraville West Primary School's website so that parents and other members of the school community can easily access information about Yarraville West Primary School's anaphylaxis management procedures. The parents and carers of students who are enrolled at Yarraville West Primary School and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The Principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Yarraville West Primary School'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.

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 ensures that all teaching staff and staff directly responsible for First Aid are appropriately trained in anaphylaxis management.

All 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.

Yarraville West Primary School uses the following training course ASCIA eTraining courses: AARE2025 with 22579VIC.

Staff are 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

who has successfully completed an anaphylaxis management course within the last 2 years. Each briefing will address:

- the school's anaphylaxis management policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students diagnosed as being at risk of anaphylaxis, their allergens and the location of their Individual Anaphylaxis Management Plans and their medication/s
- discussion on staff anaphylaxis training and renewal
- how to use an adrenaline device, including hands-on practice with an adrenaline device trainer device (which does not contain adrenaline)
- the school's general first aid and emergency procedures
- the location of adrenaline devices prescribed for individual students that have been purchased by their family
- the location of adrenaline devices that the school has purchased for general use
- how to access on-going support and training

When a new student enrolls at Yarraville West Primary School who is at risk of anaphylaxis, the Principal's delegate 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 on the OHS Activities Calendar. 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.

FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL):
 - [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](#)
- Procedures for Managing Anaphylaxis at YWPS. 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.