



## **ANAPHYLAXIS COMMUNICATION PLAN**

This Communication Plan supports the Essex Heights PS Anaphylaxis Policy

- Ministerial order 706 and associated guidelines on Anaphylaxis management are now in effect as of 22/4/2014
- All staff are now required to do the training every 2 years of the online ASCIA Anaphylaxis e-training course as of 2016 available on the ASCIA website –ASCIA e-training for Victorian Schools, and verified by staff that have completed the course in Verifying the Correct use of Adrenaline Auto-injector Devices 22303VIC, valid for 3 years. Or staff have had training in First Aid Management of Anaphylaxis-course number 22099VIC every 3 years
- Twice yearly staff presentations to all staff as per DET guidelines. This presentation is available to all staff on the server - under staff shared-2017 power point anaphylaxis. During this talk, the practice auto adrenaline injectors will be used for all staff to be familiar with
- A list of up to date health needs relevant to students in a particular class will be made available to CRT staff through the classroom information yellow folder.
- All specialist areas receive a folder listing all children with medical needs
- Anaphylaxis ASCIA plans are on display in the staffroom, Health centre and inside each class attendance folder so it is available to all staff including CRTs
- When parents complete and annually review an Anaphylaxis Management plan, they are provided with an information sheet including strategies for dealing with allergens (Appendix C)
- The school will disseminate relevant information about anaphylaxis if directed to do so by DET or other relevant Departments.
- Parents will be notified by letter or phone calls to remind them about expiry dates and the need for replacement Epipens.
- Staff are required to provide the EHPS Health Centre with notice about excursions to ensure all required medication is sent for the student for whom it is prescribed.
- Classroom teachers will promote hand washing and discourage the sharing of food.
- If birthday treats are brought in, parents / guardians are requested to provide a list of ingredients. Parents of children diagnosed with anaphylaxis are asked to supply an alternative treat.
- At the start of each school year, parents will be alerted to the presence of allergies in their child's classroom.
- In the event of outings / excursions / camps, all staff and volunteers attending the excursion should be made aware of the anaphylactic children and their risk management plan.