



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 9481 5577.

Purpose

To explain to Westgarth 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 Westgarth 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 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

Westgarth Primary School 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

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- 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 Westgarth 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 or nominee of Westgarth 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 Westgarth 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 autoinjector for the student that has not expired
- participate in annual reviews of the student's Individual Anaphylaxis Management Plan that is prepared by the school.

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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 Individual Anaphylaxis Management 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 autoinjectors

Prep - Year 2

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis outside the First Aid Room with the EpiPen which is clearly labelled with the student's name.

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Years 3 - 6

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis opposite the photocopier and Compass kiosk in the WEB, together with the student's EpiPen which is clearly labelled with the student's name.

Adrenaline EpiPens for general use are available at, i.e. First Aid Room, (Brooke Street), opposite the photocopier and Compass kiosk in the WEB (Clarke Street) and the OSHC space and are labelled "general use".

Risk Minimisation Strategies

Risk identified: Classroom

Communication	Communicate to the staff via staff handbook – no sharing of food/treats.	Leading Teacher	Staff handbook
	Communication of students with Anaphylaxis to school community via 1 st newsletter of each term	Assistant Principal	First newsletter of each term
	Compass information to be provided to cohorts to inform parents of students at risk	Assistant Principal	First week of school
Sharing of food	Educate students around the importance of not sharing food, Students are to eat in the classrooms	Class teacher	First day at school
	Students encouraged to wash hands prior to eating.	Class teacher	All year
	Student bringing peanut (nut) based product to eat in a separate space within the classroom and then wash hands.	Class teacher	All year
	Teacher to speak with parent to provide an alternate product to substitute if party food is brought into the classroom	Class teacher/parent	Parent meeting
Replacement teacher in the class	All information as listed is provided in the class roll including a photo of child.	Class teacher	
Purchase of food	No food purchases to be made by any adult other than the parents. E.g. Hot cross Bun Day	Class teacher/parents	All year
Name of environment/area: Specialist classroom / Playground			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Allergic reaction by touch	Students washing hands and specialist teachers to be provided with a photo of student.	First Aid Officer	First day of school

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Unknown reaction in the playground	All staff to be provided with a photo via email of current students with anaphylaxis so they are aware of their needs while on yard duty	Assistant Principal	First day of school
Collection of rubbish	Any identified student to wear gloves prior to picking up any yard rubbish.	All staff	All year
Kitchen Garden Program & OSHC Program	Nuts and nut based products including sesame seeds not to be used in the program	Kitchen staff OSHC staff	All year
Camps	The school will only use accredited DET camps and nut and peanut base products will not be served with emergency response plan in place.	Assistant Principal	Gr 4 & Gr 6 Camp
	The school will employ a St John first aid trained staff member to attend camp.	Assistant Principal	Gr 4 & Gr 6 Camp

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

- *staff and students are regularly reminded to wash their hands after eating*
- *students are discouraged from sharing food*
- *garbage bins – external garbage bins have been removed from playground or covered*
- *gloves must be worn when picking up papers or rubbish in the playground*
- *year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays*
- *a general use EpiPen will be stored opposite the photocopier and Compass kiosk, outside First Aid Room for ease of access.*
- *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

Westgarth Primary School 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 from a first time reaction at school.

Adrenaline EpiPens for general use are available at, i.e. First Aid Room, (Brooke Street), opposite the photocopier and Compass kiosk in the WEB (Clarke Street) and the OSHC space and are labelled “general use”.

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

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- the number of students enrolled at Westgarth Primary School 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, 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.
- All EpiPens are logged with Epi Club to monitor the expiry date and out of date EpiPens are handed back to individual families once expired.

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 and stored in the class roll, displayed in individual classrooms, first aid room and staffroom. 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 autoinjectors, 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 autoinjector or the school's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored at Prep-2 outside the Brooke Street first aid room, 3-6 opposite the photocopier and Compass kiosk in the WEB. • 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 • 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)

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	• 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 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 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

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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.

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. Refer to '[Frequently asked questions](#)' on the [Resources tab of the Department's Anaphylaxis Policy](#).

Communication Plan

This policy will be available on Westgarth Primary School website so that parents and other members of the school community can easily access information about Westgarth Primary School anaphylaxis management procedures. The parents and carers of students who are enrolled at Westgarth Primary School and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The principal or nominee is responsible for ensuring that all relevant staff, including casual relief staff, and volunteers are aware of this policy and Westgarth 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.

Casual Relief Staff are notified through the Compass Platform when marking the roll and also a hard copy is present on the class roll. Classroom teachers will also list this information in weekly planning documents.

The principal or nominee is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's [Anaphylaxis Guidelines](#).

Please refer to the [Anaphylaxis Communication Plan](#) on the WPS website.

Staff training

The principal or nominee will ensure that the following school staff are appropriately trained in anaphylaxis management:

- School staff who conduct classes attended by students who are at risk of anaphylaxis via the online training module and the twice yearly staff briefing.

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- All teaching staff who conduct specialist classes, admin staff, first aiders and any other member of school staff as required by the principal based on a risk assessment will complete the online training module.

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.
- Westgarth PS uses ASCIA eTraining course 22579Vic or 22578Vic.

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 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.

When a new student enrolls at Westgarth Primary School who is at risk of anaphylaxis, the principal 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 in the Emergency Management Plan.

The principal or nominee 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 a sufficient number of school staff present who have been trained in anaphylaxis management.

Further Information and Resources

- School Policy and Advisory Guide:
 - [Anaphylaxis](#)
- [Allergy & Anaphylaxis Australia](#)

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- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)
- To view related policies please [click here](#) to access the school's website.

Policy Review and Approval

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

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.

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