

Anaphylaxis Communication Plan 2026/27



Help for non-English speakers

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

Staff Responsibilities: We are NOT a NUT free school

1. Families of any new students commencing at WPS to meet with the Assistant Principal prior to their child starting school.
2. Class teacher to communicate with parents prior to school commencing.
3. Staff to be familiar with students across the school with Anaphylaxis.
4. Up to-date photos and information on staff board, in classrooms and in class rolls.
5. Photos emailed to all staff of these students.
6. Epipens and ASCIA Action Plans for Anaphylaxis are held in three blue eskies please make yourself familiar with these. They are located outside first aid room on Brooke Street, opposite the photocopier and Compass kiosk located in the WEB on Clarke Street and in the OSHC space. The school maintains two generic Epipens, one is held on Brooke Street and one on Clarke Street in the blue eskies.
7. It is imperative that an Epipen be administered as soon as signs of anaphylaxis are recognised. Always call an ambulance as soon as possible (000).
8. All staff are authorised to call for an ambulance on 000, triple zero. Provide correct site address i.e. Westgarth Primary School, student on site at either 37-45 Brooke Street or 311 Clarke Street Northcote.
9. Complete the on-line training module and email completed certificate to the office to file.
10. Participate in twice yearly Epipen training with the training pens.
11. Discuss the reasons why students don't share food and promote washing of hands with your class.
12. Discuss students requirements with your class should a student in your class have a reaction in the playground. Including the reason why a whistle is being used to gain medical assistance.
13. Encourage students not to bring nut based or peanut products in their lunch and snack.
14. If a student does bring a nut or peanut based product ask them to eat it away from any child with an allergy and immediately wash their hands and wipe the table.
15. Ensure that all risk registers contain an anaphylaxis risk assessment.
16. If a reaction occurs within a teaching and learning space buddy staff support each other until additional staff arrive.
17. Have regular communication with parents of student with anaphylaxis to address any concerns and establish alternative food treats if a child brings in birthday food.
18. Ensure that the Kitchen Garden and OSHC staff are aware of any student who has a food allergy in your class.
19. School staff should only use another student's Epipen if the General Use Epipen is not available and it is an emergency.
20. School staff do not provide students / class with food or food treats.

On Yard Duty

1. Be on time, vigilant and wear your high visibility vest for easy identification with whistle attached.
2. Carry your mobile phone if possible to request immediate assistance from leadership or office staff. Call for assistance, this may also require sending students on Clarke Street to alert another staff member.

3. One staff member stays with the child, do not move them. A second staff member (assistant) collects the student's individual plastic folder from the esky which contains the ASCIA Action Plan for Anaphylaxis and named EpiPen.
4. It is imperative that an EpiPen be administered as soon as signs of anaphylaxis are recognised.
5. All staff are authorised to call for an ambulance on 000, triple zero. Provide correct site address i.e. Westgarth Primary School, student on site at either 37-45 Brooke Street or 311 Clarke Street Northcote.
6. Staff will contact parents after EpiPen has been administered.

Out of School Environment – Excursions & Camps

1. Each excursion or camp requires a risk assessment for each student attending who is at risk of anaphylaxis.
2. Trained staff must attend each event with appropriate methods of communication discussed.
3. Location of EpiPens must be communicated. Who will carry them? Whereabouts of second kit.
4. It is imperative that an EpiPen be administered as soon as signs of anaphylaxis are recognised.
5. All staff are authorised to call for an ambulance on 000, triple zero.
6. Provide correct site address details, monitor and do not move student.
7. Always call an ambulance as soon as possible. When using a standard phone call 000 (triple zero) for an ambulance. If calling from a mobile phone which is out of range call 112.