

**Wyndham Community and Education Centre Inc**  
**Policy and Procedure**

---

Policy name	<b>Anaphylaxis Management Policy and Procedure</b>
Responsible person	CEO, VCAL & Youth Manager, Senior First Aid Officer (Nominated Anaphylaxis Supervisor)
Staff involved	All staff and volunteers
Review dates	2019
Related documents	<p><b>Legislation:</b> Health Records Act 2001 (Vic), OH&amp;S Act 2004 (Vic), Education Training and Reform Act 2006 (Vic), Health Professions Registration Act 2005 (Vic), Ministerial Order 706), Equal Opportunity Act 2010 (Vic), Disability Discrimination Act 1992 (Cth), Disability Standards for Education 2005,</p> <p><b>Policies:</b> Health Policy &amp; Procedure, Accident and First Aid Policy &amp; Procedure, Asthma Management Policy &amp; Procedure, Privacy Policy &amp; Procedure, Student Well-being and Duty of Care in VCAL (includes procedures for under-18s) Policy &amp; Procedure, OH&amp;S Policy &amp; Procedure, Risk Identification and Management Policy &amp; Procedure, Critical Incident &amp; Emergency Management Policy &amp; Procedure, Excursions Policy &amp; Procedure, Record Management &amp; Record Keeping Policy &amp; Procedure, Child Safe Policy &amp; Procedure, Decision Making Responsibilities for VCAL &amp; Youth Policy &amp; Procedure.</p> <p><b>Other:</b> Individual Anaphylaxis Management Plan, ASCIA Action Plan Annual Risk Management Checklist, Wyndham CEC Anaphylaxis Communication Matrix, Anaphylaxis Guidelines: A Resource for Managing Severe Allergies in Victorian Schools (DET- July 2017), Emergency Response Plan for Anaphylaxis, Enrolment Form, VCAL &amp; Youth Programs-Medical Information Register.</p>

**Policy Context**

Wyndham Community and Education Centre Inc (Wyndham CEC) believes that the safety and wellbeing of individuals who are at risk of anaphylaxis is a whole-of-community responsibility. It is important that all relevant staff and volunteers are aware of how to assess and manage an anaphylaxis emergency and the importance of ongoing anaphylaxis management.

**Definitions**

*Allergen:* A substance that can cause an allergic reaction.

*Allergy:* An immune system response to something that the body has identified as an allergen. People genetically programmed to make an allergic response will make antibodies to particular allergens.

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 31/8/18 and supersedes all previous versions.

Version: 2018v2

Document number: 360

Page 1 of 12

G:\2018\2018

Compliance\_P&P\_AQTF\Policies\Management\Anaphylaxis\Anaphylaxis\_Policy

2018v2.doc

# Wyndham Community and Education Centre Inc

## Policy and Procedure

---

*Ambulance contact card:* A card which contains all the information that the Ambulance Service will request when phoned on 000.

*Anaphylaxis:* A severe, rapid and potentially fatal allergic reaction that involves the major body systems, particularly breathing or circulation systems.

*Adrenaline Autoinjector:* is a device is approved for use by the Commonwealth Government Therapeutic Goods Administration. It can be used to administer a single premeasured dose of adrenaline to those experiencing a severe allergic reaction or anaphylaxis.

*Communication Plan:* A plan developed by Wyndham CEC which provides information to all staff, students and parents about anaphylaxis and Wyndham CEC's Anaphylaxis Management Policy & Procedure.

*Medical Practitioner:* A registered medical practitioner within the meaning of the *Health Professions Registration Act 2005* but excludes a person registered as a non-practising health practitioner.

*Medical Identification:* a small emblem generally referred to as *MedicAlert* or tag such as a bracelet, neck chain, or on the clothing bearing a message that the wearer has an important medical condition that might require immediate attention. The tag is often made out of stainless steel or sterling silver. The intention is to alert a paramedic, physician, emergency department personnel or other first responders of the condition.

*Nominated staff member:* A staff member nominated to liaise between parents/guardians of a child at risk of anaphylaxis and Wyndham CEC.

*Risk minimisation:* A practice of reducing risks by removing, as far as is practicable, major sources of the allergen and developing strategies to help reduce risk of an anaphylactic reaction.

### Policy

Wyndham CEC will fully comply with Ministerial Order 706 and associated guidelines. This policy is in place to manage the occurrence of anaphylaxis when an individual diagnosed as being 'at risk' of anaphylaxis by a qualified medical practitioner, is enrolled at the Wyndham CEC. The policy also serves to raise staff awareness in general.

All staff with a duty of care for clients or students under-18, will be trained to assess and manage an anaphylaxis emergency and will update training each semester. Staff, users of Wyndham CEC, and parents/guardians of individuals diagnosed with anaphylaxis, need to be aware that it is not possible to achieve a completely allergen-free environment in any service that is open to the general community. However, Wyndham CEC recognises the need to adopt a range of procedures and risk minimisation strategies to reduce the risk of an individual having an anaphylactic reaction when that diagnosis is known to Wyndham CEC, including strategies to minimise the presence of the allergen in the service.

The aim of this policy is to:

- minimise the risk of an anaphylactic reaction or critical incident occurring while an individual is accessing a service or program at Wyndham CEC, and to respond appropriately in the event that one does occur.

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 31/8/18 and supersedes all previous versions.

Version: 2018v2 Document number: 360

Page 2 of 12

G:\2018\2018

Compliance\_P&P\_AQTF\Policies\Management\Anaphylaxis\Anaphylaxis\_Policy

2018v2.doc

# Wyndham Community and Education Centre Inc

## Policy and Procedure

---

- ensure that staff members respond appropriately to an anaphylactic reaction by initiating appropriate treatment, including competently administering an adrenaline autoinjector
- raise the Centre's community awareness of anaphylaxis and its management through education and policy implementation.

Wyndham CEC is committed to:

- providing, as far as practicable, a safe and healthy environment in which individuals at risk of anaphylaxis can participate fully in Wyndham CEC programs and activities.
- raising awareness about allergies and anaphylaxis across the Wyndham CEC community.
- actively involving the parents/guardians of individuals 'at risk' of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the individual.
- ensuring staff members and other relevant adults have adequate knowledge of allergies, anaphylaxis and emergency procedures through briefing staff twice a year. This will be conducted by a member of staff who has current anaphylaxis training.
- facilitating communication to ensure the safety and wellbeing of young people or individuals at risk of anaphylaxis.

It is generally recommended that individuals who carry an adrenaline autoinjector should also wear a medical identification emblem such as a *'MedicAlert'* such as a tag or a bracelet

### **What is an Allergic reaction?**

An allergy refers to an overreaction to the immune system in response to bodily contact with normally harmless substances. Substances that trigger an allergic reaction are called allergens. Allergy severity ranges from mild to severe (Managing Anaphylaxis for Life Booklet ASCIA).

### **What is Anaphylaxis?**

Anaphylaxis is a severe, rapid and potentially fatal allergic reaction that involves the major body systems, particularly breathing or circulation systems. Allergic reactions including severe life threatening reactions (Anaphylaxis) are becoming more common in children. Deaths are less common however, deaths do occur and Anaphylaxis must therefore be regarded by schools as a medical emergency requiring a rapid response.

Please note that any student with a diagnosed allergy is at higher risk of their condition progressing to Anaphylaxis and should be monitored carefully.

# Wyndham Community and Education Centre Inc

## Policy and Procedure

---

### Main Causes

Certain foods and insect stings are the most common causes of Anaphylaxis. Nine foods cause 95% of food induced allergic reactions including Anaphylaxis. They are:

- eggs
- peanuts
- tree nuts (ie hazelnuts, cashews, almonds, walnuts, pistachios, macadamias, brazil nuts, pecans, chestnuts, pine nuts)
- cow's milk
- wheat
- Soy
- Fish
- Shellfish (e.g. oysters, lobsters, clams, mussels, shrimps, crabs, prawns)
- Sesame seeds

Other common allergens include some insect stings, particularly bee stings but also wasps and jumper jack ant stings, tick bites, some medications (e.g. antibiotics and anaesthetic drugs), latex.

### Signs and Symptoms

Mild to moderate allergic reaction can include:

- swelling of lips, face and eyes
- hives or welts
- tingling of the mouth
- abdominal pain or vomiting

Anaphylaxis (sever allergic reaction) can include:

- difficulty/ noisy breathing
- swelling of the tongue
- swelling/ tightness in throat
- difficulty talking and/ or hoarse voice
- wheeze or persistent cough
- collapse or dizziness (pale and floppy)
- abdominal pain or vomiting
- loss of consciousness
- cessation of breathing.

A reaction can develop within minutes of exposure to the allergen and up to two after exposure.

### ASCIA Action Plan

A nationally recognized Action Plan for Anaphylaxis developed by ASCIA. These plans are device specific; that is, they list the student's prescribed adrenalin autoinjector. They must be completed by the student's medical practitioner. Should a different adrenalin

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 31/8/18 and supersedes all previous versions.

Version: 2018v2

Document number: 360

Page 4 of 12

G:\2018\2018

Compliance\_P&P\_AQTF\Policies\Management\Anaphylaxis\Anaphylaxis\_Policy

2018v2.doc

# Wyndham Community and Education Centre Inc

## Policy and Procedure

---

autoinjector become available in Australia, then a different ASCIA Action Plan specific to that device would be developed. This Plan is one component of the student's Individual Anaphylaxis Management Plan.

### **Communication Plan**

A plan developed by Wyndham CEC which provides information to all relevant staff, students and parents about anaphylaxis and Wyndham CEC's Anaphylaxis Management Policy & Procedure.

Wyndham CEC's CEO will ensure that a communication plan is developed with provides staff, students and parents involved.

Wyndham CEC will ensure that all relieving and casual staff are aware of students with allergies and anaphylaxis.

### **Individual Anaphylaxis Management Plan**

An individual plan specific to a student enrolled at Wyndham CEC at risk of anaphylaxis and developed in consultation with the student's parents or legal guardians. The individual *Anaphylaxis Management Plan* includes the ASCIA Action Plan which describes the student's allergies, symptoms and the emergency response to administer the student's adrenaline autoinjector, should the student display symptoms of an anaphylactic reaction.

### **Prevention Strategies and Risk Minimisation**

Wyndham CEC has developed these risk minimisation and prevention strategies for an anaphylaxis emergency based on the workplace environment.

Modification of environmental and behavioural factors will be implemented as required to reduce exposure to triggers for a diagnosed person suffering allergies.

Modifications require cooperation and compromise amongst the Wyndham CEC community.

Wyndham CEC will:

- conduct an assessment of the potential for accidental exposure to allergens while an individual at risk of anaphylaxis is accessing a program or service at Wyndham CEC
- peanuts and nuts are the most common trigger for an anaphylactic reaction or fatality due to food induced anaphylaxis. Wyndham CEC will reduce all possible anaphylaxis triggers such as eggs, peanuts and nuts wherever possible
- identify individuals at risk and obtain their ASCIA Anaphylaxis Action Plan including emergency procedures and ensure a copy of the Action Plan is known to all relevant staff

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 31/8/18 and supersedes all previous versions.

Version: 2018v2

Document number: 360

Page 5 of 12

G:\2018\2018

Compliance\_P&P\_AQTF\Policies\Management\Anaphylaxis\Anaphylaxis\_Policy

2018v2.doc

# Wyndham Community and Education Centre Inc

## Policy and Procedure

---

- provide staff with training in anaphylaxis management in order to gain the required knowledge and skills necessary to provide the best possible care including practising administration of adrenaline autoinjector devices and “anaphylaxis scenarios” on a regular basis, at least twice a year, at the beginning of the school year and second semester
- ensure that all staff including relief staff and volunteers are informed of where the individual’s medication is stored
- ensure that no one under-18 who has been prescribed an adrenaline autoinjector is permitted to attend the service or its programs without that device
- ensure that the individual carries their own medication on their person at all times
  - o and encourage them to wear a medical identification emblem such as a MedicAlert tag or bracelet
- encourage ongoing communication between parents/legal guardians of under-18s and relevant staff regarding the current status of the individual’s allergies or anaphylaxis
- display an ambulance contact card by the telephone
- comply with Wyndham CEC’s Anaphylaxis Management Policy & Procedure and the individual’s ASCIA Anaphylaxis Action Plan

### **Responsibilities - Parents**

- Any parents/ legal guardians of a student under-18 who has a diagnosed allergy or anaphylaxis must inform Wyndham CEC staff of the diagnosis, preferably in writing at enrolment or as soon as is practicable.
- Parents must provide an ASCIA Anaphylaxis Action Plan signed by a medical practitioner as soon as is practicable.
- Parents must provide and ensure that their child carries their own clearly labelled current adrenaline autoinjector at all times. Parents must regularly check and replace the student’s adrenaline autoinjector and any other medication as needed, before their expiry date or when used.
- Parents should assist staff by offering information and answering any questions regarding allergies in order to complete the Individual Anaphylaxis Management Plan, including risk minimization and management strategies.
- Parents should notify staff of any changes to their child’s allergy or anaphylaxis status and provide a new ASCIA Action Plan in accordance with these changes; or as soon as practicable after a student has an anaphylactic reaction.
- Parents should comply with all procedures to help protect their child or other individuals from accidental exposure to food allergens.

### **Responsibilities – Wyndham CEC VCAL & Youth Staff**

Wyndham CEC staff have a duty of care to take reasonable steps to avoid reasonably foreseeable risks of injury to students during on-site and off-site activities. This responsibility extends to all staff and includes administrators, casual relief staff, specialist staff, and inducted volunteers.

# Wyndham Community and Education Centre Inc

## Policy and Procedure

---

The CEO must be notified immediately of the enrolment of an individual with anaphylaxis or a severe allergy.

The CEO is responsible for ensuring that an Individual Anaphylaxis Management Plan is developed for any student diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction.

An Individual Anaphylaxis Management Plan must include:

- An ASCIA Action Plan for Anaphylaxis provided by the parent which contains procedures in case of an emergency, a current photo and is signed by a medical practitioner
- Strategies to minimise risk/ prevention strategies
- The nominated staff member responsible for implementing strategies/ risk management (currently Teresa Vizintin, VCAL & Youth Manager)
- Details of strategies for participating in off-site events or activities
- Information on where medication is stored
- Information on the location of the ASCIA Action Plan for each student
- A date for review at least annually, or as soon as practicable after the student has an anaphylactic reaction

### **Location of Individual Anaphylaxis Management Plans and ASCIA Action Plans**

The Individual Anaphylaxis Management Plan includes the on-site and off-site location of the ASCIA Action Plan. A copy of the Individual Anaphylaxis Management Plan is maintained by the VCAL & Youth Manager in the student's file and in the teacher roll folder. A copy is also given to the CEO and the senior First Aid Officer.

### **ASCIA Action Plan - onsite during normal school activities**

- A copy of the ASCIA Action Plan is kept in the class roll folder available to the teacher of the class at all times
- A copy of the ASCIA Action Plan is kept on display in the Teacher's Office and in the VCAL & Youth Manager's Office

### **ASCIA Action Plan – offsite or out of school activities (eg. Excursions, events)**

- A copy of each student ASCIA Action Plan will be carried in the anaphylaxis emergency kit which includes an adrenaline autoinjector

### **Location of Adrenaline Autoinjectors**

Onsite - adrenaline autoinjector(s) is stored in the VCAL Admin office at 4 Synnot St, Werribee 3030 in the "VCAL medication" pigeon-hole.

Offsite - adrenaline autoinjector(s) are carried in the anaphylaxis emergency kit on all offsite excursions, activities or events.

# Wyndham Community and Education Centre Inc

## Policy and Procedure

---

### CEO Responsibilities

The CEO is responsible for maintaining an up-to-date list of students at risk of anaphylaxis.

The CEO or their nominee will complete the Annual Risk Management Checklist.

It is the CEO's responsibility to ensure that the adrenaline autoinjector is stored in a known location – currently in the VCAL Admin office at 4 Synnot St, Werribee 3030 in the “VCAL medication” pigeon-hole and that an anaphylaxis emergency kit is taken off-site as required.

Ensure that this location is known to all staff, including relief staff and is easily accessible to adults (not locked away) / inaccessible to children / and away from direct sources of heat.

The CEO or nominee is responsible for arranging the purchase of additional adrenaline auto injector(s) for general use and as a back up to those supplied by parents/legal guardians.

The CEO will determine the number of auto injectors required for general use to purchase and in doing so consider all of the following:

- The number of individuals enrolled at Wyndham CEC that have been diagnosed with a medical condition that relates to allergy and the potential for anaphylactic reaction
- The accessibility of current adrenaline autoinjectors that have been provided by the student/parent/guardian
- Regularly check the adrenaline autoinjector kit including expiry date. Adrenaline autoinjectors have a limited life and usually expire within 12-18 months. They will need to be replaced at Wyndham CEC's expense, either at the time of use or expiry, whichever occurs first.
- Ensure that a Wyndham CEC adrenaline autoinjector kit, which includes a copy of each ASCIA Action Plan, for each student under-18 at risk of anaphylaxis is carried by a trained adult on any excursions or camps (NOTE: the student is still required to provide and carry their own adrenaline autoinjector);
- Provide information to the community about resources and support for managing allergies and anaphylaxis.

The CEO will also ensure appropriate training for staff occurs twice a year – each semester.

An interim plan will be developed through consultation with parents if training or a briefing has not occurred. The CEO is responsible for then ensuring that staff training or a briefing occurs as soon as possible after the interim plan has been developed.

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 31/8/18 and supersedes all previous versions.

Version: 2018v2

Document number: 360

Page 8 of 12

G:\2018\2018

Compliance\_P&P\_AQTF\Policies\Management\Anaphylaxis\Anaphylaxis\_Policy

2018v2.doc



# Wyndham Community and Education Centre Inc

## Policy and Procedure

---

### **Responsibilities – Senior First Aid Officer (nominated Anaphylaxis Supervisor)**

Wyndham CEC's Senior First Aid Officer is the nominated Anaphylaxis Supervisor. This nominee will take a lead role in supporting the CEO, the VCAL & Youth Manager and other staff to implement the Wyndham CEC's Anaphylaxis Management Policy and Procedure.

The Senior First Aid Officer will:

- Have current approved anaphylaxis training as outlined in Ministerial Order 706.
- Ensure that in order to verify the correct use of adrenaline autoinjector devices by others, Wyndham CEC's Senior First Aid Officer will complete and remain current in *Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC* (every 3 years) and the *ASCIA Anaphylaxis e-training for Victorian Schools* (every 2 years).
- Assess and confirm the correct use of adrenaline autoinjector (trainer) devices by other staff undertaking the *ASCIA Anaphylaxis e-training for Victorian Schools*
- Provide access to the adrenaline autoinjector (trainer) device for practice use by staff.
- Provide regular advice and guidance to staff about allergy and anaphylaxis management at Wyndham CEC as required.
- Ensure and support the VCAL & Youth Manager who will liaise with parents or guardians (and, where appropriate, the student) to manage and implement Individual Anaphylaxis Management Plans
- Ensure and support the VCAL & Youth Manager to liaise with parents or guardians (and, where appropriate, the student) regarding relevant medications within the Wyndham CEC.
- Liaise with parents or guardians (and, where appropriate, the student) regarding relevant medications within the school.
- Lead the twice-yearly Anaphylaxis briefings for staff
- Develop specific scenarios to be discussed at the twice-yearly briefing to familiarise staff with responding to an emergency situation requiring anaphylaxis treatment which demonstrate the correct use of the adrenaline autoinjector (training) device.
- Maintain an up to date list of all students with anaphylaxis including a copy of all documentation.

### **Staff Training**

Wyndham CEC will ensure that a Communication Plan is developed providing information to staff and users of Wyndham CEC about the Anaphylaxis Management Policy & Procedure and the Individual Anaphylaxis Management Plan.

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 31/8/18 and supersedes all previous versions.

# Wyndham Community and Education Centre Inc

## Policy and Procedure

---

Staff will be professionally developed – briefed - twice a year on anaphylaxis: at the beginning of the year and again, mid-year. If for any reason a briefing does not occur, the CEO will ensure an interim plan is put in place through discussion with parents and/ or the diagnosed student attends Wyndham CEC.

Any new staff who have not undertaken an anaphylaxis briefing, will be professionally developed at an alternative time in consultation with parents, if a new student diagnosed with anaphylaxis commences.

Staff training will occur annually even when Wyndham CEC has no individual with anaphylaxis enrolled.

Staff who are directly involved in service delivery, who conduct classes to an individual diagnosed with anaphylaxis must have

Undertaken the ASCIA Anaphylaxis e-training course, which is compliant with the Ministerial order 706, and have their competency in using the autoinjector tested in person by the Senior First Aid Officer within 30 days of completing the course

- ✓ Participated in a briefing, twice per calendar year with the first one to be held at the beginning of the school year, by a member of staff who has successfully completed an anaphylaxis training course in the 12 months prior, on
- ✓ Wyndham CEC's Anaphylaxis Management Policy & Procedure;
- ✓ Legal requirements as outlined in Ministerial Order 706
- ✓ the causes, symptoms and treatment of anaphylaxis
- ✓ the identities of students with a medical condition that relates to allergy and the potential for anaphylactic reaction, and where their medication is located
- ✓ ASCIA Action Plan for Anaphylaxis and how to administer an autoinjector including hands on practice
- ✓ Wyndham CEC's general first aid and emergency response procedures for anaphylaxis
- ✓ the location of, and access to, adrenaline autoinjectors that have been provided by parents/guardians or purchased by Wyndham CEC for general use
- ✓ how to access ongoing support and training

Wyndham CEC will balance respect for the privacy of the individual with their health requirements.

### Contact details for resources and support

- **Australasian Society of Clinical Immunology and Allergy (ASCIA)**, at [www.allergy.org.au](http://www.allergy.org.au), provides information on allergies. The Anaphylaxis Action Plan for autoinjector can be downloaded from this site.
- **Anaphylaxis Australia Inc**, at [www.allergyfacts.org.au](http://www.allergyfacts.org.au) is a non-profit support organisation for families with food anaphylactic children. Items such as

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 31/8/18 and supersedes all previous versions.

Version: 2018v2

Document number: 360

Page 10 of 12

G:\2018\2018

Compliance\_P&P\_AQTF\Policies\Management\Anaphylaxis\Anaphylaxis\_Policy

2018v2.doc

# Wyndham Community and Education Centre Inc

## Policy and Procedure

---

storybooks, tapes, autoinjectors trainers are available for sale from the Product Catalogue on this site. Anaphylaxis Australia Inc provides a telephone support line for information and support to help manage anaphylaxis. Telephone 1300 728 000.

- **Royal Children's Hospital Anaphylaxis Support Advisory Line** for all school anaphylaxis management enquires, (including the implementation of Ministerial Order 706). The advisory line is available between the hours of 8.30 am to 5 pm, Monday to Friday. Phone 1300 725 911 or (03) 9345 4235.  
[http://www.rch.org.au/allergy/advisory/Anaphylaxis\\_Support\\_Advisory\\_Line/](http://www.rch.org.au/allergy/advisory/Anaphylaxis_Support_Advisory_Line/)
- **EpiClub** provides a wide range of resources and information for managing the use and storage of the Adrenaline Autoinjector device EpiPen®. They also provide a free service that sends a reminder by email, SMS or standard mail prior to the expiry date of an EpiPen®. Further information is available at:  
[www.epiclub.com.au](http://www.epiclub.com.au)

### **Anaphylaxis Emergency Procedures**

**Follow emergency response procedures, general first aid procedures and the student's ASCIA Action Plan for Anaphylaxis**

1. Lay the person flat – do not allow them to stand or walk. If breathing is difficult allow them to sit.
2. Give autoinjector taking note of time administered
3. Phone an ambulance on **000**
4. Call parent or emergency contact
5. Further adrenalin doses may be given if no response after 5 minutes, if another adrenalin autoinjector is available

**In a situation where a student who has not been diagnosed as allergic, appears to be having an anaphylactic reaction:**

1. Call an ambulance immediately by dialing **000**;
2. Commence first aid measures as per Accident and First Aid Policy & Procedure;
3. Contact the parent/guardian or an emergency contact

If in any doubt, give adrenalin autoinjector.

**If an autoinjector has been administered, Wyndham CEC must**

1. Immediately call an ambulance **000**.
2. Lay the person flat – do not allow them to stand or walk. If breathing is difficult allow them to sit. If vomiting or unconscious, lay them on their side (recovery position) and clear their airway for obstruction.

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 31/8/18 and supersedes all previous versions.

Version: 2018v2

Document number: 360

Page 11 of 12

G:\2018\2018

Compliance\_P&P\_AQTF\Policies\Management\Anaphylaxis\Anaphylaxis\_Policy

2018v2.doc

## Wyndham Community and Education Centre Inc Policy and Procedure

---

3. Reassure the student experiencing the reaction as they are likely to be feeling anxious and frightened as a result of the reaction and the side-effects of the adrenaline. Watch the student closely in case of a worsening condition. Ask another member of Wyndham CEC staff to move other students away in a calm manner and reassure them.
4. In the situation where there is no improvement or **severe symptoms** progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses can be administered every five minutes, if other adrenaline auto injectors are available (such as the adrenaline auto injector for general use).
5. Then call the student's emergency contacts.

When using a standard phone call **000** (triple zero). If calling from a mobile phone which is out of range call **112**.

### **6. INDIVIDUAL ENROLMENT ANAPHYLAXIS CHECKLIST (to be completed at the Pre Training Assessment with student and parent/ guardian)**

- An Individual Anaphylaxis Management Plan is completed
- Parents/ guardians of an individual under 18, at risk of anaphylaxis have been provided a copy of the Wyndham CEC's Anaphylaxis Management Policy & Procedure
- A current ASCIA Action Plan for Anaphylaxis for the individual with a current photo and signed by a Medical Practitioner is provided to Wyndham CEC.
- Parent/guardians agree to provide an adrenaline autoinjector that is current carried by the student at all times while at Wyndham CEC
- Parent/guardian of a young person under 18 enrolled at Wyndham CEC, current contact details are available
- Information regarding any other medications or medical conditions (for example asthma) is available to staff