



ANAPHYLAXIS COMMUNICATION PLAN

St Monica's College Anaphylaxis Communication Plan is a plan informing all school staff, students and parents about anaphylaxis and the school's anaphylaxis management policy.

This Communication Plan advises school staff, students and parents that we have strategies in place and an up to date Policy on Anaphylaxis and how to respond to an anaphylactic reaction.

These strategies are relevant:

- during normal school activities including in the classroom, in the school yard, in all school buildings and sites including gymnasiums and halls
- during off-site or out of school activities, including on excursions, school camps and at special events conducted, organised or attended by the school.

Practices within the school are as follows for the following:

- Raising staff awareness – arrangements for twice yearly briefing, regular briefings, induction of new staff, CRT staff, etc.
- Raising student awareness – Use of fact sheets, posters with messages about anaphylaxis, etc.
- Working with parents – developing open, cooperative relationships with parents, how information will be shared; requesting and updating medical information
- Methods for raising school community awareness – e.g. Principal's Bulletin, The Monican, Daily bulletins, website, information nights, assemblies.

The Principal will be responsible for ensuring that a communication plan is in place so that information regarding the schools anaphylaxis management policy is made available to all staff, students and parents/carers.

The communication plan will include the following:

- Steps to be taken in the event of a student having an anaphylactic reaction either on or off campus
- Regular updates and training in anaphylaxis management provided to staff by the Compliance Convenor at the College
- Casual relief staff will be alerted through the medical alerts via the St Monica's College Learning Management System (SIMON)
- The Nurses will provide updates to staff each semester on students who are at risk to anaphylaxis
- Instruction on how to administer an auto injecting adrenaline (Epipen) device
- A Risk management Checklist will be conducted every year.

In accordance with the guidelines of Ministerial Order 706, all teachers and other school staff who conduct classes with students at risk of anaphylaxis will receive initial training in anaphylaxis management from an accredited training authority. Ongoing training and instruction will be delivered twice a year by the College's First Aid Convenor (Nurses). The Principal will identify the staff to be trained based on a risk assessment.