



Purpose

As the governing authority of a large number of Catholic schools, this policy sets out Melbourne Archdiocese Catholic Schools Ltd's (MACS) expectations that its schools provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis are provided with reasonable adjustments. MACS requires the active engagement of parents/guardians/carers in the provision of up-to-date ASCIA Action Plan that comply with Ministerial Order 706: Anaphylaxis Management in Victorian Schools and School Boarding Premises and relevant legal and regulatory obligations.

MACS principals are required to manage anaphylaxis, including prevention strategies, management and emergency response procedures.

Scope

This policy applies to the following people in schools governed by MACS:

- staff, including volunteers and casual relief staff, in all MACS schools, including specialist schools operated by Melbourne Archdiocese Specialist Schools Ltd (MACSS) and school boarding premises operated by MACS schools
- all students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for an anaphylactic reaction
- parents/guardians/carers of students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for an anaphylactic reaction.

Principles

The following principles underpin this policy:

- MACS seeks to ensure the safety and wellbeing of all students whilst at school.
- Principals and all staff work with parents/guardians/carers to ensure, as far as practicable, that the needs of children at risk of anaphylaxis will be considered, mitigated and minimised during school activities.
- Principals and staff take reasonable steps to reduce and manage risks to students with anaphylaxis.
- At all times, the principal ensures the school complies with Ministerial Order 706.

Policy

MACS principals or delegates engage with the parents/guardians/carers of students at risk of anaphylactic reaction to develop risk minimisation strategies and management strategies.

As reflected in [Ministerial Order 706](#) and the school's enrolment agreement, parents/guardians/carers are required to provide the school with up-to-date medical information to enable the school to carry out its duty of care.

Each principal is responsible for ensuring that an Individual Anaphylaxis Management Plan (IAMP) is developed in consultation with the student's parents, for any student who has been diagnosed by a medical practitioner as having a medical condition that relates to allergy and the potential for anaphylactic reaction, where the school has been notified of the diagnosis, which includes an action plan for anaphylaxis in a format approved by the ASCIA (otherwise known as [ASCIA Action Plan for Anaphylaxis](#)).

Parents/guardians/carers are responsible for the provision of an updated ASCIA Action Plan with any relevant changes to the student's medical condition as it relates to their allergy and potential for anaphylactic reaction, signed by the treating medical practitioner, together with a recent photo of their child and any medications and autoinjectors referenced in the plan and recommended for administration. Parents/guardians/carers are also responsible for providing an up-to-date photo for the ASCIA Action Plan when it is reviewed. For overseas travel or travel involving flights, an [ASCIA Travel Plan for People at Risk of Anaphylaxis](#) is to be completed by a registered medical practitioner in conjunction with a red ASCIA Action Plan for Anaphylaxis.

Parent/guardians/carers of students at risk of an anaphylactic reaction must inform the school in writing if their child's medical condition changes, insofar as it relates to allergy and the potential for anaphylactic reaction, and if relevant provide an updated ASCIA Action Plan.

Parents/guardians/carers are also responsible for replacing the recommended medication and/or autoinjectors prior to their expiry date.

The principal ensures the storage and display of completed ASCIA Action Plans to facilitate access for staff e.g., in staff working areas, sick bay and class teacher manuals.

Parents/guardians/carers must participate in an annual Program Support Group (PSG) meeting to review and update their child's IAMP based on medical advice.

The principal must complete the Annual Anaphylaxis Risk Management Checklist for Schools at the start of each year to monitor compliance with Ministerial Order 706, The Guidelines, and legal obligations.

The principal purchases additional adrenaline autoinjectors for general use. The principal decides on the type or brand of adrenaline autoinjector that is purchased for general use. These are stored in the sick bay/first aid room and/or in the school's portable first aid kits as required. A [First Aid Plan for Anaphylaxis](#) and emergency procedures are to be stored or posted with general use adrenaline injectors.

The principal takes reasonable steps to ensure each staff member has adequate knowledge and training about allergies, anaphylaxis, and the school's expectations in responding to an anaphylactic reaction. The principal is responsible for ensuring that all staff undertake and successfully complete appropriate training for anaphylaxis management in accordance with Ministerial Order 706. Every MACS school will conduct twice yearly anaphylaxis management staff briefings including information set out by the Department of Education (DE) for use in Victorian schools, with one briefing at the commencement of the school year.

Roles, responsibilities and reporting

Role	Responsibility	Reporting requirement (if applicable)
Principal	Maintain a register of students at risk of anaphylactic reaction	
Principal	Ensure adequate autoinjectors for general use are available in the school	
Principal	Ensure twice yearly briefings on anaphylaxis management are conducted with one briefing at the start of the school year	
Principal	Ensure staff have completed appropriate training and that adequate staff trained in anaphylaxis management are available for all school activities including off site activities and school approved activities outside school hours	
Principal	Ensure a communication plan is developed to provide information to all school staff, students, parents/guardians/carers about the school's policy and procedures for anaphylaxis management	

Principal	Ensure this policy is published and available to the school community	Annual attestation to the Executive Director
Anaphylaxis Supervisor or other staff member who has completed Anaphylaxis Management course successfully in past two years	Conduct twice yearly briefings for all staff on anaphylaxis management, with one briefing at the commencement of the school year, using the briefing template provided by the DE for use in schools	

Procedures

Procedures to implement this policy are published separately. The policy and procedures must be contextualised for each school using the approved template and the supporting documents referenced below.

Definitions

Anaphylaxis

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, lupin and certain insect stings (particularly bee stings).

Anaphylaxis Guidelines (Guidelines)

A resource for managing severe allergies in Victorian schools, published by the Department of Education (DE) for use by all schools in Victoria and updated from time to time.

Australasian Society of Clinical Immunology and Allergy (ASCIA)

The peak professional body of clinical immunology and allergy in Australia and New Zealand.

Autoinjector

An adrenaline autoinjector device, approved for use by the Australian Government Therapeutic Goods Administration, which can be used to administer a single pre-measured dose of adrenaline to those experiencing a severe allergic reaction (anaphylaxis).

Melbourne Archdiocese Catholic Schools Ltd (MACS)

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and/or its subsidiary, MACSS.

Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS)

Melbourne Archdiocese Catholic Specialist Schools Ltd, a wholly owned subsidiary of MACS established to conduct and operate specialist schools.

Ministerial Order 706

Ministerial Order 706: Anaphylaxis Management in Victorian Schools which outlines legislated requirements for schools and key inclusions for their Anaphylaxis Management Policy.

Registered medical/health practitioner

A person registered under Australian Health Practitioner Registration Agency (AHPRA) and relevant state/national board for their health profession, whether or not the registration of that person is general, specific, provisional, interim or non-practising but does not include a registered student.

School approved activities

Any academic, sporting, social or other activities for which students' attendance or participation is authorised or organised by the school.

School environment

Means any of the following physical, online or virtual places used during or outside school hours:

- a campus of the school
- online or virtual school environments made available or authorised by MACS or a MACS school for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)
- other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation, delivery of education and training, sporting events, excursions, competitions and other events (Ministerial Order No. 1359).

Related policies and documents

Supporting documents

Anaphylaxis Policy and Procedures – Template for Schools

Individual Anaphylaxis Management Plan – Template

Risk Minimisation Strategies for Schools – Template

Emergency Response to Anaphylactic Reaction – Sample – Template

Off-site Risk Management Checklist for Schools – Template

Annual Anaphylaxis Risk Management Checklist for Schools – Template

Related MACS policies

Duty of Care Policy

Emergency Management Plan

First Aid Policy

Resources

[Department of Education Victoria Anaphylaxis Guidelines](#)

[Department of Education Victoria Anaphylaxis Management Briefing presentation](#)

[Department of Education Victoria Facilitator guide for anaphylaxis management briefing](#)

[ASCIA Action Plans and First Aid Plans for Anaphylaxis or Allergies](#)

[ASCIA Action Plans for Anaphylaxis \(General, Anapen, Epipen\)](#)

[ASCIA First Aid Plan for Anaphylaxis \(General, Anapen, Epipen, Pictorial\)](#)

[ASCIA Travel Plan](#)

[ASCIA Anaphylaxis e-training for Victorian schools](#)

[ASCIA Adrenaline \(Epinephrine\) Injectors for General Use](#)

Legislation and standards

Education and Training Reform Act 2006 (Vic.)

Ministerial Order 706

Policy information table

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Learning Diversity
Approving authority	Executive Director
Assigned board committee	Child Safety and Risk Management
Approval date	October 2023
Risk rating	High
Date of next review	March 2025

Publication details	CEVN, school website
----------------------------	----------------------

POLICY DATABASE INFORMATION	
Assigned framework	Care, Safety and Welfare of Students
Supporting documents	Refer to the list of supporting documents above (appendices, procedures, forms, etc)
Superseded documents	Anaphylaxis Policy – v2.0 – 2022 Anaphylaxis Policy – v1.0 – 2021
New policy	