Anaphylaxis Communication Policy

St Francis Xavier School Frankston

Anaphylaxis Communication Policy

1. Purpose & Scope

This policy outlines the communication strategies implemented by the school to ensure all school staff, students, parents, carers, and the broader school community are informed about anaphylaxis risk minimisation, first aid response procedures, and general allergy awareness.

This policy applies to all school environments, including on-site daily activities and off-site school-organised events.

2. Information Sharing & Medical Plan Updates Process

The Principal or delegate is responsible for overseeing a clear, accessible, and culturally appropriate communication process to request, obtain, and review medical documentation—such as Individual Anaphylaxis Management Plans (IAMP) and ASCIA Action Plans for Anaphylaxis (RED)—and required medications.

Staff develop open, cooperative relationships with parents and carers to manage and update health information effectively.

INITIAL NOTIFICATION

At enrolment, start of school year, or prior to plan expiration.

FOLLOW-UP COMMUNICATION

Reminders via email, phone, or newsletter. Direct outreach for critical cases. Anaphylaxis Advisory Line details provided.

ESCALATION PROCESS

1. Second reminder via preferred communication method.
2. Direct phone call highlighting health/safety risks.
3. In-person meeting to address barriers and clarify needs.
4. Notification of impacts on participation in school activities.
5. Escalation to Senior Manager, School Leadership for support.

ONGOING COMMUNICATION

Scheduled periodic check-ins, annual PSG review meetings, and open prompt reporting of health changes.

Initial Notification

- At the start of each school year, upon enrolment, and/or when a medical plan (e.g., IAMP) is due to expire, parents and carers are notified of the requirement to update their child's medical management and ASCIA Action Plan for Anaphylaxis (RED).
- A clear, specific timeframe for the submission of updated documentation and valid adrenaline autoinjectors is provided in writing.

Follow-Up Communication

- Reminders are dispatched via email, phone, or newsletter as submission deadlines approach.
- Direct phone calls or targeted meetings are arranged when updates are deemed critical.
- Parents and carers seeking guidance on anaphylaxis management can access support via the **Anaphylaxis Advisory Line**:
    - **Phone:** 1300 725 911 or (03) 9345 4235
    - **Email:** anaphylaxisadviceline@rch.org.au

Escalation Process

1. **Second Reminder:** Sent via the family's preferred communication method (e.g., email, school app, formal letter), ensuring formatting is accessible and culturally appropriate.
2. **Direct Phone Call:** A formal phone call is made to the parent/carer explicitly detailing the health and safety risks to their child if medical plans and medications are not updated.
3. **In-Person Meeting:** If no response is received, an in-person meeting is scheduled to emphasise the urgency, provide support, and resolve any barriers to obtaining updated documentation.
4. **Impact on Participation:** Parents/carers will be formally informed of any potential impacts on their child's safe participation in normal school activities, off-site excursions, or camps due to missing or outdated medical plans/medications. Staff will work collaboratively with the family to establish a plan for obtaining the required information.
5. **Further Support:** If non-compliance persists, the school leadership team may consult their Senior Manager, School Leadership for guidance.

Ongoing Communication & PSG Meetings

- **Periodic Check-Ins:** Scheduled check-ins occur prior to key review points during the academic year to ensure all records remain up to date.
- **Continuous Updates:** Parents and carers are encouraged to proactively notify the school of any changes in their child's health status or allergy triggers immediately.
- **PSG Review Meetings:** Program Support Group (PSG) meetings are held annually (or as triggered by health changes) to formally review and adjust individual anaphylaxis management plans.

3. Communication Across Various Environments

Staff, students, parents, and carers are provided with clear protocols regarding emergency first aid responses and risk minimisation procedures in all school settings.

Environment	Specific Communication Strategies & First Aid Protocols
Classrooms & Indoor Facilities (Halls, Gymnasiums)	• ASCIA Action Plans (RED) are displayed in staff rooms, first aid room, and relevant classrooms. • Teachers receive notifications via Seesaw alerting them that a student in their specific class has diagnosed anaphylaxis. • Emergency adrenaline autoinjectors and ASCIA plans are stored in designated, unlocked, easily accessible locations known to all staff. • Teachers are briefed on classroom risk minimisation (e.g., avoiding food-sharing activities).
School Yard & Outdoor Grounds	• Duty staff carry communication devices mobile phones)to call for emergency assistance. • Yard duty bags contain clear first aid instructions and quick-reference guides for recognised students at risk.

Environment	Specific Communication Strategies & First Aid Protocols
	• Staff on duty are trained to identify symptoms of anaphylaxis and initiate the emergency response protocol immediately.
Off-Site Activities (Excursions, Camps, Special Events)	• **Pre-Activity Briefings:** Staff undergo mandatory briefings on anaphylaxis first aid procedures and the administration of adrenaline autoinjector devices prior to departure for any off-site event or camp. • **Mobile First Aid Kits:** Designated staff members are assigned to carry individual student adrenaline autoinjectors and backup general-use autoinjectors in prominent, temperature-regulated first aid kits. • **Communication Platforms:** Emergency contacts and digital communication tools (including mobile devices and school messaging apps) are verified prior to departure.

4. Stakeholder Awareness & Engagement Strategies

Staff Awareness

- **Twice-Yearly Briefings:** All school staff participate in biannual anaphylaxis briefings led by the school's Anaphylaxis Supervisor, covering student action plans, risk management, and autoinjector practice devices.
- **Pre-Excursion/Camp Briefings:** Prior to all camps and off-site excursions, attending staff receive targeted briefings on the specific medical needs of attending students, first aid procedures, and autoinjector usage.
- **Seesaw Notifications:** Classroom teachers utilise the Seesaw platform as an internal messaging system to communicate directly with relevant parents and staff regarding allergy management within their specific classroom group.

Student Awareness

- **Classroom Education:** Age-appropriate lessons and fact sheets are integrated into health education programmes to build peer understanding of severe allergies.
- **Visual Guides:** Posters encouraging safe practices (e.g., "Handwashing after eating," "No food sharing") are displayed across eating areas and classrooms.
- **Peer Support:** School activities foster a supportive culture that discourages food sharing, prevents allergy-related bullying, and empowers peers to alert a teacher immediately if a classmate feels unwell.

Parent, Carer & Community Awareness

- **Information Channels:** Policy updates, general allergy awareness tips, and risk minimisation guidelines are regularly distributed through school newsletters.
- **Website Publication:** This policy is published on the school's public website for easy access by current and prospective families.