

COMMUNICATION PLAN

This Communication Plan has been developed to provide information to all school staff, students and parents about anaphylaxis and the school's Anaphylaxis Management Policy.

Raising Staff Awareness

All school staff will be briefed at least twice per year by a staff member who has current anaphylaxis management training. The school will designate a staff member to be responsible for briefing all volunteers and casual relief staff, and new school staff (including administration and office staff, sessional teachers and specialist teachers) of the students with anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care.

Raising Student Awareness

Peer support is an important element of support for students at risk of anaphylaxis. Classroom teachers will discuss the topic of anaphylaxis with students in their class, with a few simple key messages, including:

- Always take food allergies seriously – severe allergies are no joke.
- Don't share your food with your friends, especially friends who have food allergies.
- Wash your hands after eating.
- Know what your friends are allergic to.
- If a school friend becomes sick, get help immediately even if the friend does not want to.
- Be a respectful of a school friend's adrenaline autoinjector.
- Don't pressure your friends to eat food that they are allergic to. (Source: Be a M.A.T.E. kit, published by Allergy & Anaphylaxis Australia)

Work with Parents

Parents of a child who is at risk of anaphylaxis may experience considerable anxiety about sending their child to school. The school will develop an open and cooperative relationship with parents so that they can feel confident that appropriate management strategies are in place. Aside from implementing practical prevention strategies in schools, the anxiety that parents and students may feel can be considerably reduced by regular communication and increased education, awareness and support from the school community.

Raising School Community Awareness

We will raise awareness about anaphylaxis in the school community so that there is an increased understanding of the condition. This will be done by providing information in the school newsletter and displaying relevant posters and information around the school.

Responding to an Anaphylactic Reaction

This part of the Communication Plan includes strategies for advising school staff, students and parents about how to respond to an anaphylactic reaction of a student in various environments. During Normal School Activities this includes in the classroom, in the school yard and in all school buildings.

- Stay with the student.
- Call for help (using a mobile phone or sending a responsible student to another classroom or the office).
- If in the school yard or a school building (other than the classroom) send someone directly to the First Aid Room for an autoinjector. Then locate the student's personal autoinjector to be utilised if required. If you do not have a phone with you have someone bring one to you.
- Notify the First Aid Officer and office immediately. Have them call an ambulance.

If time permits, implement the school's On-site Evacuation Procedure as outlined in the Emergency Management Plan.

If the symptoms indicate a mild to moderate reaction administer medication in accordance with the Action Plan for Anaphylaxis.

- Follow the ASCIA anaphylaxis management guidelines

If the student begins to show signs of anaphylaxis (severe allergic reaction):

- Follow the ASCIA anaphylaxis management guidelines

During Off-Site or Out of School Activities

This includes on excursions, school camps and at special events conducted, organised or attended by the school.

- Stay with the student.
- Call for help (using a mobile phone or sending a responsible student to another staff member or adult).
- Have someone locate the student's autoinjector and bring it to you. A spare autoinjector will also be located in the Excursion First Aid Bag. If you do not have a phone with you have someone bring one to you.
- If time permits, move other students away from the area and have them supervised by another staff member or adult.

If the symptoms indicate a mild to moderate reaction administer medication in accordance with the Action Plan for Anaphylaxis.

Informing Volunteers and Casual Relief Staff

Volunteers and casual relief staff must be informed of students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to anaphylactic reaction by a student in their care.

Organisations Providing Information and Resources

- Australasian Society of Clinical Immunology and Allergy (ASCIA) provide information on allergies. ASCIA anaphylaxis e-training provides ready access to anaphylaxis management education throughout Australia and New Zealand, at no charge. Further information is available at: <http://www.allergy.org.au/>
- 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 an Anaphylaxis Management Communication Plan reminder by email, SMS or standard mail prior to the expiry date of an EpiPen®. Further information is available at: www.epiclub.com.au
- Allergy & Anaphylaxis Australia is a non-profit organisation that raises awareness in the Australian community about allergy. A range of items including children's books and training resources are available from the online store on the Allergy & Anaphylaxis Australia website. Further information is available at: <http://www.allergyfacts.org.au/allergy-and-anaphylaxis>
- Royal Children's Hospital Anaphylaxis Advisory Line provides advice and support on implementing anaphylaxis legislation to education and care services and Victorian children's services. The Anaphylaxis Advisory Line is available between the hours of 8:30 am to 5:00 pm, Monday to Friday. Phone 1300 725 911 (toll free) or (03) 9345 4235. Further information is available at: http://www.rch.org.au/allergy/advisory/anaphylaxis_Support_advisory_line/
- Royal Children's Hospital, Department of Allergy and Immunology provide information about allergies and the services provided by the hospital. Further information is available at: <http://www.rch.org.au/allergy/>