

Anaphylaxis Policy

2025-2026



Help for non-English speakers

If you need help understanding the information in this policy, please contact Hampton Park Secondary College on 03 8795 9400.

Purpose

To explain to Hampton Park Secondary College (HPSC) parents, carers, staff, and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Hampton Park Secondary College is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management

Scope

This policy applies to:

- all staff, including casual relief staff, contractors, and volunteers
- all students who have been diagnosed with anaphylaxis or who may require emergency treatment for an anaphylactic reaction and their parents/carers

Policy

School Statement

Hampton Park Secondary College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Symptoms

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face, and eyes
- hives or welts
- tingling in the mouth

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of the tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen but can appear within a few minutes.

Treatment

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

Individual Anaphylaxis Management Plans All students at Hampton Park Secondary College who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the principal of Hampton Park Secondary College is responsible for developing a plan in consultation with the student's parents/carers. Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Hampton Park Secondary College and where possible, before the student's first day.

Parents and carers must:

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed

provide the school with a current adrenaline autoinjector for the student that has not expired

- participate in annual reviews of the student's Plan

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the school
- the name of the person(s) responsible for implementing the risk minimisation strategies, which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner

Review and Updates to Individual Anaphylaxis Management Plans

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

Location of Plans and Adrenaline Autoinjectors

Student plans and autoinjectors are kept in multiple locations as outlined below:

- A copy of each student's individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan in the sick bay alongside their clearly labelled adrenaline autoinjector, that is with their name.
- A copy of their individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan in the bag that contains their adrenaline autoinjector that they always carry with them.

- A copy of each student's Anaphylaxis Management Plan will be stored with their ASCIA Action Plan in the office files of the school nurse.
- Autoinjectors for general use are stored in house offices, sick bay and food tech rooms.
- Medication for those students who have allergic reactions but do not use an adrenaline autoinjector, will be stored along with their action plans in the office of the school nurse.

Risk Minimisation Strategies

Hampton Park Secondary College staff will be aware of the need to follow risk management strategies in all school situations including:

- during classroom activities (including class rotations, specialist, and elective classes)
- between classes and other breaks
- in canteens
- during recess and lunchtimes
- before and after school
- camps and excursions, or at special events conducted, organised, or attended by the school (eg. class parties, elective subjects and work experience, cultural days, fetes, concerts, events at other schools, competitions, or incursions).

To reduce the risk of a student suffering from anaphylactic reaction at HPSC, we have put in place the following:

strategies:

- staff and students are regularly reminded to wash their hands after eating
- Students are discouraged from sharing food

- garbage bins at school are to remain covered with lids to reduce the risk of attracting insects
 - gloves must be worn when picking up papers or rubbish in the playground;
- school canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination
- year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays
- a general use Auto-injector will be stored in the sick bay, house offices and food tech rooms.
- planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending.

Adrenaline Autoinjectors for General Use

Hampton Park Secondary College will maintain a supply of adrenaline autoinjectors for general use, as a back-up to those provided by parents and carers for specific students, and for students who may suffer from a first-time reaction at school.

Autoinjectors for general use will be stored in easy to access locations around school including the health space.

The principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at HPSC at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents

- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions, and events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry

Emergency Response

In the event of anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school's general first aid procedures, emergency response procedures and the student's Individual Anaphylaxis Management Plan.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by the School Nurse and stored in the Sick Bay. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline autoinjectors, where appropriate.

If a student experiences anaphylactic reaction at school or during a school activity, school staff must:

1. Initial response
 - lay the person flat
 - do not allow them to stand or walk
 - if breathing is difficult, allow them to sit
 - be calm and reassuring
 - do not leave them alone
 - seek assistance from another staff member or reliable student to locate the student's adrenaline

Autoinjector or the school's general use autoinjector, and the student's Individual Anaphylaxis Management Plan, stored at sickbay or the food prep room

- if the student's plan is not immediately available, or they appear to be experiencing a first-time reaction, follow steps 2 to 5
2. Administer an Auto-injector
 - remove from plastic container
 - form a fist around the Auto-injector and pull off the safety release cap
 - place needle end against the student's outer mid-thigh (with or without clothing)
 - push down hard until a click is heard or felt and hold in place for 3 seconds
 - remove Auto-injector noting the time it is administered
 - retain the used Auto-injector to be handed to ambulance paramedics along with the time of administration
 3. call an ambulance (000)
 4. if there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis), further adrenaline doses may be administered every five minutes, if other adrenaline autoinjectors are available
 5. contact the student's emergency contacts
 - If a student appears to be having a severe allergic reaction, but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5
 6. as above.
 7. **Communication Plan**
 8. This policy will be available on Hampton Park Secondary College website so that parents and other members of the school community can easily access information

9. about Hampton Park Secondary College
10. anaphylaxis management procedures. The parents and carers of students who are enrolled at Hampton Park Secondary College and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

The principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers, are aware of this policy and HPSC procedures for anaphylaxis management. Casual relief staff and volunteers who are responsible for the care and/or supervision of students who are identified as being at risk of anaphylaxis will also receive a verbal briefing on this policy, their role in responding to an anaphylactic reaction and where required, the identity of students at risk.

The principal is also responsible for ensuring relevant staff are trained and briefed in anaphylaxis management, consistent with the Department's Anaphylaxis Guidelines.

Staff Training

The principal will ensure that the following school staff are appropriately trained in anaphylaxis management:

- school staff who conduct classes attended by students who are at risk of anaphylaxis
- all staff will receive training in the management of anaphylaxis

Staff who are required to undertake training must have completed:

- an approved face-to-face anaphylaxis management training course in the last three years, or
- an approved online anaphylaxis management training course in the last two years. HPSC uses the ASCIA e-training course as required by DET.

[Note, for details about approved staff training modules, see Anaphylaxis Guidelines]

Staff are also required to attend a briefing on anaphylaxis management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year), facilitated by a staff member who has successfully completed an anaphylaxis management course within the last 2 years including a first aid trained member of staff and the school nurse.

Each briefing will address:

- this policy
- the causes, symptoms, and treatment of anaphylaxis
- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use

When a new student enrolls at Hampton Park Secondary College who is at risk of anaphylaxis, the principal will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.

The principal will ensure that while students at risk of anaphylaxis are under the care of Each briefing will address:

- this policy
- the causes, symptoms, and treatment of anaphylaxis

- the identities of students with a medical condition that relates to allergies and the potential for anaphylactic reaction, and where their medication is located
- how to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector
- the school's general first aid and emergency response procedures
- the location of, and access to, adrenaline autoinjectors that have been provided by parents or purchased by the school for general use
- When a new student enrolls at Hampton Park Secondary College who is at risk of anaphylaxis, the principal will develop an interim plan in consultation with
 - the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.
- The principal will ensure that while students
 - supervision of the school outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number
 - of school staff present who have been
 - trained in anaphylaxis management.

Further Information and Resources

- School Policy and Advisory Guide:
- [anaphylaxis](#)
- [anaphylaxis management in schools](#)
- Allergy & Anaphylaxis Australia: [Risk minimisation strategies](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- Royal Children's Hospital: [Allergy and immunology](#)

Review Cycle

This policy was last updated in October 2025 and is due for review in October 2026.

The principal will complete the Department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.