







Communication Plan

The Principal is responsible for ensuring that a communication plan is developed to provide information to all school staff, students and parents about anaphylaxis and the school's anaphylaxis policy.

The school Communication Plan includes strategies for advising school staff, students and parents about how to respond to an anaphylactic reaction by a student in various environments including:

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

The Communication Plan includes procedures to inform volunteers and casual relief staff students with a medical condition that relates to allergy and the potential for anaphylactic reaction and their role in responding to an anaphylactic reaction by a student in their care.

The Deputy Principal will ensure that relevant school staff are:

- Trained, and;
- Briefed at least twice per calendar year.

Staff Training

The following school staff will be appropriately trained:

- School staff who conduct classes that students with a medical condition that relates to allergy and the potential for anaphylactic reaction; and
- Any further school staff that are determined by the Principal.

The identified school staff will undertake the following training:

- An Anaphylaxis Management Training Course (valid for three years); and
- Participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) on:
 - the school's Anaphylaxis Management Policy;
 - the causes, symptoms and treatment of anaphylaxis;
 - the identities of the students with a medical condition that relates to an allergy, the potential for anaphylactic reaction, and where the medication is located;
 - How to use an Adrenaline Autoinjector, including hands on practice with a trainer Adrenaline Autoinjector device;
 - The school's general first aid and emergency response procedures and
 - The location of, and access to, Adrenaline Autoinjector that have been provided by parents or purchased by the school for general use.





Status of Policy

This policy has been downloaded from CompliSpace, is endorsed **REVAL** and is reviewed annually.

Policy owner	St Patricks College- Ballarat
Approving authority	Principal
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Risk rating	HIGH
Date of next review	June 2024
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POLICY AT A GLANCE INFORMATION

