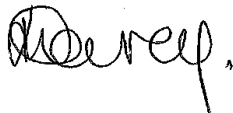



Woori Yallock Primary School

School Number: 1259



Anaphylaxis Management COMMUNICATION PLAN

Date Implemented	29/8/2018
Author	
Approved By	School Council
Approval Authority School Council President: (Signature & Date)	
Approval by Principal or Nominee	
Responsible for Review	Assistant Principal
Review Date	29/8/2019
References	

STAFF

- All staff have an Anaphylaxis folder in their classrooms. This contains students' action plans, with photo, Emergency Procedures Plan and instructions on Epipen use.
- All staff are familiar with Emergency Procedures Plan. Copies are also at the office, in the First Aid room and in the Epipen container in the staff room.
- Students' ASCIA Action Plans, with current photos, are on display in the staff room, first aid room and kept with each child's Epipen and management plan.
- All staff are trained in Anaphylaxis Management and the use of Epipens once every 3 years. Staff receive twice yearly briefings, incorporating practise use of Epipen, in line with department guidelines.
- Replacement teachers are made aware of children at risk of anaphylaxis and emergency procedures.
- New staff will be fully briefed re Anaphylaxis Management.

PARENTS

- At the beginning of each year parents of students at risk will meet to discuss their child's Individual Management Plan. They will be made aware of the Anaphylaxis policy and emergency procedures plan.
- Parents are to supply an updated ASCIA action plan each year. They will be notified by phone and note at least 2 weeks before their child's Epipen expires.
- In the event of an anaphylactic episode parents will be consulted whilst plans and procedures are reviewed.
- When necessary, all parents will be made aware of relevant information regarding anaphylaxis via the newsletter or class notes, particularly in relation to class parties.

STUDENTS

- Students in classes with a child at risk of anaphylaxis will be made aware of this. They will receive instructions and information, appropriate to their age, regarding anaphylaxis, emergency procedures and restrictions on sharing food and/or safe playing areas for students at risk from insect bites.