



Communication Plan – Anaphylaxis

<p>Plan Contents</p>	<p>The Principal will be responsible for developing a Communication Plan to provide information to all staff, students and parents/carers about anaphylaxis and the development of the College's anaphylaxis management strategies.</p> <p>The Communication Plan includes the following information:</p> <ul style="list-style-type: none">• the College's policy/guidelines which includes information on strategies to reduce the risk of an allergic reaction• information on who needs to be trained, how often they are trained and what training to access/complete• strategies for advising staff, students and parents/ guardians about how to respond to an anaphylactic reaction during normal College activities• strategies for advising staff, students and parents/guardians about how to respond to an anaphylactic reaction during off-site or out of College activities
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	<ul style="list-style-type: none"> • procedures to inform volunteers and casual relief staff on arrival at the College if they are caring for a student at risk of anaphylaxis and their role in responding to an anaphylactic reaction • procedures to communicate with and raise awareness among staff, students, parents/carers and the College community • the responsibility of the Principal for ensuring that College staff who conduct classes attended by students at risk of anaphylaxis are trained and briefed at least twice per calendar year. Refer to Anaphylaxis Training and Briefings.
Key Definitions	Refer to <u>Anaphylactic Shock Management</u> .
Raising Staff Awareness	<p>The Communication Plan must include arrangements for relevant College staff to be briefed at least twice per year by the College’s Anaphylaxis Supervisor or a staff member who has successfully completed current anaphylaxis management training.</p> <p>The College’s Anaphylaxis Supervisor or other designated staff member(s) should brief all volunteers and casual relief staff, and new College staff (including administration and office staff, canteen staff, sessional teachers, and specialist teachers) on the above information and their role in responding to an anaphylactic reaction experienced by a student in their care.</p>

Raising Student Awareness	<p>The College will promote student awareness of the risk of anaphylaxis. The following methods may be used as appropriate:</p> <ul style="list-style-type: none">• displaying fact sheets or posters in hallways, canteens and classrooms• discussion by class teachers (such as use of the Be a MATE kit)• acknowledging that a student at risk of anaphylaxis may not want to be singled out or seen to be treated differently• dealing with any bullying or attempt to harm a student in accordance with the College's Insert School's Student Discipline Policy.
Location of Plan	<p>The College's Communication Plan is kept in the First aid rooms – Senior School and Junior School, digitally in SEQTA and hard copies in the students individual files.</p>