



Policy Statement

Diocese of Ballarat Catholic Education Limited (**DOBCEL**) is committed to complying with Ministerial Order 706, and this policy seeks to, so far as practicable, provide a safe and supportive environment in which students at risk of anaphylaxis can participate equitably in all aspects of schooling.

DOBCEL acknowledges that the management of a student at risk of anaphylaxis is a partnership between the school, the staff, the student, the student's parents/guardians/carers and the medical practitioner.

Context

This policy aims to:

- comply with Ministerial Order 706 and the associated guidelines on anaphylaxis management, published and amended by the Department of Education and Training from time to time
- provide as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the school program and experiences
- minimise the risk of an anaphylactic reaction occurring while students are in the care of DOBCEL schools
- ensure staff members (and especially those with a duty of care to students) have adequate knowledge about allergies, anaphylaxis and policy and protocols in responding to an anaphylactic reaction
- ensure that staff members respond appropriately to an anaphylactic reaction by initiating appropriate treatment, including competently administering an Adrenaline Auto-injector
- engage with parents/guardians/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies, management strategies and an individual anaphylaxis management plan for the student
- raise the school community's awareness of anaphylaxis and its management through education, compliance to policy, and risk minimisation strategies.

Staff and parents/guardians/carers need to be made aware that it is not possible to achieve a completely allergen-free environment in any context that is open to the general community. Staff should not have a false sense of security that an allergen has been eliminated from the environment. Instead DOBCEL recognises the need to adopt a range of procedures and risk minimisation strategies to reduce the risk of a student having an anaphylactic reaction, including strategies to minimise the presence of the allergen.

Scope

This policy applies to all DOBCEL schools, staff and employees, volunteers, and students.

Legislative Context

- Education and Training Reform Act 2006 (Vic)
- Victorian Registration and Qualifications Authority (VRQA) **Minimum standards and requirements for school registration**
- **Ministerial Order 706** (the Order / MO706) — Anaphylaxis Management in Victorian schools
- Equal Opportunity Act 2010 (Vic)
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005 (Cth)

- Children's Services and Education and Training Reform (Anaphylaxis Management) Amendment Act 2008
- Health Records Act 2001
- Occupational Health and Safety Act 2004
- State of Victoria, Department of Education and Training:
 - Anaphylaxis Guidelines (as amended or replaced from time to time.)
 - Anaphylaxis Management in Schools

Definitions specific to this policy

TERM	DEFINITION
Act	The Education and Training Reform Act 2006 (Vic)
Adrenaline autoinjector (EpiPen/Anapen)	An adrenaline autoinjector device, approved for use by the Commonwealth Government Therapeutic Goods Administration, which can be used to administer a single pre-measured dose of adrenaline to those experiencing a severe allergic reaction (anaphylaxis). These may include EpiPen, EpiPen Jr, Anapen 500, Anapen 300, or Anapen Jr.
Adrenaline autoinjector for general use	A 'back up' or 'unassigned' adrenaline autoinjector purchased by a school. The number and type will be determined by the Principal, considering the following: <ul style="list-style-type: none"> • the number of students that have been diagnosed with a medical condition that relates to allergy, and the potential for anaphylactic reaction • the accessibility of adrenaline auto-injectors provided by parents • the availability of a sufficient supply of adrenaline auto-injectors for general use in specified locations (including at excursions, camps and special events conducted, organised or attended by the school) • the understanding that adrenaline auto-injectors have a limited life, usually expire within 12-18 months, and will need to be replaced either at the time of use or expiry, whichever is first.
Allergen	(a) A substance that can cause an allergic reaction. (b) The most common allergens in school aged children are peanuts, tree nuts (i.e. hazelnuts, cashews, almonds, walnuts, pistachios, macadamias, brazil nuts, pecans, chestnuts and pine nuts), eggs, cow's milk, wheat, soy, fish / shellfish (e.g. oysters, lobsters, clams, mussels, shrimps, crabs and prawns). Other common allergens include some insect bites, particularly bee stings but also wasp and jumper jack ant stings, tick bites, some medications (e.g. antibiotics and anaesthetic drugs) and latex.
Allergy	An immune system response to something that the body has identified as an allergen. People genetically programmed to make an allergic response will make antibodies to particular allergens.
Allergic reaction	A generalised allergic reaction is characterised by one or more symptoms or signs of skin and / or gastrointestinal tract involvement without respiratory and / or cardiovascular involvement.
Intolerance	Often confused with allergy, intolerance is a reproducible reaction to a substance that is not due to the immune system.
Risk minimisation	A practice of reducing risks to a student at risk of anaphylaxis by removing, as far as is practicable, major sources of the allergen from the service and developing strategies to help reduce risk of an anaphylactic reaction.
Anaphylaxis	(a) Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. (b) See Appendix 1 – Signs and Symptoms of anaphylaxis.

Students at risk of anaphylaxis	Those students whose allergies have been medically diagnosed and who are at risk of anaphylaxis.
ASCIA	Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.
ASCIA Action Plan for Anaphylaxis	<p>This plan is a nationally recognised action plan for anaphylaxis developed by ASCIA. These plans are device-specific; that is, they list the student's prescribed adrenaline autoinjector (EpiPen, EpiPen Jr, Anapen 500, Anapen 300, or Anapen Jr) and must be completed by the student's medical practitioner.</p> <p>Should a different adrenaline autoinjector become available in Australia, then a different ASCIA Action Plan specific to that device would be developed.</p> <p>This plan is one of the components of the student's Individual Anaphylaxis Management Plan.</p>
ASCIA Action Plan for Anaphylaxis general use	<p>AKA <i>ASCIA Action Plan for Anaphylaxis (RED) General 2025</i></p> <p>This document should be stored with the Adrenaline autoinjector for general use.</p>
Anaphylaxis management training course	<p>This means:</p> <ul style="list-style-type: none"> • a course in anaphylaxis management training that is accredited as a VET accredited course in accordance with Part 3 of the National Vocational Education and Training Regulator Act 2011 (Cth) that includes a competency check in the administration of an adrenaline autoinjector • a course in anaphylaxis management training accredited under Chapter 4 of the Act by the Victorian Registration and Qualifications Authority that includes a competency check in the administration of an adrenaline autoinjector • a course in anaphylaxis management endorsed and delivered by a tertiary level specialist allergy service within a tertiary level academic teaching hospital that includes a competency check in the administration of an adrenaline autoinjector • any other course including an online course, approved by the Secretary to the Department for the purpose of the Order as published by the Department.
Communication plan	A plan developed by the school which provides information to all school staff, students and parents about anaphylaxis and the school's anaphylaxis management policy.
Individual Anaphylaxis Management Plan (IAMP)	An individual plan for each student at risk of anaphylaxis, developed in consultation with the student's parents. The individual anaphylaxis management plan includes the ASCIA Action Plan which describes the student's allergies, symptoms, and the emergency response to administer the student's adrenaline autoinjector should the student display symptoms of an anaphylactic reaction. The individual anaphylaxis management plan also importantly includes age-appropriate strategies to reduce the risk of an allergic reaction occurring.
Medical Practitioner	This is a registered medical practitioner within the meaning of the Health Professions Registration Act 2005, but excludes a person registered as a non-practising health practitioner.
Ministerial Order / MO706 / Order	Ministerial Order 706 - <i>Anaphylaxis Management in Victorian Schools</i> which outlines legislated requirements for schools and key inclusions for their Anaphylaxis Management Policy.
Online E-learning Training Course	Means the course called <i>ASCIA Anaphylaxis e-training for Victorian Schools</i> approved by the Secretary pursuant to clause 5.5.4 of the Order.
Principal	Defined in section 1.1.3 of the Act as meaning a person appointed to a designated position as Principal of a registered school or a person in charge of a registered school.
School Anaphylaxis Management Policy	This is a school-based policy that is required to be developed under section 4.3.1(6) of the Act because the school has at least 1 enrolled student who has been diagnosed as

	being at risk of anaphylaxis. This policy describes the school's process for management of the risk of anaphylaxis. The Order prescribes the matters which the policy must contain.
School Anaphylaxis Supervisor	A school staff member nominated by the Principal to undertake appropriate training to be able to verify the correct use of adrenaline autoinjector (trainer) devices and lead the twice-yearly briefings on the school's anaphylaxis management policy. Must be appropriately trained in the Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22579VIC (every 3 years).
School staff and employees	References to school staff and employees, unless the context requires otherwise, means an individual working in a DOBCEL school who: <ul style="list-style-type: none"> • is directly engaged or employed by DOBCEL • is a volunteer or a contracted service provider (whether a body corporate or any other person as an intermediary) • the Principal determines should comply with the school's anaphylaxis management policy.

Supporting Policies

- Child Safe Risk Management Policy [DOBCEL]
- Health & Medical Management Policy [DOBCEL]

DOBCEL Principles of Governance

All DOBCEL policies are founded on and reflect the Principles of Governance stated in the Document:

[DOBCEL Principles of Governance](#)

Approving authority	DOBCEL Board
Approval Date	November 2025
Review Date	November 2028