

If you need help to understand the information in this policy, please contact Keysborough Secondary College.  
Phone 03 9798 1877 – Acacia Campus or 03 9546 4144 – Banksia Campus or email at:  
[keysborough.sc@education.vic.gov.au](mailto:keysborough.sc@education.vic.gov.au).

To explain to Keysborough Secondary College parents, carers, staff and students the processes and procedures in place to support and enhance student learning.

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.

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 auto-injector for use in an emergency. These adrenaline auto-injectors are designed so that anyone can use them in an emergency.

All students at Keysborough 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 Keysborough 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 Keysborough Secondary College and where possible, before the student's first day.

Parents and carers must:

obtain an ASCIA Action Plan for Anaph ( obtain an A bt

All students will have an auto injector pen stored in the First Aid room and also in the Junior School and Senior School Administration Offices on each Campus. Upon agreement with the Keysborough Secondary College Nurse and the Keysborough Secondary College Principal, a student may keep their adrenaline auto-injectors on their person.

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis in both the First Aid room and also in the Junior School and Senior School Administration Offices on each Campus, together with the student's adrenaline auto-injector. Adrenaline auto-injectors will be labelled with the student's name. A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis will also be stored in the Main Administration Office and also in the Junior School or Senior School Building Administration Office as appropriate.

Depending on the age of the student attending Keysborough Secondary College who is at risk of anaphylaxis, the severity of their allergies and the content of their plan, a student may keep their adrenaline auto-injector on their person, rather than in a designated location.

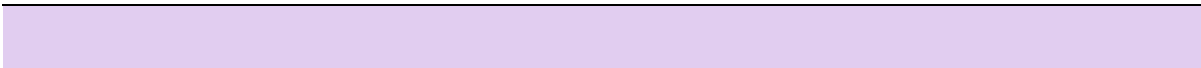
When a student keeps their adrenaline auto-injectors on their person, a copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at the First Aid room and the Main Administration Office. Students are encouraged to keep their adrenaline auto-injectors on their person

In the event of an 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 Campus Nurse and stored at the First Aid Room on each campus, Main Administrative Office of each campus and in the Junior and Senior School Administration Offices at each campus.

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 auto-injectors, where appropriate.

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





Keysborough Secondary College won't ban certain types of foods (eg: nuts) as it is not practicable to do so, and is not a strategy recommended by the Department of Education and Training or the Royal Children's Hospital.

The parents and carers of students who are enrolled at Keysborough Secondary College and are identified as being at risk of anaphylaxis will also be provided with a copy of this policy.

This policy will be communicated to our school community in the following ways:

- Available publicly on the College website

- Available on the Staff Intranet and Compass

- Included in induction processes for relevant staff