

Ministerial Order 706 and associated Guidelines Anaphylaxis Management for all Victorian Schools Implementation Questions and Answers

When do the requirements of Ministerial Order 706 and the associated Guidelines come into effect for all Victorian schools?

22 April 2014 (commencement of Term 2).

Do all schools need to comply with Ministerial Order 706 and the associated guidelines?

Yes, all Victorian schools (government, Catholic and independent) must comply with the requirements of Ministerial Order 706 and the associated guidelines by 22 April 2014, if they have a student enrolled at risk of anaphylaxis.

What do schools need to do to comply with Ministerial Order 706?

Schools will need to:

- develop a school Anaphylaxis Management Policy
- develop and review Individual Anaphylaxis Management Plans for affected students, which include an individual ASCIA Action Plan for Anaphylaxis
- identify and train school staff in anaphylaxis management
- purchase backup Adrenaline Autoinjectors for General Use
- complete an annual Anaphylaxis Risk Management Checklist
- develop a Communication Plan that ensures that all school staff (including volunteers and casual staff), students and parents are provided with information about anaphylaxis and the school's Anaphylaxis Management Policy
- identify prevention strategies to be used by the school to minimise the risk of an anaphylactic reaction
- develop School First Aid and Emergency Response Procedures that can be followed when responding to an anaphylactic reaction.

What are the main changes to Ministerial Order 706?

- expanded definitions of 'anaphylaxis management training course' and 'school staff'
- a clearer outline of the matters a school's anaphylaxis management policy must contain
- new minimum requirements for all schools to:
 - make a statement in their anaphylaxis management policy that they will comply with the order and guidelines
 - develop prevention strategies
 - the purchase of adrenaline autoinjectors for general use
 - conduct a twice-yearly briefing for relevant school staff on its anaphylaxis management policy and other specified anaphylaxis issues
 - complete an Annual Risk Management Checklist
- a new structure and headings, and
- removal of footnotes.

What are the key changes to the revised Guidelines?

- Expanded and amended Glossary of Terms
- Consistent language and structural chapter alignment with Ministerial Order 706
- Strengthened legal obligations for schools and anaphylaxis management
- New chapter on the contents of a School Anaphylaxis Management Policy
- A new requirement for schools to provide a statement of compliance with the order and guidelines in the School Anaphylaxis Management Policy
- Expanded Prevention Strategies for schools to plan and consider
- New information and resource links for schools to access
- Greater clarity on staff training requirements
- New sample School Anaphylaxis Management Policy
- Revised Individual Anaphylaxis Management Plan
- Revised Annual Risk Management Checklist, and
- General updating throughout the document.

What is a School Anaphylaxis Management Policy?

If a School has enrolled a student at risk of anaphylaxis, it must have a School Anaphylaxis Management Policy.

A School Anaphylaxis Management Policy must contain all of the following matters:

- a statement that the school will comply with Ministerial Order 706 and associated Guidelines
- a statement that in the event of an anaphylactic reaction, the school's first aid and emergency response procedures and the student's Individual Anaphylaxis Management Plan must be followed
- information about the development and review of Individual Anaphylaxis Management Plans for affected students, which include an individual ASCIA Action Plan for Anaphylaxis, and
- information and guidance in relation to the school's management of anaphylaxis, including:
 - prevention strategies to be used by the school to minimise the risk of an anaphylactic reaction
 - School First Aid and Emergency Response Procedures that can be followed when responding to an anaphylactic reaction
 - the circumstances under which back up Adrenaline Autoinjectors for General Use must be purchased by the school
 - a Communication Plan that ensures that all school staff (including volunteers and casual staff), students and parents are provided with information about anaphylaxis and the school's Anaphylaxis Management Policy
 - identification of school staff who must complete certain training, and the procedures for the training, and
 - completion of an annual Risk Management Checklist.

What are the anaphylaxis training courses that comply with Ministerial Order 706 and the associated Guidelines?

Accredited anaphylaxis management courses approved by the Secretary, Department of Education and Early Childhood Development that meet the requirements of Ministerial Order 706 are:

- Course in First Aid Management of Anaphylaxis 22099VIC
- Course in Anaphylaxis Awareness 10313NAT.

Please note that general first-aid courses often undertaken by school staff DO NOT meet the requirements Ministerial Order 706.

Updated training course information is available on the Department of Education and Early Childhood Development's website related to anaphylaxis management in schools:

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx>

Where do school staff undertake anaphylaxis training?

Schools can engage any training organisation to deliver the above mentioned course to meet their training needs at their own expense. The Department of Education and Early Childhood Development has contracted St John Ambulance Victoria to provide training to government school staff in Victoria at no charge to government schools.

Principals can arrange training for their staff by contacting St John Ambulance on 8588 8391. Catholic and independent schools can arrange training for their staff through St John Ambulance (or another provider), however this will be at the school's own expense.

Staff who have successfully completed anaphylaxis management training will be provided with a certificate qualification which is valid for three years.

Staff should also participate in a twice yearly school briefing on anaphylaxis management arranged by their own school.

Is there financial assistance available for schools to purchase Adrenaline Autoinjectors for General Use?

Adrenaline Autoinjectors for General Use are available from pharmacies without a prescription at retail price. The Department of Education and Early Childhood Development does not support schools to buy these devices.

In Australia, the Pharmaceutical Benefits Scheme (PBS) listing for adrenaline autoinjectors allows for authority prescriptions of a maximum of 2 adrenaline autoinjectors (EpiPen or Anapen) for children or adults. They are available at a subsidised cost when prescribed by doctors for individuals considered to be at high risk of anaphylaxis.

Unfortunately this PBS is only available to those diagnosed at risk of anaphylaxis.

How many Adrenaline Autoinjectors for General Use should schools purchase as backup?

There is no minimum number of Adrenaline Autoinjectors for General Use that must be purchased, as each school's circumstance are different. When deciding the number to buy, the Principal should take into account the following relevant considerations:

- the number of students enrolled at the school who have been diagnosed as being at risk of anaphylaxis
- the accessibility of Adrenaline Autoinjectors that have been provided by parents of students who have been diagnosed as being at risk of anaphylaxis
- the availability and sufficient supply of Adrenaline Autoinjectors for General Use in specified locations at the school
- the availability and sufficient supply of Adrenaline Autoinjectors for General Use in the school yard, and at excursions, camps and special events conducted or organised by the school, and
- the Adrenaline Autoinjectors for General Use will have a limited life, will usually expire within 12-18 months, and will need to be replaced on a regular basis at the school's expense.

How can I access additional resources and information about anaphylaxis management in schools?

Visit the Department of Education and Early Childhood Development's website related to anaphylaxis management in schools:

<http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxischl.aspx>

The following are some of the resources available:

- Ministerial Order 706 and associated Guidelines
- School Anaphylaxis Management Policy template
- Individual Anaphylaxis Management Plan template
- Risk Management Checklist template
- Anaphylaxis training courses that comply with Ministerial Order 706
- PowerPoint presentation to assist schools deliver their twice yearly briefing sessions.

Who do I call for any general enquiries about anaphylaxis management in schools (including implementation of Ministerial Order 706 and the associated Guidelines)?

Call the Royal Children's Hospital Advisory Line on 1300 725 911 for all early childhood and school anaphylaxis management related issues.