

### What is the purpose of the anaphylaxis management twice-yearly briefing?

The delivery of a twice-yearly anaphylaxis briefing is a requirement for all Victorian schools under Ministerial Order 706.

The purpose of these briefings is to sustain the awareness of anaphylaxis in your school community. It also aims to ensure that staff remain confident in identifying the signs and symptoms, and the treatment, of anaphylaxis.

### Who should facilitate the briefing?

In order to deliver this briefing you should have been nominated by your school principal to perform the role of **School Anaphylaxis Supervisor**. To perform the role of **School Anaphylaxis Supervisor**, you must have current approved\* anaphylaxis training.

In order to verify the correct use of adrenaline autoinjector devices by others, the **School Anaphylaxis Supervisor** must also complete and remain current in:

- *Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC* (every 3 years) and,
- the *ASCIA Anaphylaxis e-training for Victorian Schools* (every 2 years).

Ideally you will already be overseeing the anaphylaxis policy and procedures at the school, which may include managing the location of adrenaline autoinjector devices (EpiPens®). You should be familiar with all of the content within the provided PowerPoint presentation and confident to deliver the briefing.

### How often should the briefing be delivered?

This briefing should be delivered by schools twice a year (Term 1 and Term 3).

### What is in the presentation?

The presentation is in PowerPoint format and all slides come with notes as a guide to support you in the delivery of this briefing. Some slides require you to include school specific content.

The slides include:

- Slide 1: Title and legal requirements as outlined in Ministerial Order 706
- Slide 2: Pictures of the students at your school at risk of anaphylaxis, their allergens, year levels and risk management plans that are in place

\*courses that are considered approved anaphylaxis training for Victorian schools are outlined in MO706 and the Department's guidelines on anaphylaxis management in schools.

- Slide 3: Signs and symptoms of anaphylaxis
- Slide 4: Relevant anaphylaxis training
- Slide 5: ASCIA Anaphylaxis e-training cont.
- Slide 6: ASCIA Action Plan and how to administer an EpiPen®
- Slide 7: Your school's First Aid Policy and the Emergency Response Procedures
- Slide 8: How to access on-going support and training

### How long should the briefing run for?

The briefing should take about 30 minutes to deliver. It may take longer depending on how many students are diagnosed at risk of anaphylaxis, and if your school will use the briefing as an opportunity to undertake adrenaline autoinjector competency checks of staff who have successfully completed the *ASCIA Anaphylaxis e-training for Victorian Schools*.

### Who should attend?

The briefing needs to be attended by all school staff, including casual relief staff, non-teaching staff and canteen staff - anyone who may be in contact with a student diagnosed at risk of anaphylaxis.

### What preparation is required prior to delivery?

Before you can deliver the briefing you need to:

1. Have a thorough knowledge of Ministerial Order 706 and the associated Anaphylaxis Guidelines for Victorian Schools
2. Have a thorough knowledge of the School's First Aid Procedures for Anaphylaxis for all in-school and out-of-school environments
3. Upload photographs of students diagnosed at risk of anaphylaxis and insert into Slide 2
4. Be familiar with the students at your school and their ASCIA Action Plans, their allergens, their Year Levels and the measures taken to minimise risk in relation to accidental exposure to their allergens.
5. It may be valuable to complete the *ASCIA Anaphylaxis e-Training for Victorian Schools* shortly before delivering the briefing to increase your knowledge and awareness of anaphylaxis and to assist you with delivering this briefing to staff.
6. Talk to any other staff at your school who are trained in undertaking in-person autoinjector competency checks to determine your school's strategy for undertaking these checks (input detail into slide 5).