

CPS ANAPHYLAXIS COMMUNICATION PLAN



1. Purpose

This Communication Plan outlines how Cowes Primary School will effectively communicate information about anaphylaxis management to students, staff, parents/carers, and the wider school community to ensure student safety and compliance with Department of Education guidelines.

2. Scope

This plan applies to:

- All staff, including teaching, education support, and casual relief staff
- Students
- Parents and carers
- Volunteers and contractors
- External providers and visitors
- School council members

3. Objectives

The objectives of this plan are to:

- Promote awareness and understanding of anaphylaxis
- Ensure clear procedures for prevention and emergency response
- Support consistent communication across the school community
- Maintain confidentiality and respect for students with medical conditions
- Ensure compliance with legislative and departmental requirements

4. Key Messages

The school community will be informed that:

- Anaphylaxis is a serious, potentially life-threatening condition
- Some students at the school are at risk of anaphylaxis
- The school has policies and procedures in place to manage risk
- All staff are trained in recognising and responding to anaphylaxis
- Adrenaline auto-injectors are accessible and regularly maintained
- Everyone has a role in supporting student safety

5. Target Audiences

5.1 Internal

- Principal and leadership team
- Teaching and support staff
- Casual relief teachers (CRTs)
- Students
- School council

5.2 External

- Parents and carers
- Volunteers
- Camp and excursion providers

- Sporting and cultural organisations
- Community groups

6. Communication Methods

6.1 Staff

- Staff meetings and briefings
- Professional learning sessions
- Induction for new and relief staff
- Staff handbook and internal platforms
- Email and noticeboard updates

6.2 Parents and Carers

- School newsletters
- Compass/communication platform messages
- Parent information sessions
- Enrolment and transition meetings
- School website

6.3 Students

- Classroom discussions
- Health and wellbeing programs
- Assemblies
- Visual reminders in classrooms and first aid room

6.4 Community and Visitors

- Signage at school entry points
- Information packs for volunteers
- Pre-excursion and camp briefings
- Contractor induction materials

7. Information to be Communicated

The following information will be communicated as appropriate:

- Overview of anaphylaxis and common allergens
- Individual Anaphylaxis Management Plans (as required and confidentially)
- Prevention strategies and risk minimisation
- Emergency response procedures
- Location of adrenaline auto-injectors
- Staff roles and responsibilities
- Excursion and camp management procedures
- Food safety and allergy-aware practices

8. Roles and Responsibilities

8.1 Principal

- Ensure implementation of this plan
- Oversee communication processes
- Ensure staff training compliance
- Liaise with families and authorities

8.2 Anaphylaxis Supervisor

- Maintain student medical records
- Coordinate staff training

- Monitor communication effectiveness
- Support risk management strategies

8.3 Staff

- Participate in training
- Follow school procedures
- Communicate concerns promptly
- Support students at risk

8.4 Parents/Carers

- Provide up-to-date medical information
- Supply medication and action plans
- Inform the school of changes
- Support allergy-aware practices

8.5 Students

- Follow safety guidelines
- Avoid sharing food
- Seek help when concerned
- Support peers

9. Confidentiality and Privacy

- Student medical information will be handled in accordance with privacy legislation
- Information will only be shared on a need-to-know basis
- Individual students will not be publicly identified
- Secure storage of medical documentation will be maintained

10. Emergency Communication Procedures

In the event of an anaphylactic reaction:

1. Administer adrenaline immediately
2. Call emergency services (000)
3. Notify school leadership
4. Contact parents/carers
5. Record incident details
6. Communicate with staff as required
7. Review procedures following the incident

11. Review and Evaluation

This plan will be:

- Reviewed annually
- Updated following incidents
- Revised when policies change
- Evaluated through staff feedback and audits

12. Related Policies and Documents

- Anaphylaxis Management Policy
- First Aid Policy
- Duty of Care Policy
- Camps and Excursions Policy
- Student Wellbeing Policy

- Individual Anaphylaxis Management Plans

13. Approval and Endorsement

Plan last reviewed	October 2025
Approved by	Principal
Next scheduled review date	Oct 2026 - Noting that this policy has a mandatory review cycle of 1 year.