

## *Frequently Asked Questions and Answers*

In 2016 Victoria implemented an online model for anaphylaxis training, utilising the Australasian Society of Clinical Immunology and Allergy (ASCI) e-training for Victorian Schools.

This is part of Victoria's ongoing commitment to providing a safe and supportive learning environment for all children and young people.

Departmental guidelines and Ministerial Order 706 (MO706) have been updated to support the new approach and are available at:

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

The following FAQs have been developed to support your school to transition to the new training model.

### **What does the new online training model mean for your school?**

Under the new online model, it is recommended that **all Victorian school staff** undertake the new Australasian Society of Clinical Immunology and Allergy (ASCI) e-training for Victorian schools once every 2 years. This course is free of charge for all Victorian school staff and can be accessed at: <https://etrainingvic.allergy.org.au/>. It will take approximately 1 hour to complete.

In order to meet legislative requirements staff will also need to have their competency in using an autoinjector (e.g. EpiPen®) tested in person within 30 days of completing the course. Every government school will be contacted by the Asthma Foundation in 2016 and invited at no cost to the school, to nominate **two staff members** from each campus to undertake face-to-face training to skill them in providing competency checks. These staff will perform the role of **School Anaphylaxis Supervisor** and be the contact for anaphylaxis management requirements in the school, including leading the twice-yearly school briefings.

Once your **School Anaphylaxis Supervisors** have completed their training your school can transition to the online model.

This will replace the need for school staff to undertake the face-to-face anaphylaxis training provided by St John Ambulance and other private providers.

### **Why a new approach?**

This new approach has been informed by advice from medical experts and our valued school stakeholders. The benefits of the ASCIA e-training course include reduced burden on schools and increased quality and consistency of training.

## What else is new?

The Department amended MO706 and the associated guidelines have been updated to reflect the new training model and are available online.

The guidelines specify that schools with students at risk of an anaphylactic reaction must hold twice yearly anaphylaxis briefings and have an anaphylaxis management policy in place.

The Department has also updated a number of resources to assist schools to implement their Anaphylaxis Management Policy including:

- updated guidance for developing an Anaphylaxis Management Policy for your school
- a new School Anaphylaxis Supervisor Checklist
- an updated Facilitators Guide for Anaphylaxis Management Briefings
- an updated Anaphylaxis Briefing Presentation
- an updated Annual Risk Management Checklist.

To view these documents, visit the Department's Anaphylaxis Management in Schools website at: [www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx](http://www.education.vic.gov.au/school/teachers/health/Pages/anaphylaxisschl.aspx).

## Who needs to be trained in anaphylaxis management in my school?

MO706 prescribes the range of anaphylaxis training courses that school staff can select from and *must* undertake if they:

- conduct classes where students with a medical condition relating to allergy and the potential for anaphylaxis attend
- are identified by the school principal, based on their assessment of the risk of anaphylaxis occurring while a student is under their care.

The Department recommends that **all Victorian school staff** complete the new ASCIA e-training course once every two years and have their competency in using an autoinjector (e.g. EpiPen®) checked in person within 30 days of undertaking the course.

## When should I undertake the ASCIA e-training course?

It is recommended that staff do not undertake the ASCIA e-training until their **School Anaphylaxis Supervisors** (nominated staff members from their school) have been trained to undertake adrenaline autoinjector competency checks. Staff will be required to have their competency in using an autoinjector assessed within 30 days of completing the course.

Staff that have successfully completed face-to-face anaphylaxis training within the last two and a half years do not need to be immediately trained; however your school may choose to re-train staff earlier. It is highly recommended that any staff with no prior anaphylaxis training complete the ASCIA e-training course as soon as possible.

## How do I access the ASCIA e-training course?

The ASCIA e-training course can be accessed at: <https://etrainingvic.allergy.org.au>

This course is available free of charge for all Victorian schools.

## How long will the course take me?

The ASCIA e-training course should take approximately one hour. Should you need to stop, your progress can be saved and you can return to the course at any time with the login and password (which you will be prompted to create before commencing the course).

## How often do I need to refresh my training?

The ASCIA e-training course is designed to be completed every two years. School staff will be required to have their competency in using an autoinjector (eg. EpiPen) checked in person within 30 days of re-sitting the course.

## How do I have my competency in using an autoinjector tested?

Once your **School Anaphylaxis Supervisors** have been trained they will work within your school to undertake in-person assessments of your competency in using an autoinjector (e.g. EpiPen®). This assessment must be undertaken within 30 days of you completing the ASCIA e-training course.

Competency checks will need to be repeated every two years in line with the ASCIA e-training course. The Department will provide autoinjector trainer devices to all Victorian schools for use during the competency checks.

## Who will undertake the autoinjector competency checks and how?

The Asthma Foundation has been contracted by the Department to train 2 staff from each school campus to conduct autoinjector competency checks. This training is fully subsidised by the Department for government schools.

The Asthma Foundation\* will contact all Victorian schools in 2016 seeking nominations of **two staff members** from each campus to undertake face-to-face training to skill them in providing competency checks. These staff will perform the role of **School Anaphylaxis Supervisor** and be the contact for anaphylaxis management requirements in the school, including leading the twice-yearly school briefings.

Registration for the *Course in Verifying the Correct Use of Adrenaline Autoinjector Devices* 22303VIC can be accessed from the Asthma Foundation by phone 1300 314 806 or by visiting: [www.asthma.org.au](http://www.asthma.org.au)

\*Please note other service providers may also offer the *Course in Verifying the Use of Adrenaline Autoinjector Devices* 22303VIC, however, the cost of participating in courses run by alternative providers will need to be met by the school.

## I've been nominated to be a School Anaphylaxis Supervisor and to undertake the face-to-face competency check training. What will this entail?

If you have been nominated by your school principal to be a **School Anaphylaxis Supervisor** and undertake the face-to-face competency check training then you have a critical role to play in supporting staff members in your school to be confident in the use of an autoinjector.

Once you have been nominated you will be contacted by the Asthma Foundation regarding training dates. The course will run for approximately two hours. During this time you will be provided with information on your new role and responsibilities.

You will need to update your training every three years. You will also need to remind your principal to nominate a replacement if you are going on extended leave or are moving on from your school.

In addition to attending training, you will also need to tailor and deliver a twice-yearly briefing to all school staff in partnership with your peer **School Anaphylaxis Supervisor/s** and in consultation with your school's principal. A PowerPoint slide pack and facilitator guide and checklist have been developed and are on the Department's website to support you in this role.

### **I haven't undertaken anaphylaxis management training for three years, what do I do?**

As your school transitions to the new online training model, if you are working with a student at risk of anaphylaxis it is critical to ensure that you have undertaken anaphylaxis management training within the last three years.

If there is a **School Anaphylaxis Supervisor** at your school that is trained and available to undertake autoinjector competency checks, then you can simply complete the online ASCIA e-training course and schedule your in-person competency check.

However if your **School Anaphylaxis Supervisors** are not yet trained to undertake autoinjector competency checks you should talk to your principal to see if there are trained staff available within your network. If there is no one available then you will need to undertake a face-to-face anaphylaxis management course (22300VIC or 10313NAT) or contact the Asthma Foundation on 1300 314 806 for further options.

### **Can I still access face-to-face training?**

It is recommended that all school staff complete the new Australasian Society of Clinical Immunology and Allergy (ASCIA) e-training course.

However, should you still wish to undertake face-to-face training, the training requirements of MO706 can still be met by undertaking one of the following courses:

- *Course in First Aid Management of Anaphylaxis* 22300VIC (previously 22099VIC)
- *Course in Anaphylaxis Awareness* 10313NAT.

Costs for these courses will need to be met by the school and arrangements made at a local level.

### **Does first aid training cover my school with anaphylaxis training?**

No. School staff must complete **one** of the following options to meet the anaphylaxis training requirements of MO706:

Option	Completed by	Course	Provider	Cost	Valid for
<b>Option 1</b>	<b>All school staff</b>	<i>ASCIA Anaphylaxis e-training for Victorian Schools</i> followed by a competency check by the School Anaphylaxis Supervisor	ASCIA	Free to all schools	2 years
	<b>AND</b> <b>2 staff</b> per school or per campus (School Anaphylaxis Supervisor)	<i>Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC</i>	Asthma Foundation	Free from the Asthma Foundation (for government schools)	3 years
<b>Option 2</b>	School staff as determined by the principal	<i>Course in First Aid Management of Anaphylaxis 22300 VIC (previously 22099VIC)</i>	Any RTO that has this course in their scope of practice	Paid by each school	3 years
<b>Option 3</b>	School staff as determined by the principal	<i>Course in Anaphylaxis Awareness 10313NAT</i>	Any RTO that has this course in their scope of practice	Paid by each school	3 years

School staff undertaking First Aid qualifications might complete the following courses from a qualified private provider:

- *Provide First Aid - HLTAID003* (every 3 years)

**OR**

- *Provide an emergency first aid response in an education and care setting - HLTAID004* (every 3 years).

**In addition, CPR refresher training after 12 and 24 months:**

- *Cardiopulmonary Resuscitation (CPR) - HLTAID001.*

These courses may contain some information about anaphylaxis but they **do not** meet the requirements of MO706. Similarly, the ASCIA e-training course does not replace the need to ensure appropriate numbers of staff are trained as first aid officers.

### Where do I go for more help?

Further information on anaphylaxis management and training requirements is available within Ministerial Order 706 and the associated anaphylaxis guidelines at:

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

Should you have any other concerns about the management of anaphylaxis in your school please call the Royal Children's Hospital Anaphylaxis Advisory Line - this is available between the hours of 8.30 am to 5 pm, Monday to Friday. Phone 1300 725 911 or (03) 9345 4235.