



In Victoria all school staff working with a student who is deemed at risk of an anaphylactic reaction are required to undertake anaphylaxis training. In 2016 Victoria is moving to an online model for anaphylaxis training, utilising the Australasian Society of Clinical Immunology and Allergy (ASCIA) e-training course. In addition a small number of staff in each school will undertake a short course to be able to assess other staff's competency in using an autoinjector in person. The online course and autoinjector competency check training will be free for Victorian government schools.



The suggested steps below are provided to support Victorian government schools to move to the online training model. The table below also includes some tips and implementation options which may make the transition easier in your school and will help to support your staff to comply with the new requirements.

Step One

School Principal (or delegate) to **disperse anaphylaxis training information** (provided to schools in the Anaphylaxis training information pack and available via the [Department's website](#)).



Step Two

Over Terms 1 and 2, 2016 Schools will be contacted by the Asthma Foundation and asked to **select two staff within the school to undertake face-to-face autoinjector competency check training** (approximately 2 hours in duration).

Step Three

Once nominated staff have complete their competency check training, it is recommended that the school principal (or delegate) **request that all staff** (prioritising those working with a student deemed at risk of an anaphylactic reaction) **undertake the ASCIA e-training** (also available via the [Department's website](#)).

Step Four

Staff trained in undertaking the autoinjector competency checks should **undertake checks for all school staff who have completed the ASCIA e-training within 30 days**.

Step Five

Principal (or delegate) to **check that all staff who are required to undertake the ASCIA e-training and competency check have done so**. Action should be taken to ensure that all staff working with a student who is deemed at risk of an anaphylactic reaction are trained.

Step Six

Principal (or delegate) to **ensure that staff refresh their online training every 2 years and that Anaphylaxis Supervisors complete autoinjector competency check training every 3 years**.

Principal (or delegate) to also ensure that any new staff complete the online training and undergo a competency check.

*Your school's twice-yearly briefing on your anaphylaxis management policy could be used as an opportunity to share the information in the factsheets and discuss training requirements.**

**All Victorian schools are required to undertake a twice yearly briefing, have a comprehensive anaphylaxis management policy and complete an annual risk management checklist.*

For further information on these requirements see the [Department's Anaphylaxis Policy](#)

*Nominated staff will perform the role of **School Anaphylaxis Supervisors** and will also assume responsibility for the mandatory twice-yearly briefings.*

When making a nomination consider utilising your health and wellbeing staff, staff with high levels of first aid competency and staff who are likely to remain at the school.



School staff could be encouraged to complete the course on their own within their own non-teaching hours.

Alternatively, time could be set aside for staff to complete the course within a group settings (this may promote timely completion of the course, although each staff member would need access to a computer).



Individual competency checks could be undertaken prior to or at the conclusion of a staff meeting or briefing.

***School Anaphylaxis Supervisors** will also need to make themselves available for individual appointments for staff who need to undertake the online training during the year.*



Please note that in Terms 1 and 2, 2016, staff will still be able to access a funded place at the St John Ambulance face-to-face training. This may be necessary if the autoinjector competency check training has not yet been rolled out in your area and you have untrained staff members working with a student deemed at risk of an anaphylactic reaction.

Alternatively in the event that trained staff are unavailable to undertake competency checks, consider seeking support from a school in your network.

Consider sending reminders to staff, utilising induction processes to highlight training requirements to new staff and using the twice-yearly briefings to remind staff of their obligations to keep their training up to date.



Should you require advice or support with complying with the anaphylaxis legislation and/or in developing individual management plans for each child at risk of anaphylaxis please contact the Departmentally funded Anaphylaxis Support Line, hosted by the Royal Children's Hospital on 1300 725 911