From The Principal...

Dear Parents/Carers

At the Monday morning assembly, parents will have noticed that Rowville Primary School had a new Principal and Assistant Principal for the day and in rather unusual circumstances the successful applicants were drawn from a raffle. It was a fundraising event related to the recent school fete where students went into a draw to act as teachers for a day and for one day only two students would take over as the Principal and Assistant Principal. Mr Logan (year 2) and Miss Brianna (year 1) were the successful winners.

They arrived at school dressed for business. Miss Brianna in white shirt and black skirt and Mr Logan sporting a smart black tie. They met with the deposed Principal and Assistant Principal to plan the agenda for the day and then it was straight into business and they immersed themselves into the role. Their first job was to address the school at the Monday assembly.

They spent the morning visiting every class in the school, asking the students what they were learning and checking that all students were trying their very best in what they were doing. This included a conversation and a walk through the classrooms to check if the students understood what they were learning. They also looked at the actual work that the students were producing.

A prospective 2017 parent arrived for a tour. Mr Logan told the parent that Rowville Primary School was a very good school because the teachers are very nice and help students to learn. He told the parent that the school has very good playground equipment and that children love coming to school. He told the parent that it was very easy for children to make a friend at our school.

They realised that work went on during recess and lunchtimes. They ate in the staffroom. They enjoyed talking to the other teachers and reading the newspaper. They reported that the teachers were very friendly.

They reported that most students were well behaved, however, they did observe one student doing the wrong thing. When Mr Logan spoke with him, he went back to his classroom.

There was a student who was in the sick bay and was a little distressed. They reported that Janet treated them very calmly and gently and soon she was able to return to her classroom.

There were times that they had to rush from one task to another. They started writing a report for the newsletter only to find that there were constant interruptions and that they did not have time to finish it.

At the end of the day Mr Logan and Miss Brianna, together with all the other students who had become teachers for a day, agreed that that they had a better understanding of the work that teachers do and that it was not as easy as it looks. The day was a lot different than they had imagined. There was no time to sit and have a rest! Being a teacher or running a school is hard work.

It is much easier to be a student than a teacher in a school!

Anne Babich
Principal

2016 Twilight School Day
School Crossing Supervision

Below is a map of the crossings that will be attended. Rowville Police will be roving the major crossings to enhance safety (if possible). These will be supervised from 12.30pm to 1.00pm.
From The Assistant Principal...

Dear Parents/Carers

The week started wonderfully well as I had a conscientious and capable Acting Assistant Principal to support me all day who even did my report at assembly! Brianna from Year 1 spent the day with me participating in the fast paced world of school leadership. We had many meetings throughout the day and many important jobs were ticked off the list. It was ‘systems-go’ all day, so much so that we even had a lunch meeting. Brianna even kept Ms Babich occupied so that I could take care of a few extra jobs. I had a great day – it was fantastic to be able to spend it with Brianna. Thank you for helping me get my work done.

The final arrangements are being made for our Twilight School next Thursday.

I am looking forward to Twilight School this year! It is a wonderful opportunity for our parents, friends and prospective families to be able to join us to see learning in action. It is a really innovative way to open our school as part of the Education Week celebrations. If it is not already in your planner for next week, make sure that you pop it in. We look forward to you joining us.

The notice detailing care and supervision arrangements for the altered day were due back on Wednesday of this week. These notices are crucial to our planning to ensure that we have suitable supervision arrangements in place for all those families that have indicated their children will be joining us during the morning. If you have not yet returned the notice, which is at the bottom of my article, please make this a priority to get them back to the general office as soon as possible.

If your child is arriving at school at 8.45am and requires care we ask that students come through the main office area when they arrive in the morning to have their attendance recorded and to be directed to the space and place that their morning program will be running. Students that will be attending school for the morning are reminded to bring morning snack and lunch as per a normal school day as well as their afternoon snack and evening meal, if a meal has not been ordered through the school.

The table below outlines the start and finish times for each session on this day.

1.00pm School commences

1:00pm – 3:00pm Learning Session
3:00pm – 3:30pm Afternoon tea
3:30pm – 4:30pm Learning Session
4:30pm – 5.15pm Recess
5.15pm – 5:30pm Dinner (In the Classroom)
5:30pm – 7:30pm Learning Session

7.30pm School Closes

All school gates will be open for the duration of Twilight School. It is suggested that parents that arrive after 6.00pm park in car parks adjacent to the school, such as Stud Park, to avoid congestion at this peak time.

We ask that parents pick up students from the classroom at the end of the school day at 7:30pm. This is to ensure our students safety. If you have arranged for another parent or friend to pick your child up, please inform their class teacher. As with the normal school day, any child that is to be picked up before 7:30pm for appointments will need to be signed out at the front office.

Have a wonderful week ahead.

Stuart Boyle
Assistant Principal

2016 TWILIGHT SCHOOL DAY CARE ARRANGEMENTS FOR STUDENTS

The arrangements for the supervision of my child ................................................................. of Grade........ on Thursday 19th May 2016 between 8.40am and 1.00pm, prior to the commencement of the Twilight School Day, will be as indicated below:

☐ I am unable to supervise my child at home and will need alternative care from 8:40am until 1:00pm.
☐ My child will be attending before school care until 8:40am and will then need alternative care until 1:00pm.
☐ I will be able to supervise my child between 8:40am and 1:00pm.

I understand that I am required to pick up my child from the classroom at 7.30pm at the end of Twilight School.

Parent/Carer’s Name____________________________________________Signature________________________
Contact Details_________________________________________________________
### DINNER DELIGHTS
- Spaghetti Bolognese $5.50
- Beef Casserole with white/brown rice (GF) $5.50
- Vegetarian Fried Rice (V + GF) $5.50

### FROZEN TREATS
- With Lunch Order or Over the Counter
  - Frozen Big M (UHT) Choice of Ice Cream or Strawberry $2.50
  - Frozen Fruit in Season $0.50
  - Frozen Just Juice $2.50
  - Frozen Juice Blocks $0.10
  - Paddle Pop – Rainbow Choice of Ice Cream, Chocolate, Banana or Tropical Yogurt $1.50
  - Fruit Tube $0.50
  - Calippo $1.00
  - Icy Twist $1.00
  - Frozen Yoghurt in a tub $2.00
  - Strawberry $1.00
  - Sunnyviva $1.00

### DRINKS
- With Lunch Order or Over the Counter
  - Big M Milk (long life) Choose of Chocolate, Strawberry $2.50
  - Just Juice – Orange, Apple, Orange/Mango, Paradise Punch, Apple/Blackcurrant $2.50
  - Bottled Water 600ml $2.50

---

Total amount enclosed $..............

This meal is for:
- □ Student
- □ Parent/Carer

Name....................................

Grade.................................

Additional order forms are available on Compass or from your child’s teacher.
Congratulations to the following students who were presented with an award at our Monday morning assembly. These awards were given to students who have made significant achievements in Inquiry: Team work.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Student's Name</th>
<th>Award Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation B</td>
<td>Justine S</td>
<td>Being an excellent role model for her peers in the discovery of weather.</td>
</tr>
<tr>
<td>Foundation C</td>
<td>Aldo W</td>
<td>Making sure everyone has someone to play with, he always compromises so that his friends are happy.</td>
</tr>
<tr>
<td>1A</td>
<td>Daina L</td>
<td>Always working hard and helping others to be their best.</td>
</tr>
<tr>
<td>1B</td>
<td>Nasrat R</td>
<td>Being a good team member in 1B.</td>
</tr>
<tr>
<td>1C</td>
<td>Natalie B</td>
<td>Being an inspirational role model and always sharing her knowledge to help others.</td>
</tr>
<tr>
<td>2A</td>
<td>Harrison B</td>
<td>Being an enthusiastic team member who interacts positively and considers the needs of others when working collaboratively.</td>
</tr>
<tr>
<td>2B</td>
<td>Max B</td>
<td>Working well with others to help develop his and their understanding of the properties of materials.</td>
</tr>
<tr>
<td>2C</td>
<td>Lily Z</td>
<td>Being a fantastic role model when working in teams to discover the properties of classroom objects.</td>
</tr>
<tr>
<td>3A</td>
<td>Sofia M</td>
<td>Working well with others and showing courage to share what she had learnt in her gravity experiment.</td>
</tr>
<tr>
<td>3B</td>
<td>Chloe K</td>
<td>Always displaying a sensible attitude and acting as a role model during experimental work for our unit on 'Gravity'.</td>
</tr>
<tr>
<td>3C</td>
<td>Nicolas D</td>
<td>Working well as part of a group when conducting gravitational experiments.</td>
</tr>
<tr>
<td>4A</td>
<td>Jemma W</td>
<td>Working with others to research living things and how they survive in the world we live in.</td>
</tr>
<tr>
<td>4C</td>
<td>Akera A</td>
<td>Working effectively during Inquiry time to discuss her thinking with others to create deep questions about the world we live in.</td>
</tr>
<tr>
<td>5A</td>
<td>Ryan B</td>
<td>Generating some excellent research questions about rocks and how they affect the earth's surface.</td>
</tr>
<tr>
<td>5C</td>
<td>Zitian W</td>
<td>Asking questions about his topic and paraphrasing the information he finds.</td>
</tr>
<tr>
<td>6A</td>
<td>Shaylin A</td>
<td>Displaying outstanding cooperative skills during science experiments and discussions in Book Club.</td>
</tr>
</tbody>
</table>

Buongiorno,

Well it is almost time to start The Rowville Cup competition. Next Monday 16th May until Thursday 26th May, we will be competing in the Language Perfect World Championships which will include round one of the Rowville Cup against Rowville Secondary College. A reminder that your score will go back to zero, but you have not lost your points. Any new content you score points on will be added to your held score from this year. Accumulate points quickly by working on known content. There are certificates available in the World Championships as well as prizes for top grade/form, top student and a random prize draw from those students who score fifty points or more. Virtual raffle ticket will be for every fifty points earned to go into the draw for an IPod shuffle.

Let’s make sure that we win round one. Remember you can log in at home with your normal LOTE login on PC or Apple devices. Just go to the app store or Google store and download the app for free or login to the Education Perfect website.

Go Rowville Primary School!

Grazie

Ros Bartlett

LOTE Specialist
Congratulations to the following students who earned Mathletics Certificates this week.

### Gold Certificates
- Zarah M

### Silver Certificates
- Adrian S
- George S
- Harrison B
- Prachee A
- Scarlett E
- Sophie K
- Emma S
- Grace C
- Olivia N
- Riley M
- Seth M
- Zach H

### Bronze Certificates
- Aanya P
- Cedric C
- Eloise R
- Jasmine S
- Kelsie T
- Lucas N
- Siah A
- Aiden S
- Chay P
- Ethan C
- Jenna C
- Kirsten F
- Mariam I
- Sianne W
- Akera A
- Chris P
- Ethan S
- Jordan B
- Lacey M
- Michael M
- Tayla K
- Akil B
- Dhruti S
- Evelyn H
- Jordan F
- Lauren K
- Nicole C
- Tia C
- Alessia C
- Disha A
- Georgia C
- Joshua F
- Lilyana O
- Seth T
- Titus W
- Anthony D
- Dylan L
- Hailey S
- Joshua W
- Linran C
- Shaun R
- Tyson G
- Ashford P
- Ebony G
- Jackson G
- Kate H
- Lola M
- Shaylin A
- Vivian C
- Brady K
- Elizabeth H
- Jake D
- Katelyn F
- Luca C
- Shiyao H
- Ziad B

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**SECOND HAND UNIFORM SHOP**

The Second Hand Uniform Shop will be open every 2nd WEDNESDAY with the help of Parent volunteers from 3.00 – 3.30pm.

- **Term 2 2016**
  - 11th & 25th May
  - 8th & 22nd June

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hats</td>
<td>$2.00</td>
</tr>
<tr>
<td>Track &amp; Bootleg Pants</td>
<td>$5.00</td>
</tr>
<tr>
<td>Shorts &amp; Culottes</td>
<td>$5.00</td>
</tr>
<tr>
<td>Windcheater</td>
<td>$5.00</td>
</tr>
<tr>
<td>Polo Shirt</td>
<td>$5.00</td>
</tr>
<tr>
<td>Bomber Jacket</td>
<td>$10.00</td>
</tr>
<tr>
<td>School Bag</td>
<td>$10.00</td>
</tr>
<tr>
<td>Summer Dress</td>
<td>$10.00</td>
</tr>
<tr>
<td>Winter Dress</td>
<td>$15.00</td>
</tr>
<tr>
<td>Waterproof Jacket</td>
<td>$15.00</td>
</tr>
</tbody>
</table>
Knitting Club

Last year 20 enthusiastic Knitting Club students from Years 3 to 6 started knitting squares to make a rug for charity. This week we met again to continue the process. The larger squares are 50 stitches by 100 rows (approximately 25 cm squares). Students are putting two strips together 25 stitches by 100 rows. We are using 8 ply wool in lots of bright colours.

Students in the Knitting Club could you please bring your Knit Kits to school on Mondays for our lunchtime activity. If you forget to bring it please come anyway – we have extra kits ready to go which are kept in the library for anyone to knit more rows. The more squares we can knit the better. The rug is taking shape and will look great!

If there are any mums, dads or grandparents willing to do some knitting squares that would be a great help. Just send completed knitting squares to me. Your help would be welcome as most of our students are beginners.

Jackie Hicks
Library Technician

Caryn Pearson, a visiting primary school nurse from the Department of Education and Training, will be attending the school to conduct the Foundation grade health assessments and to see other students as requested by parents/carers or teachers (with parents’ consent).

The purpose of the visit is to provide all Victorian students with the opportunity to have a health assessment; to link children, families and school communities to services available in the community and to provide information and advice that promotes health and wellbeing. The health questionnaires were distributed to all Foundation students on Tuesday 10th May and need to be returned to the school office by Wednesday 18th May.

Parents/carers are invited to contact the visiting primary school nurse if there are any issues they wish to discuss. The contact number for the visiting primary school nurse is 0427 016 826.

Victorian Schoolaerobics
‘ROWVILLE ROCKSTARS’ ROCKED THE ARENA

The Rowville Primary School “Rowville Rockstars” Aerobics Team recently competed in the Victorian Schoolaerobics Preliminary Finals at The Arena in Geelong, on Saturday 30th April. Ayana, Tiyana, Tarlyia, Sophie, Kellee, Alex, Ming and Charlize worked tirelessly in the months before the event to perfect their routine and did their best performance ever in front of a huge crowd and judging panel.

The top 10 out of the 20 schools in our Division automatically qualified for the State Grand Final in June. The Rockstars came 11th by 1 point and now have their sights set on winning the Wildcard Final to get entry into the State Grand Final.

Go Rowville Primary School, keep training hard and good luck!

Mrs Macdonald, Mrs Welti and Ms Divitcos.
DIARY OF EVENTS

All dates for school events can be viewed in the calendar on Compass

Commonwealth Bank School Banking
School Banking Day is Friday.
If you would like to open a school bank account please go to your local Commonwealth Bank branch and mention Rowville Primary School. Our school receives $5 for every new account opened.

Chickenpox, Measles, Mumps & Slapped Cheek
We wish to advise families at Rowville Primary School, that a parent and two students in our school community are currently receiving medical treatment and as such have a suppressed immune system.
A major concern is if this parent or student develops Measles, Chickenpox or Slapped Cheek, they can become seriously ill.
We seek your cooperation in preventing this situation.
If your son/daughter has or may have measles, mumps, chickenpox or slapped cheek it is requested that you do not send them to school during this period and notify the class teacher or school office as soon as possible.
Children with Chickenpox must not attend school and need to remain at home until all blisters have dried which is usually at least 5 days after the rash appears. Children with Measles must not attend school and need to remain home for at least 4 days after the rash appears.

SPECIALS MENU

POPCORN MONDAY
- Freshly Popped Popcorn $1.00

SUSHI HANDROLL TUESDAY
- Crispy Chicken $3.20
- Tuna and Avocado (GF) $3.20
- Avocado & Cucumber (V, GF) $3.20
- Teriyaki Chicken $3.20

Soy Sauce will only be provided on request – please note on order

WACKY WEDNESDAY
- Chicken Chippies (bag of 6) $3.00 a bag

A copy of the full café menu is available on the website: rowville.ps.vic.edu.au

Thank you to our helpers for next week

Monday 16th May        K. Forster
Tuesday 17th May        L. McConnochie
Wednesday 18th May      B. Moylan
Thursday 19th May       Twilight School - J. Ng
Friday 20th May         H. Haynes & L. Shore

Bronwyn Richards
Canteen Manager

FOUNDATION ENROLMENTS 2017

Rowville Primary School is now accepting enrolments for 2017. Children who turn five by April 30th of the enrolment year are eligible to attend school. When transferring from interstate, overseas or from a local school it is helpful if a written report is available at the time of enrolment. Group tour information will be available soon.

Enrolment forms are available online or from the office. http://www.rowvilleps.vic.edu.au/index.php/enrolments/enrolment-information

“Calling all Green Thumbs”
On Monday 16th May the following grades will be working in the Stephanie Alexander Kitchen Garden. We are asking parents, carers, grandparents and friends to volunteer to help assist the students during this time.

Foundation C: 11:15am -11:55pm
Foundation B: 11:55am -12:35pm
Foundation A: 12:35pm -1:15pm

Rowville Kids Café News

Specials Menu

POPCORN MONDAY
- Freshly Popped Popcorn $1.00

SUSHI HANDROLL TUESDAY
- Crispy Chicken $3.20
- Tuna and Avocado (GF) $3.20
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Friday 20th May         H. Haynes & L. Shore

Bronwyn Richards
Canteen Manager
What is ahead....

Walkathon - Please send in your completed sponsorship form together with money collected to school as soon as possible.

Twilight School - Twilight School Day will be held on Thursday 19th May 2016 from 1.00pm to 7.30pm. Dinner orders can be made using the special menu/order form available on Compass and in this newsletter.

Ferntree Gully Motor Group - the Great Community Raffle - The Great Community Raffle is run by The Rotary Club of Emerald District Inc. in partnership with Ferntree Gully Motor Group and will be drawn at 6.00pm on Monday 15th August 2016. Tickets will be sent home to all families this week.

All the money raised by the sale of the raffle tickets goes directly to Rowville Primary School. We encourage you to sell a full book of tickets early to family, friends, relatives and workmates to ensure the success of the raffle. Tickets may also be purchased at the school office and additional books are available.

Tickets are $2.00 each and there are only 5 in each book = Total of $10.00 per book.

It is a requirement of the Victorian Gaming Authority, that each and every ticket is accounted for and unsold tickets are returned to the school.

Could you assist FORPS to do any of the following?

- Collate orders, count money at 9.00am Thursday 12th May, in the staffroom.
- Fill 300+ envelopes with raffle tickets for Ferntree Gully Motor Group/Rotary Raffle.
- Help distribute Twilight Dinner orders to classrooms on Thursday 19th May from 4.45pm.
- PLEASE TEXT TANIA ON 0423 593 511 WITH YOUR JOB OF CHOICE

We’re fundraising with Entertainment™

With thousands of up to 50% off and 2-for-1 offers, here’s a taste of what’s in it for you:

- 185+ Contemporary Dining Offers!
- 360+ Casual Dining Offers!
- 200+ Takeaway and Attractions Offers!
- 2,000+ Retail and Travel Offers!

We receive 20% from every Entertainment™ Membership sold. Purchase yours today!

Rowville Primary School

To order your Book or your Digital Membership securely online visit: www.entbook.com.au/187w714

OR- Alternatively complete the order form below and return to the contact above

MELBOURNE Edition $65 inc GST # Book(s) # Digital Membership(s) $ TOTAL ENCLOSED $____

Name: ___________________________ Phone: ___________________________ Email: ___________________________

Address: ___________________________ State: ___________________________ Postcode: ___________________________

Cash: ___________________________ Credit Card: Visa, Mastercard

Cardholder’s name: ___________________________ Expiry date: ___________________________

Pre- Purchase before 12th April 2016 to receive Early Bird Bonus Offers you can use straight away! (Subject to availability)

20% from every membership sold contributes to supporting our fundraising
Maths and Science Academy
Information Night and Expo

Rowville Secondary College offers an exciting specialist program for students with a passion for Maths and Science. This program, known as the Maths and Science Academy (MSA), provides students with the opportunity to investigate Maths and Science curriculum in greater depth and to engage with other motivated and enthusiastic learners.

An Information Night will be held on Wednesday, May 18th 2016 at 7pm in the Senior Study Centre, Rowville Secondary College (Western Campus), Paratea Drive Rowville. Families are encouraged to arrive from 6pm to see the current MSA students in action at the MSA expo.

If you would like more information on the Academy please do not hesitate to contact Harold Cheung or Melissa Fraser on 9755 4555.
State Schools’ Relief
Prep CSEF uniform support

Confidence to connect

Fact sheet for parents

Program background
As part of the Victorian Government’s Affordable Uniform Program, every Prep government school student who is a recipient of the Camps, Sports and Excursion Fund (CSEF) automatically qualifies for a uniform pack voucher. Each year, State Schools’ Relief (SSR) provides tens of thousands of children with school clothing, shoes and other essential items. For the first time SSR has received government funding so that it can help more families needing financial assistance, and ensure no one is left behind.

Eligibility requirements for CSEF can be found at www.education.vic.gov.au/csef

What uniform support is provided?
SSR will provide:
- A basic windcheater and tracksuit pants
- OR one of the following
- A bomber jacket, rugby top, hoodie or zip jacket

How can parents apply for the uniform?
Parents must apply for CSEF by the closing date listed at www.education.vic.gov.au/csef before they approach the school to apply. Primary schools are required to make applications on behalf of parents at www.ssr.net.au/schools.

Once approved, the voucher will be dispatched electronically to the school, uniform shop or uniform supplier. The school will provide the voucher to the parent/student to present at the uniform retailer (and not at SSR).

What if parents have already purchased their child’s uniforms?
Eligible parents who have already purchased their child’s uniforms for the year can select items of a larger size from the retailer.

Can parents who are ineligible for CSEF or, who have children in other year levels receive assistance from SSR?
Yes. Applications for parents requiring financial assistance for uniforms, textbooks or shoes are encouraged via the regular SSR services – www.ssr.net.au/schools. SSR only responds to requests from schools (not from parents directly). Parents are encouraged to talk to their school principal, assistant principal or student welfare coordinator about their situation and they will assess their eligibility.

Terms and conditions
- Only CSEF recipients are eligible for the uniform packs.
- Each student is eligible for a single uniform pack.
- A voucher is dispatched electronically to the school, uniform shop or uniform supplier on approval. The school will provide the voucher to the parent/student to present at the uniform retailer (and not at SSR).
- The order of is valid for 45 days from date of issue.
- Once expired, a new application must be lodged.
- Expired vouchers cannot be redeemed.
- Each voucher specifies the individual items funded by SSR.
- No change to the items can be made unless through the school.
- Changes made in store will not be honoured by SSR.
- The maximum voucher value is $57 and any short fall will not be covered by SSR.
- The value of the voucher is a maximum value rather than an entitled amount. Should the value of the item be less than $57 the difference will not be credit towards other items.

More information
Parents: For CSEF application details please visit www.education.vic.gov.au/csef
Schools: For SSR applications please visit www.education.vic.gov.au/ssr

State Schools’ Relief
Telephone: 03 8769 8400 Email: contact@ssr.net.au Website: www.ssr.net.au
Rowville Primary School  
Anaphylaxis Management Policy

DEFINITIONS
Anaphylaxis is a potentially life-threatening, severe allergic reaction and should always be treated as a medical emergency. Anaphylaxis occurs after exposure to an allergen (usually to foods, insects or medicines). The most common allergens in school-aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed as at risk, awareness of triggers (allergens) and prevention/minimisation of exposure to these triggers. Partnerships between schools and parents/carers are important in ensuring that certain foods or items are kept away from a student at risk of anaphylaxis while at school. Adrenaline given through an auto injector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

The school will comply with Ministerial Order 706 and guidelines related to anaphylaxis management in schools as published and amended by the Department of Education Training from time to time.

PURPOSE
- To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the student’s schooling.
- To raise awareness about anaphylaxis and the school’s anaphylaxis management policy in the school community.
- To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
- To ensure that staff and other relevant members of the school community have adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS
- Students at risk of anaphylaxis are identified upon enrolment.
- Members of staff at risk of anaphylaxis are identified upon employment.
- The principal will ensure that an individual anaphylaxis management plan for the student is developed, in consultation with the parent/s, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis.
- The principal will ensure that an individual anaphylaxis management plan is developed for a staff member who is at risk of anaphylaxis.
- The individual anaphylaxis management plan will be put in place as soon as practicable after the student enrols or staff member is employed and, where possible, before their first day of school.
- The individual anaphylaxis management plan sets out the following:
  - Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).
  - Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of school staff, for in-school and out-of-school settings including adventure programs and excursions.
  - The name of the person/s responsible for implementing the strategies.
  - Information on where the student’s medication will be stored.
  - The student’s emergency contact details.
- The student’s individual management plan will be reviewed, in consultation with the student’s parents/carers:
  - annually, and as applicable,
  - if the student’s condition changes, or

Anaphylaxis Policy – April 2016
• Immediately after a student has an anaphylactic reaction at school.
• It is the responsibility of the parent/carer to provide the school with updated details if their child’s medical condition changes and, if relevant, provide an updated Individual Management Plan.
• The student’s individual management plan will be stored with the adrenaline auto-injector.

**EMERGENCY PROCEDURES PLAN (ASCIA ACTION PLAN)**
It is the responsibility of the parent/carer to:
• Provide the school with a named, in date adrenaline auto-injector for their child.
• Provide a colour emergency procedures ASCIA Action Plan (Appendix B) that is current and contains the following information:
  - Confirmed allergens (based on diagnosis from a medical practitioner);
  - Emergency procedures to be taken in the event of an allergic reaction
  - Emergency contact name(s) and phone number(s).
  - Signature of a medical practitioner and date signed;
  - A recent, colour photograph of the student.
• Provide an additional adrenaline auto-injector from home for activities outside the school such as excursions and beyond boundaries adventure programs and to notify the teacher in charge of such.
• Provide the school with updated details if their child’s medical condition changes and, if relevant, provide an updated emergency procedures plan (ASCIA Action Plan) and individual anaphylaxis plan.
• Provide the school with an up to date photo for the emergency procedures plan (ASCIA Action Plan) when the plan is reviewed.

The school will notify the parent when:
• The ASCIA action plan and individual management plan are due for renewal.
• A student’s adrenaline auto-injector is due to expire
• When a student’s adrenaline auto-injector has expired and requires immediate replacement.
• Store the student’s action plan with the adrenaline auto-injector.

The school will display the student’s ASCIA plan in the classroom, staffroom, Stephanie Alexander Kitchen, canteen and first aid room. It will also be included in the CRT folders.

**TRAINING**
School staff will complete training as per schedule below to meet the anaphylaxis training requirements of MO706. Volunteers and other members of the school community will undertake training as determined by the Principal.

<table>
<thead>
<tr>
<th>Completed by</th>
<th>Course</th>
<th>Provider</th>
<th>Valid for</th>
</tr>
</thead>
<tbody>
<tr>
<td>All school staff</td>
<td>To be undertaken in August 2018 when current training expires: <strong>ASCIA Anaphylaxis e-training for Victorian Schools</strong> followed by a competency check by the School Anaphylaxis Supervisor</td>
<td>ASCIA</td>
<td>2 years</td>
</tr>
<tr>
<td>2 staff per school or per campus (School Anaphylaxis Supervisor)</td>
<td>Undertaken April 2016 <strong>Course in Verifying the Correct Use of Adrenaline Autoinjector Devices 22303VIC</strong></td>
<td>Asthma Foundation</td>
<td>3 years</td>
</tr>
</tbody>
</table>

Anaphylaxis Policy – April 2016
COMMUNICATION PLAN

- All staff will be provided with information at the beginning of each school year in relation to students at risk of Anaphylaxis or upon enrolment of a new student.
- All staff must have up to date anaphylaxis management training.
- ASCIA anaphylaxis e-training for Victorian Schools was introduced in April 2016 and will be undertaken by staff in August 2018 once current training expires and thereafter (every 2 years).
- This training will be undertaken for volunteers and other relevant members of the school community as determined by the Principal.
- All staff will be briefed once bi-annually by a Rowville Primary School staff member who has up to date School Anaphylaxis Supervisor training. This requires the completion of 2203VIC Course in Verifying the Correct Use of Adrenaline Auto-injector Devices (every 3 years) and the ASCIA anaphylaxis e-training for Victorian Schools (every 2 years).
- Staff will raise awareness of anaphylaxis by discussion with students in relation to:
  - always take food allergies seriously – severe allergies are no joke
  - don’t share your food with friends who have food allergies
  - wash your hands after eating
  - know what your friends are allergic to
  - if a schoolmate becomes sick, get help immediately
  - be respectful of a schoolmate’s adrenaline auto-injector
  - don’t pressure friends to eat food that they are allergic to
  - It is important to be aware that some students at risk of anaphylaxis may not want to be singled out or be seen to be treated differently.
- Student’s ASCIA Action Plan will be placed in canteens, classrooms and staff room with approval of parent/guardian.
- An individual Alert Card (with a photo) is completed with for each at risk student and kept in all Yard Duty Folders. These will be kept up to date by a staff member who handles first aid.

Volunteers and casual relief staff:
- Casual relief staff will be informed of students at risk of anaphylaxis in their care through an individual management plan and student medical alerts sheet provided on their arrival to the school.
- At other times while the student is under the care or supervision of the school, including excursions, yard duty, beyond boundaries adventure program and special event days, the principal must ensure that supervising staff and volunteers (if applicable) have up to date anaphylaxis management training.
- The school’s first aid procedures and students emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.

Management of adrenaline auto-injector:
The anaphylaxis will supervisors will:
- Ensure that ASCIA Action Plans are displayed in the classroom, staffroom, Stephanie Alexander Kitchen, canteen and first aid room and CRT folders.
- Ensure there is an up to date register of students at risk of anaphylaxis which is distributed to all staff and on display in classrooms, staffroom, Stephanie Alexander Kitchen, canteen and first aid room and CRT folders.
- Ensure that students’ emergency contact details are up to date.
- Organise staff training on how to recognise and respond to an anaphylactic reaction, including administering an adrenaline auto-injector.
- Check that the adrenaline auto-injector is not cloudy or out of date at the beginning or end of each term.
- Inform parents/carers a month prior in writing if the adrenaline auto-injector needs to be replaced.
- Ensure that the adrenaline auto-injector is stored correctly (at room temperature and away from light) in an unlocked, easily accessible place and that it is appropriately labelled.

Anaphylaxis Policy – April 2016
In conjunction with the Principal or Assistant Principal, arrange post-incident support (e.g., counselling) to students and staff, if appropriate.

Work with staff to conduct regular reviews of prevention and management strategies.

Ensure that each adrenaline auto-injector is signed in and out in the register when taken from the storage location for adventure programs, excursions, sports days etc.

**Location of adrenaline auto-injector:**
- Once the adrenaline auto-injector is received it is stored in an individual container displaying the student’s name, grade and expiry date.
- A copy of the student’s ASCIA Action Plan and Individual Management Plan are kept with the adrenaline auto-injector.
- The container is then stored in a lockable cupboard in the general office which is clearly marked.
- Cupboard is locked after school hours.

**Adrenaline Auto-injectors for general use**
The principal will purchase adrenaline auto-injector(s) for general use (purchased by the school) and as a back up to those supplied by parents.
The principal will determine the number of additional adrenaline auto-injector(s) required. In doing so, the principal will 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 auto-injectors 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 auto-injectors for general use in specified locations at the school, including:
  - in the school yard, excursions, camps and special events conducted or organised by the school
- adrenaline auto-injectors for general use have a limited life, usually expiring within 12-18 months and will need to be replaced at the school’s expense, either at the time of use or expiry, whichever is first.

**PREVENTION STRATEGIES**

**Within The School**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
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<tbody>
<tr>
<td>There is a ten minute eating time within the classroom for fruit time and lunch. Students’ are encouraged to eat food bought from home only. The teacher will have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.</td>
<td></td>
</tr>
<tr>
<td>Treats for other students in the class should not contain the substance to which the student is allergic. It is recommended to use non-food treats where possible.</td>
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</tr>
<tr>
<td>Never give food from outside sources to a student who is at risk of anaphylaxis. Parents of other students should be informed in advance about foods that may cause allergic reactions in students at risk of anaphylaxis and request that they avoid providing students with treats whilst they are at School or at a special School event</td>
<td></td>
</tr>
<tr>
<td>Relief teachers will be provided with a CRT folder containing a copy of the ASCIA Action Plan and management plan.</td>
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<tr>
<td>For special occasions school staff should consult with parents in advance to either develop an alternative food menu or request the parents to send a meal for the student.</td>
<td></td>
</tr>
<tr>
<td><strong>Music/Performing Arts Room</strong></td>
<td></td>
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<tr>
<td>Teacher shall instruct students not to share instruments</td>
<td></td>
</tr>
</tbody>
</table>

Anaphylaxis Policy – April 2016
Visual Art Room
Activities such as mask making (where masks are moulded onto the face) should be discussed with the parent prior to the event, as products used may contain traces of food such as peanut, tree nut, milk or egg.

Canteen
The ASCIA Action Plan provided by the parents will be displayed with an up to date photo within the canteen.
Whole egg, kiwi fruit, cashew and pistachio nuts will not be sold at the school canteen. Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts.
Parents are responsible to check orders being placed for lunch via the school canteen.
Ensure all cooking utensils, preparation dishes, plates, and knives and forks etc are washed and cleaned thoroughly after preparation of food and cooking.
Parents are encouraged to discuss with their child which foods can be purchased over the counter and are welcome to discuss with our canteen manager.
Yard duty staff shall carry emergency cards in yard-duty bags, and mobile phones.
Yard duty staff must also be able to identify, by face, those students at risk of anaphylaxis. Students at risk of anaphylaxis from outdoor related activities, such as yard duty, shall be excused from taking part.

Stephanie Alexander Kitchen Garden
Kiwi fruit, cashew and pistachio nuts will not be stocked or stored at the school SA kitchen. Products labelled 'may contain traces of nuts' should not be served to students allergic to nuts.
Ensure all cooking utensils, preparation dishes, plates, and knives and forks etc are washed and cleaned thoroughly after preparation of food and cooking.
Parents are to discuss with their child which foods can be consumed and are encouraged to discuss with our kitchen specialist allergies to food.
Students at risk of anaphylaxis are not to be exposed to allergens at any time.

Excursions & Camps
Parents will be requested to complete and sign a “medical form” for each individual excursion/camp.
Prior to the camp taking place School Staff should consult with the student's Parents to review the student’s Individual Anaphylaxis Management Plan to ensure that it is up to date and relevant to the circumstances of the particular camp.
Parents will be given the opportunity to volunteer to accompany their child on excursions or camps (Beyond Boundaries).
The School should consult Parents of anaphylactic students in advance to discuss issues that may arise; to develop an alternative food menu; or request the Parents provide a meal (if required
Consider the potential exposure to allergens when consuming food on buses and in cabins.
The Adrenaline Autoinjector should remain close to the student and School Staff must be aware of its location at all times.
The student's Adrenaline Autoinjector, Individual Anaphylaxis Management Plan, including the ASCIA Action Plan for Anaphylaxis and a mobile phone must be taken on camp. If mobile phone access is not available, an alternative method of communication in an emergency must be considered, e.g. a satellite phone.
Overseas travel
Where an excursion or camp is occurring overseas, the school will involve parents in discussions regarding risk management well in advance.

EMERGENCY RESPONSE
Steps taken in response to an anaphylactic reaction by a student in the classroom, school buildings and grounds

- Contact the office via phone and/or individual Alert Card stored in each yard duty folder and provide them with the following information:
  - Student’s full name is having an anaphylactic shock
  - Exact location in the school
- The student is not to be left alone at any time.
- Office/First Aid staff member will immediately transport the Adrenaline auto-injector to the relevant area.
- Follow the student’s ASCIA Action Plan that sets out the emergency procedures to be taken in the event of an allergic reaction
- Office staff will call an ambulance (000), call the student’s emergency contact/s and notify the Principal.
- Reassure the student experiencing the allergic reaction.
- Watch the student closely in case of a repeat reaction. Ask another staff member to move other students away and reassure them elsewhere.
- In the rare situation where there is no marked improvement and severe symptoms (as described in the ASCIA Action Plan) are present, a second injection (of the same dosage) may be administered after 5 minutes if available.
- Contact Department of Education & Training Security & Emergency Services Management, on 9589 6266 (available 24 hours a day, 7 hours a week) and report incident.

Special events days, school beyond boundaries adventure programs and excursions
It is the responsibility of the person in charge to ensure all staff and volunteers who attend special events days, school adventure programs and excursions are aware of students at risk of anaphylaxis. Staff/volunteers in charge of students at risk of anaphylaxis must have access to the student’s ASCIA Action Plan, an adrenaline auto-injector and a mobile phone.

Post Incident Support
The Principal will provide support to members of the school community following a serious incident.

Annual Risk Management Checklist
The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Training to monitor compliance with their obligations.

Links and Appendices
Appendix A: Individual Anaphylaxis Management Plan and ASCIA Action Plan
Reference 1: Department of Education Anaphylaxis Policy
Reference 2: Ministerial Order 706
Reference 3: Annual Risk Management Checklist
# Individual Anaphylaxis Management Plan

This plan is to be completed by the Principal or nominee on the basis of information from the student's medical practitioner (ASDIA Action Plan for Anaphylaxis) provided by the Parent.

It is the Parent's responsibility to provide the School with a copy of the student's ASDIA Action Plan for Anaphylaxis containing the emergency procedures plan (signed by the student's Medical Practitioner) and an up-to-date photo of the student - to be appended to this plan and to inform the School if their child's medical condition changes.

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<thead>
<tr>
<th>School</th>
<th>Phone</th>
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<thead>
<tr>
<th>Student</th>
<th>DOB</th>
<th>Year level</th>
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<tr>
<th>Severe allergic to:</th>
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<tr>
<th>Other health conditions</th>
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<th>Medication at school</th>
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## EMERGENCY CONTACT DETAILS (PARENT)

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<tr>
<th>Name</th>
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<th>Relationship</th>
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<th>Home phone</th>
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<th>Work phone</th>
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<th>Mobile</th>
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## EMERGENCY CONTACT DETAILS (ALTERNATE)

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<th>Address</th>
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<table>
<thead>
<tr>
<th>Medical practitioner contact</th>
<th>Name</th>
<th>Phone</th>
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<tr>
<th>Emergency care to be provided at school</th>
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<table>
<thead>
<tr>
<th>Storage for Adrenaline Autoinjector (device specific) (EpiPen®/Anapen®)</th>
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</table>

## ENVIRONMENT

To be completed by Principal or nominee. Please consider each environment/area (on and off school site) the student will be in for the year, e.g. classroom, canteen, food tech room, sports oval, excursions and camps etc.

<table>
<thead>
<tr>
<th>Name of environment/area:</th>
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<table>
<thead>
<tr>
<th>Risk identified</th>
<th>Actions required to minimise the risk</th>
<th>Who is responsible?</th>
<th>Completion date?</th>
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<tbody>
<tr>
<td>Name of environment/area:</td>
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This Individual Anaphylaxis Management Plan will be reviewed on any of the following occurrences (whichever happen earlier):
- annually;
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes;
- as soon as practicable after the student has an anaphylactic reaction at School; and
- when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the School (e.g. class parties, elective subjects, cultural days, fetes, incursions).

I consent to the risk minimisation strategies proposed.

Risk minimisation strategies are available at Chapter 8 - Prevention Strategies of the Anaphylaxis Guidelines

Signature of parent:  

Date:  

I have consulted the Parents of the students and the relevant School Staff who will be involved in the implementation of this Individual Anaphylaxis Management Plan.

Signature of Principal (or nominee):  

Date:
ACTION PLAN FOR Anaphylaxis
For use with EpiPen® Adrenaline Autoinjectors

MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

ACTION

- For insect allergy, flick out sting if visible. Do not remove ticks.
- Stay with person and call for help
- Locate EpiPen® or EpiPen® Jr
- Give other medications (if prescribed) ..........................................................
  Dose: ...........................................................................................................
- Phone family/emergency contact

Mild to moderate allergic reactions may or may not precede anaphylaxis

Watch for any one of the following signs of anaphylaxis

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTION

1 Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.
2 Give EpiPen® or EpiPen® Jr
3 Phone ambulance* 000 (AU), 111 (NZ), 112 (mobile)
4 Phone family/emergency contact
5 Further adrenaline doses may be given if no response after 5 minutes (if another adrenaline autoinjector is available)

If in doubt, give adrenaline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally. If uncertain whether it is asthma or anaphylaxis, give adrenaline autoinjector FIRST, then asthma reliever.

EpiPen® is generally prescribed for adults and children over 5 years.
EpiPen® Jr is generally prescribed for children aged 1-5 years.
*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

Additional information

Note: This is a medical document that can only be completed and signed by the patient’s treating medical doctor and cannot be altered without their permission.
**ACTION PLAN FOR Anaphylaxis**

For use with Anapen® Adrenaline Autoinjectors

**MILD TO MODERATE ALLERGIC REACTION**

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

**ACTION**

- For insect allergy, flick out sting if visible. Do not remove ticks.
- Stay with person and call for help
- Locate Anapen® 300 or Anapen® 150
- Give other medications (if prescribed) ..................................................
- Dose: ............................................................................................................
- Phone family/emergency contact

Mild to moderate allergic reactions may or may not precede anaphylaxis

Watch for any one of the following signs of anaphylaxis

**ANAPHYLAXIS (SEVERE ALLERGIC REACTION)**

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- Difficulty talking and/or hoarse voice
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- Persistent dizziness or collapse
- Pale and floppy (young children)

**ACTION**

1. Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.
2. Give Anapen® 300 or Anapen® 150
3. Phone ambulance* 000 (AU), 111 (NZ), 112 (mobile)
4. Phone family/emergency contact
5. Further adrenaline doses may be given if no response after 5 minutes (if another adrenaline autoinjector is available)

If in doubt, give adrenaline autoinjector

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