**National Allergy Council Anaphylaxis risk management plan template for children’s education and care (CEC)**

Applies to children and staff at risk of anaphylaxis.

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| **Areas for risk management** | **Current status** | **Actions required** |
| *Contract with solid fill***ANAPHYLAXIS MANAGEMENT POLICY** | | |
| * Has the CEC service anaphylaxis management policy been reviewed within the last two years? * Date of last review: | Yes  No | *e.g. Implement a new policy (*[*Sample* anaphylaxis *management* *policy for CEC available*](https://allergyaware.org.au/childrens-education-and-care)*) or review existing anaphylaxis management policy* |
| * Does the CEC service policy include: * Identifying children at risk * Allergy documentation * Prescribed and general use adrenaline (epinephrine) injectors * Staff training * Risk management and risk minimisation * Communication plan * Peer education * Emergency response plan * Incident reporting | Yes  No | *e.g. Review and update policy (*[*Sample anaphylaxis management policy for CEC available*](https://allergyaware.org.au/childrens-education-and-care)*)* |
| **Warning with solid fillRISK MINIMISATION** | | |
| * Has the CEC service identified appropriate risk minimisation strategies to be implemented? * Where is this information documented? | Yes  No | *e.g. Arrange meetings with parent/guardians of children with allergies to discuss and document risk minimisation strategies*  [*Examples of risk minimisation strategies for CEC available*](https://allergyaware.org.au/childrens-education-and-care) |
| * How are the risk minimisation strategies communicated to staff? * When are staff informed of changes to risk minimisation strategies? |  | *e.g. Staff meetings, staff have access to the individualised anaphylaxis care plans* |
| * Do you have appropriate risk minimisation strategies in place for children with known allergies during service operations (including indoor activities in the playground, excursions and when visitors attend the service)? | Yes  No | *e.g.* [*Consider risk minimisation for CEC strategies*](https://allergyaware.org.au/childrens-education-and-care) |
| **Siren with solid fillEMERGENCY RESPONSE PLAN** | | |
| * Do you have an anaphylaxis emergency response plan? | Yes  No | *An anaphylaxis emergency response plan identifies staff roles and responsibilities in an anaphylaxis emergency* |
| * Does the emergency response plan:   + Follow the ASCIA First Aid Plan for Anaphylaxis?   + Include staff roles and responsibilities in an anaphylaxis emergency?   + Include the procedure for raising the alarm?   + Include the location and accessibility of adrenaline injectors (prescribed and general use)? | Yes  No  Yes  No  Yes  No  Yes  No |  |
| * Is the emergency response plan practised at least once a year? | Yes  No | *e.g. Like you would practise a fire drill*  *It is recommended that the emergency response plan is practised at least once a year* |
| * Do you have an anaphylaxis emergency response plan for off-site activities? | Yes  No | *Develop separate emergency response plans for any off-site activities* |
| **Bus with solid fillRISK MANAGEMENT FOR OFF-SITE ACTIVITIES** | | |
| * Do you have a specific anaphylaxis risk management plan that needs to be completed for each activity outside of the service premises that includes: * Food provision * Policy regarding taking food/sharing food * Medication management * Communication strategy (staff and with families) * Mobile phone connectivity and coverage * Access to ambulance services/medical care * Staff education and training * Management of prescribed adrenaline injectors, including checks for expiry dates * Number of general use adrenaline injectors * Type of activities undertaken on the excursion * Emergency response | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No |  |
| * Do you have a documented process for communicating with the excursion site about children’s allergies? | Yes  No  N/A |  |
| * Do you encourage communication between parents and the excursion site caterers? | Yes  No  N/A |  |
| **Chat with solid fillCOMMUNICATION PLAN** | | |
| * Do you have a communication plan regarding anaphylaxis management? How does the CEC service communicate with: * Staff (full time and part time) * Casual and relief staff * Volunteers * Children (where appropriate) * Parents of children with allergies * The broader CEC community | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No  Yes  No | *See* [*Sample letter to parents*](https://allergyaware.org.au/childrens-education-and-care) |
| **Address Book with solid fillALLERGY DOCUMENTATION (IDENTIFYING CHILDREN AT RISK OF ANAPHYLAXIS)** | | |
| * Type of allergies (food, insect, medication and latex) in each room? |  | *e.g. Obtain information about children’s allergies on enrolment*  *[See](https://allergyaware.org.au/childrens-education-and-care)**[Food allergy record template](https://allergyaware.org.au/childrens-education-and-care)*  *e.g. Outline the process for communicating changes in a child’s allergies* |
| * How many children have a red (anaphylaxis) or green (allergic reactions) ASCIA Action Plan in each year group? |  |  |
| * Do all children with known allergies have current red/green ASCIA Action Plans (reviewed and renewed by a doctor or nurse practitioner in the past 12-18 months)?   + Number with ASCIA Action Plan for Allergic Reactions (green)   + Number with ASCIA Action Plan for Anaphylaxis (red) | Yes  No  Number:  Number: | *e.g. Audit all ASCIA Action Plans* |
| * Are individualised anaphylaxis care plans completed at the start of each year or when the CEC service is informed about the child’s allergy? * Do all children with known allergies have an individualised anaphylaxis care plan completed in consultation with the parents? * Are they signed off by the child’s parent? * Is a copy of the child’s ASCIA Action Plan attached to the individualised anaphylaxis care plan? | Yes  No  Yes  No  Yes  No  Yes  No | *e.g. Complete individualised anaphylaxis care plan on enrolment with parents/guardians*  *See* [*Individualised anaphylaxis care plan template*](https://allergyaware.org.au/childrens-education-and-care) *for CEC* |
| * Do staff have access to the individualised anaphylaxis care plans? | Yes  No |  |
| **Needle with solid fillPRESCRIBED AND GENERAL USE ADRENALINE INJECTORS** | | |
| * Do all children with an ASCIA Action Plan for Anaphylaxis (red) have an adrenaline injector easily accessible to staff? | Yes  No | [*See ASCIA Action Plan FAQ*](https://www.allergy.org.au/hp/anaphylaxis/action-plans-for-allergic-reactions-faq) |
| * Do all children have an ASCIA Action Plan stored with their prescribed adrenaline injector? | Yes  No |  |
| * Do all staff know where prescribed adrenaline injectors and individual ASCIA Action Plans are kept? | Yes  No | *e.g. Incorporated into the emergency response plan and staff communications* |
| Outside school hours care:   * Are older children (e.g. children in before and after school care) allowed to carry their own adrenaline injector device? * If so, do you stipulate that they must have a copy of their ASCIA Action Plan with the device? * Do you have a process for checking they have their device with them? | Yes  No  N/A  Yes  No  N/A  Yes  No  N/A |  |
| * Do you have a process for checking expiry dates of prescribed adrenaline injectors? | Yes  No | *e.g. Adrenaline injectors are checked quarterly and parents are notified if the device is due to expire*  *see* [*ASCIA adrenaline injector storage, expiry and disposal*](https://allergy.org.au/hp/anaphylaxis/adrenaline-autoinjector-storage-expiry-and-disposal) |
| * Do you have a process for documenting when staff take the prescribed adrenaline injectors off-site and when they are returned? | Yes  No | *e.g. Develop a register to sign adrenaline injectors in and out* |
| * If prescribed adrenaline injector devices are provided to the CEC service, is there a process for parents signing them in and out (e.g. taken home over the holidays)? | Yes  No | *e.g. Develop a register to sign adrenaline injectors in and out* |
| * Does the CEC service have at least one general use adrenaline injector? * Is the adrenaline injector the appropriate dose for the age of the children attending the CEC service? | Yes  No  Yes  No |  |
| * How has the number of general use adrenaline injectors been determined? |  |  |
| * What brand of adrenaline injector is/are the general use injector/s? | EpiPen®  Anapen® |  |
| * Are general use adrenaline injectors stored with a copy of the ASCIA First Aid Plan for Anaphylaxis for that device?   (i.e. an Anapen® First Aid Plan stored with an Anapen® device) | Yes  No |  |
| * Are general use adrenaline injector device expiry dates checked quarterly? | Yes  No |  |
| * Where are general use adrenaline injectors stored and why was this location chosen? |  |  |
| * Are staff informed about the location of the general use adrenaline injector/s? | Yes  No |  |
| * Do all staff have easy access (unlocked location) to general use adrenaline injectors? | Yes  No |  |
| * Are general use adrenaline injectors stored out of reach of young children and away from direct sunlight and heat? | Yes  No | *see* [*ASCIA adrenaline injector storage, expiry and disposal*](https://allergy.org.au/hp/anaphylaxis/adrenaline-autoinjector-storage-expiry-and-disposal) |
| * Do you have a process for determining if the general use device(s) should be taken offsite? * Where is this process documented? | Yes  No |  |
| * When general use or prescribed adrenaline injectors are taken off-site, are they protected from direct sunlight and heat? | Yes  No |  |
| **Teacher with solid fillSTAFF TRAINING** |  |  |
| * Have all staff (including casual and relief staff) completed anaphylaxis management training within the last two years? | Yes  No |  |
| * Is a staff training register kept? | Yes  No | *A staff training register includes the name of the staff member, the date they completed the training, the course they completed and the name of the training provider* |
| * What training course are staff recommended to undertake? |  | [*ASCIA anaphylaxis e-training for CEC*](https://etraining.allergy.org.au/) *is recommended* |
| * Have staff undertaken anaphylaxis refresher training (including hands on practise with adrenaline injector trainer devices) in the last 6 months? | Yes  No | [*ASCIA anaphylaxis refresher e-training*](https://etraining.allergy.org.au/course/index.php?categoryid=3) *is recommended* |
| * Is anaphylaxis refresher training documented in the training register? | Yes  No |  |
| * Where are the adrenaline injector trainer devices for staff to practise with, stored?   + Are they stored separate to the real adrenaline injector devices containing adrenaline and labelled ‘Trainer device only’? | Yes  No |  |
| * Have any CEC staff expressed concerns about their ability to respond appropriately to an anaphylaxis emergency including willingness to administer an adrenaline injector? * If yes, what measures are in place to reduce this risk? | Yes  No |  |
| * Have all staff responsible for preparing and serving food (e.g. cooks, chefs, educators) completed the National Allergy Council All about Allergens for CEC online training in the last two years? | Yes  No | [*All about Allergens for CEC online training*](http://www.foodallergytraining.org.au) *is recommended* |
| * Is food allergen management training documented in the staff training register? | Yes  No |  |
| **Classroom with solid fillCOMMUNITY AND PEER EDUCATION** | | |
| * How do you communicate with the CEC community about food allergy and anaphylaxis? |  | *e.g. Communication at least twice a year including the start of the year via newsletters* |
| * Do you support children with food allergies through peer education?   + How is this coordinated?   + When does this happen? | Yes  No | *e.g. Communication with the school community* - *See* [*Sample letter to parents*](https://allergyaware.org.au/childrens-education-and-care)  *e.g. Peer education using* [*Allergy & Anaphylaxis Australia curriculum resources*](https://allergyfacts.org.au/allergy-management/schooling-childcare/school-resources) |
| **Checklist with solid fillPOST INCIDENT MANAGEMENT AND INCIDENT REPORTING** | | |
| * Do you have a post-incident process in place that includes:   + Replacement of used adrenaline injectors as soon as possible?   + Development of an interim plan while waiting for replacement of used adrenaline injector?   + Debriefing session to identify if additional risk minimisation strategies are required and review of individualised anaphylaxis care plan?   + Review of emergency response plan?   + Access to post-incident counselling services for staff and children? | Yes  No  Yes  No  Yes  No  Yes  No  Yes  No | *e.g. Include links to reporting requirements/support resources* |
| * Who is responsible for reporting anaphylaxis incidents? |  | *An* [*Anaphylaxis incident reporting template (CEC)*](https://allergyaware.org.au/childrens-education-and-care) *is available* |

Date of completion:

Name and signature of staff completing this Anaphylaxis risk management plan:

Date of next review: