



ANAPHYLAXIS MANAGEMENT CHECKLIST

for children's education and care (CEC) services

Allergy documentation

- ☐ The CEC service has an anaphylaxis management policy and it has been reviewed in the last 2 years.
- ☐ Information regarding allergies is requested on enrolment.
- ☐ All parents of children with known allergies are required to provide an ASCIA Action Plan completed and signed by the child's doctor or nurse practitioner.
- ☐ All children with an ASCIA Action Plan have an individualised anaphylaxis care plan completed in consultation with the child's parent.
- ☐ Individualised anaphylaxis care plans are reviewed annually, if a child's allergies change, and/or after exposure to a known allergen while in the care of the CEC service.
- ☐ The child's ASCIA Action Plan is displayed in appropriate staff areas around the service with parent consent.
- ☐ An incident report is completed for all allergic reactions.

Allergy medications

- ☐ Parents provide the child's adrenaline injector and other medication within expiry date, where prescribed.
- ☐ Adrenaline injectors are stored in an unlocked location, easily accessible to staff, but not accessible to children. They are stored at room temperature, away from direct heat and sunlight.
- ☐ Adrenaline injectors are stored with a copy of the child's ASCIA Action Plan.
- ☐ Adrenaline injectors (general use and prescribed) are checked for expiry quarterly.
- ☐ A process is in place to make sure adrenaline injectors and ASCIA Action Plans are taken whenever the child goes to off-site activities.
- ☐ At least one general use (non-prescribed) adrenaline injector is in a first aid kit and stored with a copy of the ASCIA First Aid Plan for Anaphylaxis.

Staff training

- ☐ All staff undertake anaphylaxis training including hands-on practise with adrenaline injector trainer devices, at least every two years and prior to starting work at the CEC service.
- ☐ All staff undertake anaphylaxis refresher training including hands-on practise with adrenaline injector trainer devices, twice yearly.
- ☐ Staff responsible for preparing, serving and supervising food, undertake All about Allergens for CEC, online training at least every two years.
- ☐ A staff training register is kept.

Risk minimisation

- ☐ Appropriate strategies to minimise exposure to known allergens are in place.
- ☐ Staff are reminded about risk minimisation strategies at staff meetings.
- ☐ The CEC service has an anaphylaxis risk management plan.
- ☐ A communication plan has been developed and communications with the CEC community about allergies are undertaken at least at the start of each year.
- ☐ An anaphylaxis emergency response plan has been developed and staff practise scenarios for responding to an anaphylaxis emergency at least once a year.
- ☐ Peer education to raise awareness amongst children in the CEC service is undertaken.

