



# ANAPHYLAXIS MANAGEMENT CHECKLIST

## for schools

### Allergy documentation

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

### Allergy medications

- Parents provide the student'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 students. They are stored at room temperature, away from direct heat and sunlight.
- Adrenaline injectors are stored with a copy of the student's ASCIA Action Plan.
- Adrenaline injectors (general use and prescribed) are checked for expiry each term.
- A process is in place to make sure adrenaline injectors and ASCIA Action Plans are taken whenever the student 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 school.
- All staff undertake anaphylaxis refresher training including hands-on practise with adrenaline injector trainer devices, twice yearly.
- Staff and regular volunteers responsible for preparing and serving food, undertake All about Allergens for Schools, 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 school has an anaphylaxis risk management plan.
- A communication plan has been developed and communications with the school 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 students in the school is undertaken.

