



Star of the Sea College

Anaphylaxis Management Policy

Star of the Sea College is a Catholic Independent Girls' school, founded by the Presentation Sisters in 1883. Since 2014, Star of the Sea College has been a member of Kildare Ministries.

At Star of the Sea College, we hold the care, safety and wellbeing of our students as a central and fundamental responsibility of our College. Our commitment is drawn from, and inherent in, the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel: CECV Statement of Commitment to Child Safety, 2022.

Rationale

Star of the Sea College (College) seeks to provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis are provided with reasonable adjustments. The school seeks to facilitate the safe participation of all students in the educational experiences offered by the school. Where students are known to be at risk of anaphylaxis, the College requires parents/guardians/carers to provide relevant information to enable them to carry out their duty of care obligations. The College requires the active engagement of parents/guardians/carers in the provision of up to date to Anaphylaxis Management Plans (ASCI Action Plan) that comply with Ministerial Order 706. Star of the Sea College's processes reflect the associated guidelines published by the Victorian government to support implementation of Ministerial Order 706 in all Victorian schools.

The Victorian guidelines on anaphylaxis management include information on anaphylaxis including:

- legal obligations of schools in relation to anaphylaxis
- School Anaphylaxis Management Policy
- staff training
- Individual Anaphylaxis Management Plans
- risk minimisation and prevention strategies
- school management and emergency responses
- adrenaline autoinjectors for general use
- Communication Plan
- Risk Management Checklist

Scope

This policy applies to:

- all staff, including casual relief staff and volunteers
 - all students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for anaphylactic reaction
 - parents/guardians/carers of students who have been diagnosed as at risk of anaphylaxis or who may require emergency treatment for anaphylactic reaction
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Definitions and terms

The Act is the Education and Training Reform Act 2006 (Vic).

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. 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, lupin and certain insect stings (particularly bee stings).

ASCIA is an acronym, short for Australasian Society of Clinical Immunology and Allergy, the peak professional body of clinical immunology and allergy in Australia and New Zealand.

ASCIA Action Plan is the plan that is a nationally recognised action plan for anaphylaxis developed by ASCIA. These plans are device specific; that is, they list the student's prescribed adrenaline autoinjector (e.g. EpiPen®, EpiPen® Jr, Anapen® or Anapen Jr®) and must be completed by the student's medical practitioner. Should a different adrenaline autoinjector become available in Australia, then a different ASCIA Action Plan specific to that device would be developed. This plan is one of the components of the student's Individual Anaphylaxis Management Plan.

Autoinjector is an adrenaline autoinjector device, approved for use by the Australian Government Therapeutic Goods Administration, which can be used to administer a single pre-measured dose of adrenaline to those experiencing a severe allergic reaction (anaphylaxis).

The Department is the Victorian Department of Education and Training.

The Guidelines are the Anaphylaxis Guidelines – A resource for managing severe allergies in Victorian schools, published by the Department of Education and Training for use by all schools in Victoria and updated from time to time.

Online training course is the ASCIA Anaphylaxis e-training for Victorian Schools approved by the Secretary pursuant to clause 5.5.4 of Ministerial Order 706.

Ministerial Order 706 is Ministerial Order 706: Anaphylaxis Management in Victorian Schools which outlines legislated requirements for schools and key inclusions for their Anaphylaxis Management Policy.

Procedures

The College will engage with the parents/carers of students at risk of anaphylaxis to develop risk minimisation strategies and management strategies. The Principal will also take reasonable steps to ensure each staff member has adequate knowledge about allergies, anaphylaxis and the school's expectations in responding to an anaphylactic reaction. The Principal will purchase additional adrenaline autoinjectors for general use. They will decide on the type or brand of adrenaline autoinjector that is purchased for general use. These will be stored in the sick bay/first aid room and/or in the school's portable first aid kit as required.



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As reflected in Ministerial Order 706 and the school's enrolment agreement, parents/guardians/carers are required to provide the school with up to date medical information to enable the school to carry out its duty of care. Parents/guardians/carers are responsible for the provision of an updated Individual Action Plan (ASCIA Action Plan) signed by the treating medical practitioner together with a recent photo of their child and any medications and autoinjectors referenced in the plan and recommended for administration. Parents/guardians/carers are also responsible for replacing the recommended medication and/or autoinjectors prior to their expiry date. The Principal will ensure the storage and display of completed ASCIA Action Plans to facilitate access for staff e.g. in staff working areas, sick bay and class teacher manuals.

1. Individual Anaphylaxis Management Plans

The Principal will ensure that all students who have been diagnosed by a medical practitioner as being at risk of anaphylaxis have an Individual Anaphylaxis Management Plan developed in consultation with the student's parents/guardians/carers. These plans will be updated:

- annually
- when the student's medical condition changes
- as soon as possible after a student has an anaphylactic reaction at school
- when a student is to participate in an off-site excursion or special event organised or attended by the school.

The College will require the plan to be in place as soon as practicable after the student is enrolled and where possible before their first day of school. An interim management plan will be put into place for a student who is diagnosed with anaphylaxis after enrolment at the school until the Plan is developed. The Principal or delegate will develop an interim plan in consultation with parents. Training and a briefing will occur as soon as possible after the interim plan is developed.

The Individual Anaphylaxis Management Plan will comply with Ministerial Order 706 and record:

- student allergies
- locally relevant risk minimisation and prevention strategies
- names of people responsible for implementing risk minimisation and prevention strategies
- storage of medication
- student emergency contact details
- student ASCIA Action Plans

The student's Individual Anaphylaxis Management Plan will be reviewed by the Principal or delegate, in consultation with the student's parents, in all of the following circumstances:

- 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
 - 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 (eg. class parties, elective subjects, cultural days, fetes, incursions).
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2. Risk minimisation and prevention strategies

The Principal will ensure that risk minimisation and prevention strategies are in place for all relevant in-school and out-of-school settings which include (but are not limited to) the following:

- during classroom activities (including class rotations, specialist and elective classes)
- between classes and other breaks
- in canteens
- during recess and lunchtimes
- before and after school where supervision is provided (excluding OSHC)
- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

Star of the Sea College will not ban certain types of foods (eg. nuts) as it is not practicable to do so, and is not a strategy recommended by the Department or the Royal Children's Hospital. However, the school will avoid the use of nut based products in all school activities, request that parents do not send those items to school if at all possible; that the canteen eliminate or reduce the likelihood of such allergens, and the school will reinforce the rules about not sharing and not eating foods provided from home. The Principal will ensure that the canteen provider and its employees can demonstrate satisfactory training in the area of food allergy and anaphylaxis and its implications for food-handling practices.

The Principal will regularly review the risk minimisation strategies outlined in *Risk minimisation strategies for schools* in light of information provided by parents related to the risk of anaphylaxis.

3. Register of students at risk of anaphylactic reactions

The Principal will nominate a staff member to maintain an up-to-date register of students at risk of anaphylactic reaction. This information will be shared with all staff and accessible to all staff in an emergency.

4. Location of the Plans, storage and accessibility of autoinjectors

The location of individual anaphylaxis management plans and ASCIA plans during on-site normal school activities and during off-site activities will be known to staff so they are accessible in an emergency.

Photographs of students identified as anaphylactic are displayed in the Student Services Office, the Staffroom, Year 9 campus, Food Tech Prep Rooms and Nagle Café.

The Student's EpiPens or Anapens and spare EpiPens are located in the Student Services Office and at the Year 9 campus.

It is the responsibility of the Principal to purchase autoinjectors for the school for general use:

- as a back-up to autoinjectors that are provided for individual students by parents, in case there is a need for an autoinjector for another patient who has not previously been diagnosed at risk of anaphylaxis.

The Principal determines the number of additional autoinjector(s) required. In doing so, the Principal should take into account the following relevant considerations:



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- the number of students enrolled at the school who have been diagnosed as being at risk of anaphylaxis, including those with an ASCIA Action Plan for allergic reactions (they are potentially at risk of anaphylaxis)
- the accessibility of autoinjectors (and the type) that have been provided by parents of students who have been diagnosed as being at risk of anaphylaxis
- the availability and sufficient supply of autoinjectors for general use in specified locations at the school including in the school yard, and at excursions, camps and special events conducted, organised or attended by the school
- that autoinjectors for general use have a limited life, and will usually expire 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.

The Principal will need to determine the type of autoinjector to purchase for general use. In doing so, it is important to note the following:

- autoinjectors available in Australia are EpiPen®, EpiPen Jr®, Anapen 500®, Anapen 300® and Anapen Jr®
- autoinjectors are designed so that anyone can use them in an emergency
- adrenaline autoinjectors for general use are available for purchase at any chemist; no prescription is necessary
- schools case use either the EpiPen® or the Anapen® on any student suspected to be experiencing an anaphylactic reaction, regardless of the device prescribed in their ASCIA Action Plan.

4.1 When to use an Autoinjector for general use

Autoinjectors for general use will be used when:

- a student's prescribed autoinjector does not work, is misplaced, out of date or has already been used
- when instructed by a medical officer after calling 000
- first time reaction to be treated with adrenaline before calling 000.

Note: the Royal Children's Hospital help desk advises that you do not require permission or advice, this only delays the administration of adrenaline – if in doubt, give autoinjector as per ASCIA Action Plans.

5. Emergency response to anaphylactic reaction

In an emergency anaphylaxis situation, the student's ASCIA Action Plan, the emergency response procedures in this policy and general first aid procedures of the school must be followed.

The Principal must ensure that when a student at risk of an anaphylactic reaction is under the care or supervision of the school outside normal class activities, such as in the school yard, on camps or excursions or at special events conducted, organised or attended by the school, there are sufficient staff present who have been trained in accordance with Ministerial Order 706.

Details of the location of Individual Anaphylaxis Management Plans and ASCIA Plans within the school, during excursions, camps and special events conducted, organised or attended by the school must be communicated to staff.



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All staff are to be familiar with the location and storage and accessibility of autoinjectors in the school, including those for general use.

The Principal must determine how appropriate communication with school staff, students and parents is to occur in event of an emergency about anaphylaxis.

Copies of the emergency procedures are prominently displayed in the relevant places in the school, for example, first aid room, classrooms and in/around other school facilities, including the canteen.

6. Staff training

In compliance with Ministerial Order 706, it is recommended that all Victorian school staff undertake one of three accredited training options.

Option 1. All school staff complete the online *ASCIA Anaphylaxis e-training for Victorian Schools* and have their competency in using an autoinjector tested by the school Anaphylaxis Supervisor in person within 30 days of completing the course. The school Anaphylaxis Supervisor will have completed Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC – at no cost for Victorian Catholic schools from HERO HQ. Staff are required to complete the ACSIA online training every two years.

Option 2. School staff undertake face-to-face training Course in First Aid Management of Anaphylaxis 22578VIC. Accredited for three years.

Option 3. School staff undertake face-to-face training Course in Allergy and Anaphylaxis Awareness 10710NAT. Accredited for three years.

The College will require all staff to participate in training to manage an anaphylaxis incident. The training should occur as soon as practicable after a student at risk of anaphylaxis enrolls and, where possible, before the student's first day at school.

Staff will undertake training to manage an anaphylaxis incident if they:

- Conduct classes attended by students with a medical condition related to allergy and the potential for an anaphylactic reaction
- Are specifically identified and requested to do so by the Principal based on the Principal's assessment of the risk of an anaphylactic reaction occurring while a student is under that staff member's care, authority or supervision.

The College will consider where appropriate whether casual relief teachers and volunteers should also undertake training.

College staff will:

- successfully complete an approved anaphylaxis management training course in compliance with Ministerial Order 706
 - participate in the school's twice-yearly briefings conducted by the school's anaphylaxis supervisor or another person nominated by the Principal, who has completed an approved anaphylaxis management training program in the past two years.
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A range of training programs are available and the Principal will determine an appropriate anaphylaxis training strategy and implement this for staff. The Principal will ensure that staff are adequately trained and that a sufficient number of staff are trained in the management of anaphylaxis noting that this may change from time to time dependant on the number of students with ASCIA plans.

If necessary, the Principal will identify two staff per school to become School Anaphylaxis Supervisors. A key role will be to undertake competency checks on all staff who have successfully completed the ASCIA online training course. To qualify as a School Anaphylaxis Supervisor, the nominated staff members will need to complete an accredited short course that teaches them how to conduct a competency check on those who have completed the online training course e.g. Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC. At the end of the online training course, participants who have passed the assessment module will be issued a certificate which needs to be signed by the School Anaphylaxis Supervisor to indicate that the participant has demonstrated their competency in using an adrenaline autoinjector device.

School staff who complete the online training course will be required to repeat that training and the adrenaline autoinjector competency assessment every two years.

The College notes that Course in First Aid Management of Anaphylaxis 22578VIC and Course in Allergy and Anaphylaxis Awareness 10710NAT are face-to-face courses that comply with the training requirements outlined in Ministerial Order 706. School staff who have completed these courses will have met the anaphylaxis training requirements for the documented period of time. Generally, the College runs face to face first aid courses and invites all staff to attend.

6.1 Twice Yearly Staff Briefing

The Principal will ensure that twice yearly anaphylaxis management briefings are conducted, with one briefing held at the start of the year. The Anaphylaxis Supervisor or another staff member who completed an Anaphylaxis Management Course in the previous two years will conduct the briefing. The school will use the Anaphylaxis Management Briefing Template provided by the Department of Education for use in Victorian schools.

The briefing will include information about the following:

- the school's legal requirements as outlined in Ministerial Order 706
- the school's anaphylaxis management policy
- causes, signs and symptoms of anaphylaxis and its treatment
- names and pictures of students at risk of anaphylaxis, details of their year level, allergens, medical condition and risk management plans including location of their medication
- relevant anaphylaxis training
- ASCIA Action Plan for Anaphylaxis and how to use an autoinjector, including practising with a trainer autoinjector
- the school's general first aid and emergency responses
- location of and access to autoinjectors that have been provided by parents or purchased by the school for general use.

All school staff should be briefed on a regular basis about anaphylaxis and the school's anaphylaxis management policy.



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7. Anaphylaxis communication plan

The Principal will be responsible for ensuring that a communication plan is developed to provide information to all school staff, students and parents/guardians/carers about anaphylaxis and the school's anaphylaxis management policy.

This communication plan will include strategies for advising school staff, students and parents/guardians/ carers about how to respond to an anaphylaxis reaction of a student in various environments:

- during normal school activities, including in a classroom, in the school yard, in all school buildings and sites including gymnasiums and halls
- during off-site or out of school activities, including on excursions, school camps and at special events conducted, organised or attended by the school.

The Communication Plan will include procedures to inform volunteers and casual relief staff of students who are at risk of anaphylaxis and of their role in responding to an anaphylactic reaction experienced by a student in their care. The Principal will ensure that the school staff are adequately trained by completing an approved training course:

- ASCIA e-training every two years together with associated competency checks by suitably trained Anaphylaxis Supervisor that has completed Course in Verifying the Correct Use of Adrenaline Injector Devices 22579VIC, or
- Course in First Aid Management of Anaphylaxis 22578VIC or Course in Allergy and Anaphylaxis Awareness 10710NAT every 3 years.

AND provision of

- an in-house briefing for school staff at least twice per calendar year in accordance with Ministerial Order 706

8. Procedures

Schools must provide to staff the actions and procedures to be undertaken in the school to ensure that the requirements of the policy are enacted.

1. Register of students with anaphylaxis

- how this information will be recorded, what will be included
- where it is located and
- who will maintain and update the register

2. Location, storage and accessibility of autoinjectors

- where the plans and autoinjectors will be located – student and those for general use
 - procedures for camps, excursions and special activities
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3. Emergency Response

- a complete and up-to-date list of students identified at risk of anaphylaxis and where this is located
- details of Individual Anaphylaxis Management Plans and ASCIA action plans and their locations within the school and during off site activities or special events
- location and storage of autoinjectors, including those for general use
- how appropriate communication with staff, students, parents is to occur

4. Staff training

- expectations in the school for training and how this will be done.
- how the records of training will be maintained and by whom.
- who are the anaphylaxis supervisors in the school?

5. Communication plan

- outline the practices within the school for the following
 - raising staff awareness – arrangements for twice yearly briefing, regular briefings, induction of new staff, CRT staff, etc.
 - raising student awareness – Use of fact sheets, posters with messages about anaphylaxis, peer support, etc.
 - working with parents – developing open, cooperative relationships with parents/guardians/carers, how information will be shared; requesting and updating medical information
 - methods for raising school community awareness – e.g. Newsletter, website, information nights, assemblies
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Annual Review

The Principal must complete the Annual Anaphylaxis Risk Management Checklist for Schools at the start of the year to monitor compliance with Ministerial Order 706, the Guidelines and legal obligations.

Responsible Officer:	Deputy Principal – Students
Approved By:	Principal
Approved & Commenced:	2016
Revised:	February 2022 May 2023
Review By:	February 2025
Relevant Legislation:	Ministerial Order No. 706: Anaphylaxis Management in Victorian schools and school boarding premises, an order made pursuant to the <i>Education and Training Reform Act 2006 (Vic)</i> .
Related Policies & Procedures:	Occupational Health and Safety Policy Emergency Management Plan First Aid Policy and Guidelines Medical Management Policy Administration of Medication to Students Procedure
Version:	6



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Appendix 1

Anaphylaxis Emergency Management Procedures

Student Services Officer (Lisa Murie) Phone number: 9513

- ***Photographs of students identified as anaphylactic are displayed in the Student Services Office, the Staffroom, Year 9 campus and Nagle Café.***
- ***The Student's EpiPens or Anapens and spare EpiPens are located in the Student Services Office and at the Year 9 campus.***

1. In the Classroom/School Buildings/Gymnasium

- Call Student Services Office for urgent assistance. Also send a student to the Student Services Office, letting staff know that it is an anaphylactic emergency. The student's name must be given. Staff member must stay with student.
- The Student Services Officer will attend with the student's EpiPen or Anapen and also the College spare EpiPen.
- The Student's EpiPens and spare EpiPens are located in the Student Services Office and at the ANZAC campus.
- An Ambulance will be called immediately by the staff member with the student.
- The parents will be called after the ambulance.
- Staff will follow the student's Anaphylactic Management Plan.

2. In the College Grounds

- Send someone to the closest phone to call the Student Services Office. Also send a student to the Student Services Office, letting staff know that it is an anaphylactic emergency. The student's name must be given. Staff member must stay with student.
- The Student Services Officer will attend with the student's EpiPen or Anapen and also the College spare EpiPen.
- An Ambulance will be called immediately by the staff member with the student.
- The parents will be called after the ambulance.
- Staff will follow the student's Anaphylactic Management Plan.

3. On School Excursions

- All excursions where a student at risk of anaphylaxis is attending must have 2 EpiPens – the student's own (or Anapen) and a College spare.
 - The excursion organiser/designated first aid staff member must check the Operoo information for medical details about students attending the excursion. If students have serious medical conditions, the staff member should check the Medical Records Register which is in the Student Office and speak to the Student Services Officer. If a student attending the excursion is at risk of anaphylaxis, they must then put the following procedures in place, considering the possible risks on the particular excursion.
 1. Talk to the student before the excursion to alert them to bring their EpiPen or Anapen from home on the day of the excursion.
 2. If they forget this on the day, they can then sign their EpiPen or Anapen out from the Student Office.
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3. On the day of the excursion, the staff member must pick up the 'Spare' College Excursion EpiPen and make sure that the student has their EpiPen either from home or from the Student Office.
4. These EpiPens/Anapens must be in a place that is easy to **access** by all the staff members attending the excursion.
 - A staff member must follow the Anaphylaxis Management Plan of the student when dealing with an exposure to the allergy. All Plans should be on the Operoo information supplied by parents and available electronically off site during the excursion.

4. On School Camps

- All camps where a student at risk of anaphylaxis is attending must have 2 EpiPens – the student's own and a College spare.
- The Camp Organiser/designated camp first aid staff member must check the Operoo information for medical details about students attending the camp. If students have serious medical conditions, the staff member should check the Medical Records Register which is in the Student Office and speak to the Student Services officer. If a student attending the camp is at risk of anaphylaxis, they must then put the following procedures in place.
 1. Camps Coordinator must do a risk assessment of the camp and put measures in place to minimise the risk of a reaction.
 2. Talk to the parents of the student/s and ascertain if their plan has changed in any way.
 3. Talk to the student before the camp to alert them to bring their EpiPen from home on the day of the camp.
 4. If the student forgets this on the day, they can then sign their EpiPen or Anapen out from the Student Office.
 5. On the day of the camp, the staff member must pick up the 'Spare' College Camp EpiPen and make sure that the student has their EpiPen either from home or from the Student Office.
 6. These EpiPens must be in a place that is easy to access by all the staff members attending the camp.
- A staff member must follow the Anaphylaxis Management Plan of the student when dealing with an exposure to the allergens.
- Hard copies of all Management Plans are located in the First Aid cupboard in the Student Services Office. Individual plans are attached to the Operoo information updated by parents on an annual basis and are available electronically off site during the camp.
- The plans are also in the overview of Students with Serious Medical Conditions Information, which is displayed in the Student Services Office, and the Staff Room

5. Special events – Sports Days, etc.

1. If the event is within College grounds during school times, the normal procedure should be followed. First Aid stations will have an EpiPen.
 2. If the event is outside of the normal school times, then the excursion procedure should be followed.
 3. If the event is a whole-school sports day on the school grounds, then the spare EpiPen would be in the first aid kit in a prominent place at the first aid station.
 4. If the event is a whole-school offsite sports day, then the excursion procedure should be adhered to.
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Appendix 2 Anaphylaxis Risk Minimisation and Prevention Strategies

Environment/area – Classrooms	
Risk identified	Actions required to minimise the risk
Risk of exposure to an allergen during class time	<ul style="list-style-type: none"> Teachers are aware of students who are anaphylactic and are trained in emergency management of anaphylaxis. Teachers are asked to call Student Services Office if any emergency occurs, or send students to the Student Services Office if they are unwell.
Environment/area – Cafeteria	
Risk identified	Actions required to minimise the risk
Risk of exposure to an allergen in the Cafeteria	<ul style="list-style-type: none"> Cafeteria has a spare EpiPen. Cafeteria has an emergency management poster (instructions) and a list of students who have food allergens. All items with nuts are clearly labelled. Staff members in the cafeteria are trained in emergency management of anaphylaxis.
Environment/area – Food Technology	
Risk identified	Actions required to minimise the risk
Risk of exposure to an allergen in the Food Technology area	<ul style="list-style-type: none"> Food Technology staff are all trained in emergency management of anaphylaxis. At the commencement of the year, the Food Technology Leader is given the details of all students who are allergic to a food item by the Student Services Officer. The Leader will then talk with the student and/or parents to establish risk management strategies and what products will be cooked in Food Technology. Teachers are asked to call the Student Services Office in the event of an emergency occurring. Teachers will ensure that all cooking utensils are washed and cleaned thoroughly after use. Teachers will have regular discussions with students about the importance of washing hands, eating their own food and not sharing food.
Environment/area – College Grounds	
Risk identified	Actions required to minimise the risk
Risk of exposure to an allergen at lunchtime or recess	<ul style="list-style-type: none"> All staff are trained in Anaphylaxis Emergency Management. All staff have been briefed on the students who are at risk of Anaphylaxis.
Environment/area – Excursions	



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Risk identified	Actions required to minimise the risk
<p>Risk of exposure to an allergen on an Excursion</p>	<ul style="list-style-type: none"> ● When an excursion is being organised, staff are advised to check the Student Medical Records to see if they are taking a student who is at risk of anaphylaxis and note the confirmed allergens. Risk at that particular excursion is then assessed. ● Operoo information will have access to the student's Management Plan. ● Staff will take a spare EpiPen on excursions. Staff will check that the student has their EpiPen or Anapen in their bag before going on the excursion. If not, they will be instructed to sign out their EpiPen from the Student Services Office. ● All staff are trained in Anaphylaxis Emergency Management. ● All staff have been briefed on the students who are at risk of Anaphylaxis.
Environment/area – Camps	
Risk identified	Actions required to minimise the risk
<p>Risk of exposure to an allergen on a camp</p>	<ul style="list-style-type: none"> ● When a camp is being organised, the Camp Coordinator and staff organising the camp are advised to check the Student Medical Records to see if they are taking a student who is at risk of anaphylaxis and note the confirmed allergens. Once this is established, a risk assessment of the camp will then be established by the Camp Coordinator. ● Camp Coordinator will then make contact with the parents to work through the risk management steps for the camp. ● Operoo information will have access to the student's Management Plan. ● For all overnight camps, a separate medical form must be filled in by the parents. ● Staff will take a spare EpiPen on camp. Staff will check that the student has their EpiPen or Anapen in their bag before going on the camp. Staff will also take the student's own EpiPen or Anapen from the Student Office, which is clearly labelled with the student's name. ● Spare EpiPen will be stored in a central location for all staff to access. ● All staff are trained in Anaphylaxis Emergency Management. ● All staff have been briefed on the students who are at risk of Anaphylaxis.



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Appendix 3

Annual Risk Management Checklist

To be completed at the start of each year by the Principal.

School name:		
Date of review:		
Completed by:	Name:	Position:
Review given to:	Name:	Position:
Comments:		

General information

How many current students have been diagnosed as being at risk of anaphylaxis and have been prescribed an adrenaline auto-injector?	
How many of these students carry their adrenaline auto-injector with them?	
Have any students ever had an allergic reaction requiring medical intervention at school? • If yes, how many times?	Yes No
Have any students ever had an anaphylactic reaction at school? • If yes, how many students? • If yes, how many times?	Yes No
Has a staff member been required to administer an adrenaline auto-injector to a student? • If yes, how many times?	Yes No
Have all school staff who conduct classes with students at risk of anaphylaxis successfully completed an approved anaphylaxis management training course, either: • online training (ASCIA e training) in the last two years? • an accredited face to face training course in the last three years?	Yes No
Does your school conduct twice yearly briefings annually? (<i>Requirement of registration</i>)	Yes No
Do all staff participate in twice yearly briefings? (<i>Requirement of registration</i>)	Yes No
If you are intending to use the ASCIA Anaphylaxis e-training course: • has your school trained a minimum of two staff (School Anaphylaxis Supervisors) to conduct competency checks of adrenaline auto-injectors? • are your staff being assessed within 30 days of completion of the ASCIA e-training course to demonstrate their competency in using an auto-injector?	Yes No Yes No



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Individual Anaphylaxis Management Plans

Does every student diagnosed as at risk of anaphylaxis and prescribed an adrenaline auto-injector have an Individual Anaphylaxis Management Plan which includes an ASCIA Action plan for anaphylaxis and signed by a prescribed medical practitioner?	Yes No
Are all Individual Anaphylaxis Management Plans reviewed regularly with parents/guardians/carers at least annually?	Yes No
Do the Individual Anaphylaxis Management Plans set out strategies to minimise the risk of exposure to allergens for the following in-school and out of class settings?	Yes No
<ul style="list-style-type: none"> ● During classroom activities, including elective classes ● In canteen or during lunch or food breaks ● Before or after school and during breaks in the school yard ● For special events, such as sports days and extracurricular activities ● For excursions and camps ● Other 	Yes No Yes No Yes No Yes No Yes No
Do all students who carry an adrenaline auto-injector with them have a copy of their ASCIA Action Plan for Anaphylaxis, provided by the parent/guardian/carer, kept at the school?	Yes No
Where are the Action Plans kept?	
Does the ASCIA plan include a recent photo of the student?	Yes No
Are individual Anaphylaxis Management Plans reviewed prior to any off-site activities and in consultation with parents?	Yes No

Storage and accessibility of adrenaline auto-injectors

Where are the student/s' adrenaline auto-injectors stored?	
Do all staff know where the school's auto-injectors for general use are stored?	Yes No
Are the auto-injectors stored at room temperature (not refrigerated) and out of direct light?	Yes No
Is the storage safe?	Yes No
Is the storage unlocked and accessible to school staff at all times?	Yes No
Comment	
Are the auto-injectors easy to locate?	Yes No
Comment	



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Is a copy of the student's Individual Anaphylaxis Management Plan kept with their auto-injector?	Yes	No
Are the auto-injectors and Individual Anaphylaxis Management Plans clearly labelled with the students' names?	Yes	No
Has someone been designated to check the auto-injector expiry dates on a regular basis? Who?	Yes	No
Are there auto-injectors which are currently in the possession of the school which have expired?	Yes	No
Has the school signed up to EpiClub (<i>optional free reminder services</i>)?	Yes	No
Do all school staff know where the auto-injectors, ASCIA action plans for Anaphylaxis and the individual Anaphylaxis Management Plans are stored?	Yes	No
Has the school purchased auto-injectors for general use and have they been placed in the school's first aid kits?	Yes	No
Where are these first aid kits located?		
Do all staff know where they are located?	Yes	No
Is the auto-injector for general use clearly labelled as the General use auto-injectors?	Yes	No
Is there a register for signing auto-injectors in and out when taken for excursions, camps, etc?	Yes	No

Risk management

Have you completed a risk assessment to identify potential accidental exposure to allergens for all students who have been diagnosed at risk of anaphylaxis?	Yes	No
Have you implemented any of the risk minimisation strategies in the Anaphylaxis Guidelines?	Yes	No
Are there always sufficient school staff members on yard duty who have current Anaphylaxis management training?	Yes	No

School management and emergency response

Does the school have procedures for emergency responses to anaphylactic reactions?	Yes	No
Are they clearly documented and communicated to staff?	Yes	No
Do school staff know when their training needs to be renewed?	Yes	No
Have you developed emergency response procedures for when an allergic reaction occurs:		
• in the classroom?	Yes	No
• in the school yard?	Yes	No
• in all school buildings including gyms, halls, etc?	Yes	No
• at school camps and on excursions?	Yes	No



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<ul style="list-style-type: none"> on special event days, such as sports carnivals, conducted, organised or attended by the school? 	Yes No
Does your plan include who will call the ambulance?	Yes No
Is there a designated person who will be sent to collect the student's adrenaline auto-injector and individual ASCIA plan for anaphylaxis?	Yes No
<p>Have you checked how long it takes to get an individual's adrenaline auto-injector and individual ASCIA Action Plan for anaphylaxis to the student experiencing an anaphylactic reaction in various school locations including:</p> <ul style="list-style-type: none"> the classroom? the school yard? sports field? canteen? 	<p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p>
On excursions or other off-site events, is there a plan for who is responsible for ensuring the adrenaline auto-injectors and Individual Anaphylaxis Management Plans, including ASCIA Action Plans, and the adrenaline auto-injectors for general use are correctly stored and available for use?	Yes No
Who will make these arrangements during excursions?	
Who will make these arrangements during school camps?	
Who will make these arrangements during sporting activities?	
Is there a process in place for post-incident support?	Yes No
<p>Have all school staff who conduct classes attended by students at risk of anaphylaxis, and any other staff identified by the Principal, been briefed by someone familiar with the school and who has completed an approved anaphylaxis management course in the last two years on:</p> <ul style="list-style-type: none"> the school's anaphylaxis management policy? the causes, symptoms and treatment of anaphylaxis? the identities of students at risk of anaphylaxis, and who are prescribed an adrenaline auto-injector, including where their medication is located? how to use an adrenaline auto-injector, including hands on practices with a trainer adrenaline auto-injector? the school's general first aid and emergency response procedures for all in-school and off-site environments? where the adrenaline auto-injectors for general use are kept? where the adrenaline auto-injectors for individual students are located including if they carry on their person? 	<p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p>

Communication Plan

Is there a communication plan in place to provide information about anaphylaxis and the school's policies:	
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<ul style="list-style-type: none">• to school staff?	Yes No
<ul style="list-style-type: none">• to students?	Yes No
<ul style="list-style-type: none">• to parents/guardians/carers?	Yes No
<ul style="list-style-type: none">• to volunteers?	Yes No
<ul style="list-style-type: none">• to casual relief staff?	Yes No
Is there a process for distribution this information to the relevant staff?	Yes No
What is the process?	
How will this information be kept up to date?	
Are there strategies in place to increase awareness about severe allergies among students for all in- school and off-site activities?	Yes No
What are the strategies?	