



Raywood Primary School

18-22 Sandhurst St, Raywood

Phone: 54 36 1392

Mobile: 0419 997 455

E: raywood.ps@education.vic.gov.au

Website: <http://www.raywoodps.vic.edu.au>

ANAPHYLAXIS RISK MANAGEMENT CHECKLIST

BACKGROUND

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, latex, certain insect stings and medication.

The key to prevention of anaphylaxis in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between schools and parents are important in ensuring that certain foods or items are kept away from the student while at the school.

Adrenaline given through an EpiPen® autoinjector to the muscle of the outer mid thigh is the most effective first aid treatment for anaphylaxis.

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 each staff member has adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.

The key reference and support for the college regarding anaphylaxis is the [DET Anaphylaxis Guidelines](#)

INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS

Note: A template of an individual anaphylaxis management plan can be found on Page 26 [DET Anaphylaxis Guidelines](#)

The principal will ensure that an individual management plan is developed, in consultation with the student's parents, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis.

The individual anaphylaxis management plan will be in place as soon as practicable after the student enrolls, and where possible before their first day at the school.

The individual anaphylaxis management plan will set 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).



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- 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 camps and excursions.

Note: Appendix 2 of the Anaphylaxis Guidelines contains advice about a range of prevention strategies that can be put in place.

- 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.
- An emergency procedures plan (ASCIA Action Plan), provided by the parent, that:
 - sets out the emergency procedures to be taken in the event of an allergic reaction;
 - is signed by a medical practitioner who was treating the child on the date the practitioner signs the emergency procedures plan; and
 - includes an up to date photograph of the student.

Note: The red and blue 'ASCIA Action Plan' is the most common form of emergency procedures plan that is provided by medical practitioners to parents when a child is diagnosed as being at risk of anaphylaxis.

- Download from [DET Health Support Planning Policy](#)

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
- immediately after a student has an anaphylactic reaction at school.

It is the responsibility of the parent to:

- provide the emergency procedures plan (ASCIA Action Plan).
- inform the school if their child's medical condition changes, and if relevant provide an updated emergency procedures plan (ASCIA Action Plan).
- provide an up to date photo for the emergency procedures plan (ASCIA Action Plan) when the plan is provided to the school and when it is reviewed.

COMMUNICATION PLAN

Note: the Anaphylaxis Guidelines provides advice about strategies to raise staff and student awareness, working with parents/carers and engaging the broader school community



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

The communication plan will include information about what steps will be taken to respond to an anaphylactic reaction by a student in a classroom, in the school yard, on school excursions, on school camps and special event days.

Volunteers and casual relief staff of students at risk of anaphylaxis will be informed of students at risk of anaphylaxis and their role in responding to an anaphylactic reaction by a student in their care by the assistant principal or student wellbeing officer.

All staff will be briefed once each semester by a staff member who has up to date anaphylaxis management training on:

- the school's anaphylaxis management policy
- the causes, symptoms and treatment of anaphylaxis
- the identities of students diagnosed at risk of anaphylaxis and where their medication is located
- how to use an auto adrenaline injecting device
- the school's first aid and emergency response procedures

Note: An information DVD will be used for this purpose at staff briefings.

STAFF TRAINING AND EMERGENCY RESPONSE

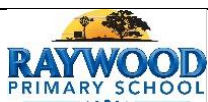
Teachers and other school staff who conduct classes which students at risk of anaphylaxis attend, or give instruction to students at risk of anaphylaxis must have up to date training in an anaphylaxis management training course.

At other times while the student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, the principal must ensure that there is a sufficient number of staff present who have up to date training in an anaphylaxis management training course.

The principal will identify the school staff to be trained based on a risk assessment.

Note: A risk assessment tool has been included in this information pack to assist principals and can be downloaded from [DET Health Support Planning Policy](#)

Training will be provided to these staff as soon as practicable after the student enrolls. Wherever possible, training will take place before the student's first day at school. Where this is not possible, an interim plan will be developed in consultation with the parents. The school's first aid procedures and students emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction.



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Appendices:

- Anaphylaxis Risk Management Checklist
- Anaphylaxis Management Plan

References:

- [DET Anaphylaxis Policy](#)
- [DET Health Support Planning Policy](#)
- **REVIEW AND APPROVAL**

Policy last reviewed	July 2023
Approved by	Principal
Next scheduled review date	July 2024



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School Name:- Raywood Primary

Address: 18 -22 Sandhurst Road, Raywood Vic 3570

Date of Review:

Time:

School Contact Person: Name: Lynley Lightburn

(Who provided information collected)

Position:

Review given to: Name:
(If different from above)

Position:

Comments:

1. How many current students are diagnosed with anaphylaxis?.....

2. Have any students ever had an allergic reaction while at school?

YES ☐ NO ☐

If Yes, how many times?

3. Have any students had an Anaphylactic Reaction at school?

YES ☐ NO ☐

If Yes, how many times?

4. Has a staff member been required to administer an EpiPen® to a student?

YES ☐ NO ☐

If yes, how many times?



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ANAPHYLAXIS RISK MANAGEMENT CHECKLIST

Section 1 Anaphylaxis management Plans and ASCIA Action Plans

1. Does every student who has been diagnosed at risk of anaphylaxis have an individual Anaphylaxis Management Plan in place? (see Section 4.1 and Appendix 1, Anaphylaxis Guidelines)? YES ☐ NO ☐

2. Are all Anaphylaxis Management Plans reviewed regularly with parents (at least annually)? YES ☐ NO ☐

2a Do they set out strategies to minimise the risk of exposure to allergens for in-school and out of class settings?

During classroom activities, including elective classes YES ☐ NO ☐

In canteens or during lunch or snack times YES ☐ NO ☐

Before and after school, in the school yard and during breaks YES ☐ NO ☐

For special events, such as excursions, sport days, class parties and extra curricular activities?
YES ☐ NO ☐

For excursions and camps YES ☐ NO ☐

Other

4. Do all students who suffer from anaphylaxis have a copy of their ASCIA Action Plan kept at school (provided by the parent)? YES ☐ NO ☐

5. Where are they kept?-----

6. Do the anaphylaxis action plans have a recent photo of the student with them? YES ☐ NO ☐

Comments

Section 2 Storage and accessibility of the EpiPen

1. Where are the students EpiPen's® Stored?

2. How are the EpiPens® stored?

3. Is the storage safe (out of reach of students)? YES ☐ NO ☐

Is the storage unlocked and accessible to staff at all times? YES ☐ NO ☐

Comments

Is the EpiPen® easy to find? YES ☐ NO ☐

Comments

4. Is a copy of students' ASCIA Action Plans kept together with their EpiPen®? YES ☐ NO ☐



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Comments

5. Are EpiPen's[®] and Action Plans clearly labelled with students' names? YES ☐ NO ☐

Comments

6. Has someone been designated to check the EpiPen's[®] expiry dates on regular basis? YES ☐ NO ☐

Who?.....

Comments

7. Has the School signed up to EpiClub (a free reminder service)? YES ☐ NO ☐

8. Do all staff know where the EpiPens[®] and Action Plans are Stored? YES ☐ NO ☐

Comments

9. Is there a spare EpiPen[®]? YES ☐ NO ☐

If Yes, what Type?.....

10. Where is it stored?

11. Is it clearly labelled as the 'backup EpiPen[®]? YES ☐ NO ☐

Section 3 Prevention Strategies

1. Have you done a risk assessment of the potential for accidental exposure to allergens for a student with anaphylaxis? YES ☐ NO ☐

2. Has the school implemented any of the prevention strategies (in Appendix 2 of the Guidelines)?
YES ☐ NO ☐

3. Which ones?

4. Others:

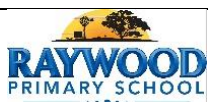
5. Is there always a trained staff member on yard duty? YES ☐ NO ☐

6. How many staff have completed training?.....

Section 4 Training and Emergency Response

1. Have all staff responsible for the care of students with anaphylaxis been trained? YES ☐ NO ☐

2. When does their training need to be renewed?.....



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3. Do all staff have an understanding of the causes, signs and symptoms of anaphylaxis and of their role in the school's first aid and emergency response procedures? YES ☐ NO ☐

4. Have you planned how the alarm will be raised if an allergic reaction occurs?

In the class room?

YES ☐ NO ☐

How?

In the school yard?

YES ☐ NO ☐

How?

At school camps and excursions?

YES ☐ NO ☐

How?

On special event days, such as sports days?

YES ☐ NO ☐

How?

5. Does your plan include who will call the Ambulance?

YES ☐ NO ☐

How?

6. In an emergency is there a plan for who will be sent to collect the EpiPen® and Action Plan? YES ☐ NO ☐

Who will this be when in the class room?.....

Who will this be when in the school yard?.....

Who will this be at sporting activities?.....

7. Have you checked how long will it take to get to the EpiPen® and Action Plan to a student from various areas of the school? YES ☐ NO ☐

How long?.....

When in the class room?

YES ☐ NO ☐

How long?.....

When in the school yard?

YES ☐ NO ☐

How long?.....

When at sports fields?

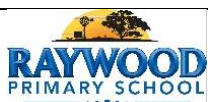
YES ☐ NO ☐

How long?.....

8. On excursions or other out of school event is there a plan for who will look after the EpiPen® and Action Plan?

YES ☐ NO ☐

Who will do this on excursions?.....



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Who will do this on camps?.....

Who will do this on sporting activities?.....

9. Is there a process for post incident support in place? YES ☐ NO ☐

10. Have all staff been briefed on:-

the school's Anaphylaxis Management Policy? YES ☐ NO ☐

the causes, symptoms and treatments of anaphylaxis? YES ☐ NO ☐

the identities of students diagnosed at risk of anaphylaxis and where their medication is located?
YES ☐ NO ☐

how to use an adrenaline auto-injecting device, including hands on practice with a trainer adrenaline auto-injecting device
YES ☐ NO ☐

the school's first aid and emergency response procedures YES ☐ NO ☐

Section 5: Communicating with staff, students and parents / carers

1. Is there a communication plan in place to provide information about anaphylaxis and the school's policies to staff, students and parents/ carers? YES ☐ NO ☐

2. Are there procedures in place for informing casual relief teachers of students at risk of anaphylaxis and the steps required for prevention and emergency response? YES ☐ NO ☐

Comments

3. Do all staff know which students suffer from anaphylaxis? YES ☐ NO ☐

Comments

How is this information kept up to date?

4. Are there strategies in place to increase awareness about severe allergies among students?
YES ☐ NO ☐

Comments



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Anaphylaxis Management Plan

Cover Sheet

This Plan is to be completed by the principal or nominee on the basis of information from the student's medical practitioner provided by the parent/carer

SCHOOL Raywood Primary				
Phone Number 54361392				
Student's name:				
Date of birth:		Year level:		
Severely allergic to:				
Other health conditions:				
Medication at school:				
Parent/carer contact:	Parent/carer information (1)		Parent/carer information (2)	
	Name:		Name:	
	Relationship:		Relationship:	
	Home phone:		Home phone:	
	Work phone:		Work phone:	
	Mobile:		Mobile:	
	Address:		Address:	



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Other emergency contacts
(if parent/carer not available):

Medical practitioner contact:

Emergency care to be
provided at school:

EpiPen® storage:

The following Anaphylaxis Management Plan has been developed with my knowledge
and input and will be reviewed on

Signature of parent:

Date:

Signature of principal (or nominee):

Date:

[illegible]