Anaphylaxis Management Policy checklist



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| **School name** |  |
| **Date of assessment** |  |

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| School anaphylaxis policy requirements |
| **School anaphylaxis policy** | **Yes** | **No** | **N/A** | **Comments** |
| Does your school have students enrolled at risk of anaphylaxis? |[ ] [ ] [ ]  If yes, how many?  |
| Your school has a policy that: |  |  |  |  |
| * is reviewed annually
 |[ ] [ ] [ ]   |
| * states the school will comply with Ministerial Order No. 706 and related guidelines.
 |[ ] [ ] [ ]   |
| Management of students diagnosed at risk of anaphylaxis |
| **Individual anaphylaxis management plans** | **Yes** | **No** | **N/A** | **Comments** |
| Your school has an individual management plan for every student at risk of anaphylaxis. |[ ] [ ] [ ]   |
| Your school has a policy requiring: |  |  |  |  |
| * the principal to be responsible for ensuring individual anaphylaxis management plans are developed for students diagnosed with a medical condition relating to allergy and the potential for anaphylactic reaction
 |[ ] [ ] [ ]   |
| * individual anaphylaxis management plans to be in place after the student enrols, or as soon as practicable after the student attends the school, with an interim plan to be developed in the meantime
 |[ ]  [ ]  |[ ]   |
| * individual anaphylaxis management plans to record information about:
 |[ ] [ ] [ ]   |
| * student allergies
 |[ ] [ ] [ ]   |
| * locally relevant risk minimisation/prevention strategies
 |[ ] [ ] [ ]   |
| * names of people responsible for implementing risk minimisation/prevention strategies
 |[ ] [ ] [ ]   |
| * storage of medication
 |[ ] [ ] [ ]   |
| * student emergency contact details
 |[ ] [ ] [ ]   |
| * student Australian Society of Clinical Immunology and Allergy (ASCIA) action plans.
 |[ ] [ ] [ ]   |

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|  |  | **Yes** | **No** | **N/A** | **Comments** |
| Your school has a policy requiring: |  |  |  |  |
| * individual anaphylaxis management plans to be updated:
 |  |  |  |  |
| * annually
 |[ ] [ ] [ ]   |
| * when student medical condition change
 |[ ] [ ] [ ]   |
| * 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.
 |[ ] [ ] [ ]   |
| * parents to:
 |  |  |  |  |
| * provide an ASCIA action plan
 |[ ] [ ] [ ]   |
| * inform the school if a student’s medical condition changes, and to provide an updated ASCIA action plan
 |[ ] [ ] [ ]   |
| * provide an up-to-date photo of a student for the ASCIA action plan
 |[ ] [ ] [ ]   |
| * provide the school with an adrenaline auto-injector for their child that is not expired.
 |[ ] [ ] [ ]   |
| School management of anaphylaxis |
| **Prevention strategies** | **Yes** | **No** | **N/A** | **Comments** |
| Your school has a policy that includes locally developed prevention strategies. |[ ] [ ] [ ]   |
| **School management and emergency response** | **Yes** | **No** | **N/A** | **Comments** |
| Your school has a policy that includes: |  |  |  |  |
| * a description on how it integrates with first aid and emergency response procedures
 |[ ] [ ] [ ]   |
| * procedures on how to respond to an anaphylaxis emergency.
 |[ ] [ ] [ ]   |
| Your school has emergency response procedures that include: |  |  |  |  |
| * reference to maintaining an up-to-date list of students at risk of anaphylaxis
 |[ ] [ ] [ ]   |
| * details of individual anaphylaxis management plans and ASCIA plans, and where these are located:
 |[ ] [ ] [ ]   |
| * during on-site normal school activities
 |[ ] [ ] [ ]   |
| * during off-site activities
 |[ ] [ ] [ ]   |
| * information about storage and accessibility of adrenaline auto-injectors including those for general use
 |[ ] [ ] [ ]   |
| * a communication plan for school staff to communicate with students and parents.
 |[ ] [ ] [ ]   |
| Your school has a policy requiring: |  |  |  |  |
| * the principal to ensure sufficient numbers of trained staff are available to supervise students at risk of anaphylaxis outside of normal class activities (for example, off-site activities).
 |[ ] [ ] [ ]   |
| * emergency response procedures, general first aid procedures, and student’s ASCIA Action Plan to be followed during an anaphylaxis emergency.
 |[ ] [ ] [ ]   |

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| **Adrenaline auto-injectors for general use** | **Yes** | **No** | **N/A** | **Comments** |
| Has the school purchased adrenaline auto-injectors for general use?  |[ ] [ ] [ ]  If yes, how many?  |
| Your school has a policy prescribing :* the purchase of adrenaline auto-injectors for general use, including:
 |  |  |  |  |
| * that the principal is responsible for arranging the purchase of additional adrenaline auto-injectors for general use and as a back-up to those supplied by parents
 |[ ] [ ] [ ]   |
| * that the principal is to consider the following factors in purchasing adrenaline auto-injectors for general use:
 |[ ] [ ] [ ]   |
| * the number of students enrolled at risk of anaphylaxis
 |[ ] [ ] [ ]   |
| * the accessibility of adrenaline auto-injectors supplied by parents
 |[ ] [ ] [ ]   |
| * the availability of a sufficient supply of adrenaline auto-injectors for general use in specified locations at the school, including the school yard, at excursions, camps and special events conducted, organised or attended by the school
 |[ ] [ ] [ ]   |
| * that adrenaline auto-injectors have a limited life, 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 comes first.
 |[ ] [ ] [ ]   |
| **Communication plan** | **Yes** | **No** | **N/A** | **Comments** |
| Your school has a communication plan that includes: |  |  |  |  |
| * that the principal is responsible for ensuring the communication plan is developed to provide information to all school staff, students and parents about anaphylaxis and the school’s anaphylaxis management policy
 |[ ] [ ] [ ]   |
| * strategies for advising school staff, students and parents about how to respond to an anaphylactic reaction:
 |  |  |  |  |
| * during on-site activities (in the classroom, in the yard, in all school buildings and sites including gyms and halls)
 |[ ] [ ] [ ]   |
| * during off-site activities (excursions, camps, special events conducted, organised or attended by the school)
 |[ ] [ ] [ ]   |
| * procedures to inform volunteers, school canteen staff and casual relief staff of students with a medical condition that relates to allergy and the potential for an anaphylactic reaction of a student in their care
 |[ ] [ ] [ ]   |
| * that the principal is responsible for ensuring that relevant staff are:
 |  |  |  |  |
| * trained in accordance with Ministerial Order No. 706
 |[ ] [ ] [ ]   |
| * briefed at least twice per calendar year.
 |[ ] [ ] [ ]   |

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| **Staff training** | **Yes** | **No** | **N/A** | **Comments** |
| Your school has a policy that states: |  |  |  |  |
| * that the following staff must have anaphylaxis management training:
 |  |  |  |  |
| * staff who conduct classes that students at risk of anaphylaxis attend
 |[ ] [ ] [ ]   |
| * other staff that the principal identifies based on a risk assessment
 |[ ] [ ] [ ]   |
| * the policy identifies these staff/positions
 |[ ] [ ] [ ]   |
| * that relevant school staff have completed:
 |  |  |  |  |
| * anaphylaxis management training in the three years prior (22099VIC 22300VIC,10313NAT), or
 |[ ] [ ] [ ]   |
| * online anaphylaxis management training in the two years prior

(ASCIA e-training for Victorian schools, and verified by staff that have completed Course in Verifying the Correct Use of Adrenaline Auto-injector Devices 22303VIC, valid for three years) |[ ] [ ] [ ]   |
| * that relevant school staff have participated in a briefing twice per calendar year, with the first to occur at the beginning of the year, delivered by a staff member who has successfully completed an anaphylaxis management training course in the last two years.
 |[ ] [ ] [ ]   |
| Your school has a policy that requires: |  |  |  |  |
| * a briefing to cover:
 |  |  |  |  |
| * the school’s anaphylaxis management policy
 |[ ] [ ] [ ]   |
| * the causes, symptoms and treatment of anaphylaxis
 |[ ] [ ] [ ]   |
| * the identities of students at risk of anaphylaxis, the details of their medical condition, and where their medication is located
 |[ ] [ ] [ ]   |
| * how to use an adrenaline auto-injector, including practising with a trainer adrenaline auto-injector
 |[ ] [ ] [ ]   |
| * the school’s general first aid and emergency response procedures
 |[ ] [ ] [ ]   |
| * the location of, and access to, adrenaline auto-injectors that have been provided by parents or purchased by the school for general use
 |[ ] [ ] [ ]   |
| * the principal to develop an interim plan and consult with parents if training or a briefing has not occurred as required
 |[ ] [ ] [ ]   |
| * training and a briefing to occur as soon as possible after the interim plan is developed.
 |[ ] [ ] [ ]   |
| **Annual risk management checklist** | **Yes** | **No** | **N/A** | **Comments** |
| Your school has a policy that requires: |  |  |  |  |
| * the principal to complete an annual risk management checklist.
 |[ ] [ ] [ ]   |