



# Anaphylaxis Policy

## Table of Contents

Table of Contents.....	0
Help for non-English Speakers.....	1
Purpose .....	1
Scope .....	1
Alignment with School Values .....	1
Policy.....	2
School Statement .....	2
Anaphylaxis.....	2
Symptoms.....	2
Treatment .....	3
Individual Anaphylaxis Management Plans.....	3
Review and Updates to Individual Anaphylaxis Management Plans:.....	4
Location of Plans and Adrenaline Devices.....	4
Risk Minimisation Strategies.....	4
Adrenaline Autoinjectors for General Use.....	5
Emergency Response .....	6
Communication Plan.....	8
Further Information and Resources.....	9
Policy Review and Approval.....	9
Individual Anaphylaxis Management Plan.....	10
Guidance for Developing this Plan.....	10
Student's Emergency Contact Details.....	11
Possible Allergen Exposure Sites .....	11
Reviewing this Plan .....	11
Parent/Carer Agreement .....	12
School Agreement.....	12
Privacy Notice .....	12
Annual Risk Management Checklist.....	14
Anaphylaxis Management .....	14





## Help for non-English Speakers



If you need help to understand the information in this policy, please contact the school office by phoning 03 9782 1333 or emailing [Banyan.Fields.PS@education.vic.gov.au](mailto:Banyan.Fields.PS@education.vic.gov.au)

## Purpose

To explain Banyan Fields Primary School parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Banyan Fields Primary School is compliant with Ministerial Order 706 and the department's guidelines for anaphylaxis management.



## Scope

This policy applies to:

- All staff, including casual relief staff, canteen operators and volunteers
- All students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers

## Alignment with School Values

This policy aligns with our school values as follows:

Tenacity	We maintain up-to-date and comprehensive staff training in anaphylaxis management to ensure all staff are confident in recognising and responding to allergic reactions. Individual Anaphylaxis Management Plans are regularly reviewed and updated in partnership with families to reflect current medical advice. Staff routinely rehearse and refine emergency response procedures to ensure a high level of preparedness in all situations.	
Equity	We develop and implement individualised Anaphylaxis Management Plans tailored to each student's specific needs and risk factors. Adjustments are made to food practices, excursions, and classroom activities to ensure both safety and equitable access to learning. Through these supports, all students are enabled to participate fully and safely in all school experiences.	



Synergy	Staff, families and healthcare providers engage in clear, ongoing communication to support consistent and informed care. We work collaboratively to proactively monitor risks and respond promptly and effectively to allergic reactions and emergencies. Students are also supported to build awareness and take shared responsibility for the safety and wellbeing of others.	
Stewardship	We actively manage food and allergen risks across all school environments to minimise exposure. Adrenaline autoinjectors are maintained, clearly accessible, and within expiry dates at all times to ensure immediate response capability. We foster a culture of awareness, responsibility, and care to support individuals at risk of anaphylaxis.	

## Policy

### School Statement

Banyan Fields Primary School will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education.

### Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

### Symptoms

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth.

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting.



Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen but can appear within a few minutes.

## Treatment

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline device for use in an emergency. These adrenaline devices are designed so that anyone can use them in an emergency.

## Individual Anaphylaxis Management Plans

All students at Banyan Fields Primary School who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. When notified of an anaphylaxis diagnosis, the Principal of Banyan Fields Primary School is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Banyan Fields Primary School and where possible, before the student's first day.

Parents and carers must:

- obtain an ASCIA Action Plan for Anaphylaxis (RED) from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis (RED)
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis (RED), and provide it to the school each time it is updated
- provide the school with a current adrenaline device for the student that has not expired
- participate in annual reviews of the student's Individual Anaphylaxis Management Plan that is prepared by the school

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the school





- the name of the person(s) responsible for implementing the risk minimisation strategies, which have been identified in the Individual Anaphylaxis Management Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis (RED) completed by the student's medical practitioner.

## Review and Updates to Individual Anaphylaxis Management Plans:

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

## Location of Plans and Adrenaline Devices

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis (RED) at Sick Bay in the main school building, together with the student's adrenaline device. Adrenaline devices must be labelled with the student's name.

Banyan Fields Primary School acknowledges that there are times when it is appropriate for a student to carry their autoinjector with them. In such circumstances, the particulars of the plan will be discussed and agreed by the parents, principal and other relevant staff.

Autoinjectors are also included in excursion packs that are carried by staff during every excursion.

## Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Banyan Fields Primary School, we have put in place the following strategies:

- Staff and students are regularly reminded to wash their hands after eating
- Students are discouraged from sharing food
- Garbage bins at school remain covered with lids to reduce the risk of attracting insects





- Gloves or a grabbing tool are worn/used when picking up papers or rubbish in the playground
- School canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination.
- Year groups are informed of allergens that must be avoided in advance of class parties, events, or birthdays.
- General use autoinjectors are stored in the following locations around the school:
  - Sickbay
  - Area D Yard Duty Bag
  - Emergency Evacuation Bag
  - Gym Office
  - Gym First Aid Bag (Sports Trolley)
  - In the Big Red First Aid Bag #1, #2, #3 and #4
- Planning for off-site activities will include risk minimisation strategies for students at risk of anaphylaxis including supervision requirements, appropriate number of trained staff, emergency response procedures and other risk controls appropriate to the activity and students attending.

## Adrenaline Autoinjectors for General Use

Banyan Fields Primary School will maintain a supply of adrenaline autoinjector(s) for general use, as a back-up to those provided by parents and carers for specific students, and for students who may suffer from a first-time reaction at school.

Adrenaline autoinjectors for general use will be stored in the following areas and labelled general use:

- Sickbay
- Area D Yard Duty Bag
- Emergency Evacuation Bag
- Gym Office
- Gym First Aid Bag (Sports Trolley)
- In the Big Red First Aid Bag #1, #2, #3 and #4

The principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at Banyan Fields Primary School at risk of anaphylaxis.
- the accessibility of adrenaline autoinjectors supplied by parents.
- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions, and events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry.





Adrenaline autoinjectors for general use will be stored in the areas listed on page 5 and labelled “General Use”.

The Principal is responsible for arranging the purchase of adrenaline autoinjectors for general use, and will consider:

- the number of students enrolled at Example School at risk of anaphylaxis
- the accessibility of adrenaline autoinjectors supplied by parents
- the availability of a sufficient supply of autoinjectors for general use in different locations at the school, as well as at camps, excursions and events
- the limited life span of adrenaline autoinjectors, and the need for general use adrenaline autoinjectors to be replaced when used or prior to expiry
- the weight of the students at risk of anaphylaxis to determine the correct dosage of adrenaline autoinjector/s to purchase.

## Emergency Response

In the event of an anaphylactic reaction, the emergency response procedures in this policy must be followed, together with the school’s general first aid procedures, emergency response procedures and the student’s Individual Anaphylaxis Management Plan.

A complete and up-to-date list of students identified as being at risk of anaphylaxis is maintained by the office staff and stored in Sick Bay.

For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of anaphylaxis attending the special event, together with their Individual Anaphylaxis Management Plans and adrenaline devices, where appropriate. If a student experiences an anaphylactic reaction at school or during a school activity, school staff must:

Step	Action
1	<ul style="list-style-type: none"><li>• Lay the person flat</li><li>• Do not allow them to stand or walk</li><li>• If breathing is difficult, allow them to sit with legs outstretched</li><li>• Be calm and reassuring</li><li>• Do not leave them alone</li><li>• Seek assistance from another staff member or reliable student to locate the student’s adrenaline device or the school’s general use autoinjector, and the student’s Individual Anaphylaxis Management Plan, stored at Sick Bay</li><li>• If the student’s plan is not immediately available, or they appear to be experiencing a first-time reaction, follow steps 2 to 5</li></ul>



Step	Action
2	<ul style="list-style-type: none"> <li>● Administer an <u>EpiPen or EpiPen Jr</u></li> <li>● Remove from plastic container</li> <li>● Form a fist around the EpiPen and pull off the blue safety release (cap)</li> <li>● Hold leg still and place orange end against the student's outer mid-thigh (with or without clothing)</li> <li>● Push down hard until a click is heard or felt and hold in place for 3 seconds</li> <li>● Remove EpiPen</li> <li>● Note the time the EpiPen is administered</li> <li>● Retain the used EpiPen to be handed to ambulance paramedics along with the time of administration.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>● Administer an <u>Anapen® 500</u></li> <li>● Pull off the black needle shield</li> <li>● Pull off grey safety cap (from the red button)</li> <li>● Place needle end firmly against the student's outer mid-thigh at 90 degrees (with or without clothing)</li> <li>● Press red button so it clicks and hold for 3 seconds</li> <li>● Remove Anapen®</li> <li>● Note the time the Anapen is administered</li> <li>● Retain the used Anapen to be handed to ambulance paramedics along with the time of administration.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>● Administer <u>Jext 150 or 300</u></li> <li>● Form fist around Jext and pull off yellow cap</li> <li>● Place black injector tip against outer-mid thigh (with or without clothing)</li> <li>● Push black tip firmly until a click is heard and hold in place for 3 seconds.</li> <li>● Remove Jext</li> <li>● Note the time the Jext device is administered.</li> <li>● The used adrenaline device must be handed to the ambulance paramedics along with the time of administration</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>● Administer <u>Neffy® 1mg or 2mg</u></li> <li>● Hold the nasal spray with your thumb on the bottom of the plunger and a finger on either side of the nozzle.</li> <li>● Do not pull or push on the plunger. Do not test or prime (pre-spray). Each Neffy nasal spray contains only one spray.</li> <li>● Place the nozzle of the nasal spray into a nostril until fingers touch the nose.</li> <li>● For smaller nostrils, aim for the fingers to touch the nose.</li> <li>● Keep the nozzle pointed towards the forehead. Do not angle the nozzle of the nasal spray to the inner or outer walls of the nose.</li> <li>● Press the plunger up firmly until the dose is administered and it sprays into the nostril.</li> </ul>

Step	Action
	<ul style="list-style-type: none"> <li>Note the time the Neffy device is administered.</li> <li>The used adrenaline device must be handed to the ambulance paramedics along with the time of administration</li> </ul>
3	<ul style="list-style-type: none"> <li>Call an ambulance (000)</li> </ul>
4	<ul style="list-style-type: none"> <li>If there is no improvement or severe symptoms progress (as described in the ASCIA Action Plan for Anaphylaxis (RED)), further adrenaline doses may be administered every 5 minutes, if other adrenaline autoinjectors are available.</li> </ul>
5	<ul style="list-style-type: none"> <li>Contact the student's emergency contacts.</li> </ul>
6	<ul style="list-style-type: none"> <li>The principal or a staff member allocated to do so must contact the Incident Support and Operations Centre (ISOC) on 1800 126 126 to report 'High' or 'Extreme' severity incidents to report the incident. Incidents assessed as 'Low' or 'Medium' can be reported directly into <a href="#">EduSafe Plus</a> by the principal or their allocated staff member.</li> </ul>

If a student appears to be having a severe allergic reaction but has not been previously diagnosed with an allergy or being at risk of anaphylaxis, school staff should follow steps 2 – 5 as above.

For first time anaphylactic reactions, the school's general use adrenaline autoinjector device must be used. If the general use device is not immediately available in an anaphylaxis emergency, staff may use another student's adrenaline device, including the Epipen®, Anapen®, Jext® or Neffy® device. This may save a life. If another student's adrenaline device is used in an anaphylaxis emergency, the school must notify the parents of the student whose device was used and immediately replace the device.

Where possible, staff should consider using the correctly dosed device depending on the weight of the student. However, in an emergency, if there is no other option available, any device should be administered to the student.

## Communication Plan

- This policy will be publicly available on Banyan Fields Primary School's website so that parents and other members of the school community can easily access information about Banyan Fields Primary School's anaphylaxis management procedures
- This policy will be available to all staff, and referenced in the staff handbook and annual induction processes



- This policy will be presented to all staff during the 6-monthly anaphylaxis briefings
- Staff who work directly with a student who is at risk of anaphylaxis will be fully briefed on the individual plan in place for the student
- This policy will be included in the annual induction processes for volunteers, contractors and casual relief teachers

## Further Information and Resources

- The department's Policy and Advisory Library (PAL):
  - [Anaphylaxis](#)
  - [Allergies](#)
  - [First Aid for Students and Staff](#)
  - [Health Care Needs](#)
  - [Managing and Reporting School Incidents \(Including Emergencies\)](#)
  - [Medication](#)
- [Allergy & Anaphylaxis Australia](#)
- ASCIA Guidelines: [Schooling and childcare](#)
- [Hero HQ Anaphylaxis Management Training](#)
- <https://allergyfacts.org.au/interest/anaphylaxis/>
- Royal Children's Hospital: [Allergy and immunology](#)
- [Banyan Fields Primary School](#)
  - Administration of Medication Policy
  - First Aid Policy
  - Health Care Needs Policy

## Policy Review and Approval

Policy last reviewed	Term 2, 2026
Approve by	Principal
Next scheduled review date	Term 2, 2027

*The principal will complete the department's Annual Risk Management Checklist for anaphylaxis management to assist with the evaluation and review of this policy and the support provided to students at risk of anaphylaxis.*





# Individual Anaphylaxis Management Plan

This plan details the school's prevention strategies for minimising the risk of the student having an anaphylactic reaction while in the school's care. Refer to the student's [ASCIA Action Plan for Anaphylaxis \(RED\)](#) (attached to this plan) for step-by-step emergency response instructions if the student experiences an allergic reaction or anaphylaxis.

## Guidance for Developing this Plan

This plan must be completed by the principal or nominee in consultation with the student's parent/carer(s) for any student who has been diagnosed by a medical practitioner as having a medical condition that relates to allergy and the potential for anaphylactic reaction, where the school has been notified of that diagnosis. The student's ASCIA Action Plan for Anaphylaxis (RED), signed by their medical practitioner, must be attached.

Parent/carer(s) must provide the school with a copy of the student's ASCIA Action Plan for Anaphylaxis and an up-to-date photo of the student. Parents/carers must inform the school if their child's medical condition changes.

- Risk minimisation strategies are available at [Anaphylaxis policy: Risk Minimisation Strategies](#).
- Schools can contact the Royal Children's Hospital's **Anaphylaxis Support Advisory Line** at **1300 725 911** or [anaphylaxisadvice@rch.org.au](mailto:anaphylaxisadvice@rch.org.au) for support to develop this plan.

<b>School</b>	Banyan Fields Primary School		
<b>Student</b>		<b>Year level</b>	
<b>Confirmed allergens</b>			
<b>Other relevant medical conditions</b>			
<b>Location of the student's medication at school, including adrenaline (epinephrine) device (EpiPen®, Anapen®, Jext® or Neffy®)</b>			





## Student's Emergency Contact Details

Primary contact name		Alternate contact name	
Relationship		Relationship	
Main phone number		Main phone number	
Other phone number		Other phone number	

## Possible Allergen Exposure Sites

Consider every area the student will spend time in during the year – both onsite and offsite (for example, classroom, canteen, sports areas, excursions, camps).

Environment or Area:			
Risk identified	Actions to minimise the risk	When is the action required?	Name of person responsible

## Reviewing this Plan

The school must review this Individual Anaphylaxis Management Plan in consultation with the parents/carers:

- annually
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- as soon as is practicable after the student has an anaphylactic reaction at school
- immediately before the student attends any off-site activity, such as camps and excursions, or special events conducted, organised or attended by the school (for example, class parties, elective subjects, cultural days, fetes, incursions)





Banyan Fields Primary School also follows the recommendation that a student's Individual Anaphylaxis Management Plan is reviewed if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

## Parent/Carer Agreement

- I have been consulted in the development of this Individual Anaphylaxis Management Plan and agree to the risk minimisation strategies proposed.
- I have provided the school with the ASCIA Action Plan for Anaphylaxis (RED), signed by a medical practitioner, and confirm the school has an up-to-date photo of the student.
- I understand that the school will handle all information in accordance with the privacy notice and the laws and policies stated within it.

<b>Signature of parent/carers:</b>	
<b>Date:</b>	

## School Agreement

- I have consulted the parent/carers(s) of the student and the relevant school staff who will be involved in the implementation of this Individual Anaphylaxis Management Plan.
- I have been provided with the student's ASCIA Action Plan for Anaphylaxis (RED), signed by a medical practitioner, and have attached an up-to-date photo of the student.

<b>Signature of principal (or nominee):</b>	
<b>Date:</b>	

## Privacy Notice

This form collects information about your child's health so the school can put in place measures to reduce the risk of your child having an anaphylactic reaction while under the school's care. It will also be used by the school to help manage your child's allergic reaction or anaphylaxis if it occurs. If not all the information is provided on the form, it may affect our ability to reduce your child's risk of anaphylaxis while at school or to manage their condition appropriately.

Information provided in the form will be stored securely in the department's systems, with access restricted to those who need to know how to manage your child's condition, those that need access as outlined in this form, staff that need to provide required technical system assistance to access the information and also any staff that need to know in accordance with the department's privacy policy.





All information will be handled in accordance with the Privacy Notice provided in this form and Victorian privacy laws and the department's schools' policies regarding [privacy](#) and [records](#).

For further information on this Notice, or to request access and correction of personal information, please email [Banyan.Fields.PS@education.vic.gov.au](mailto:Banyan.Fields.PS@education.vic.gov.au) .





# Annual Risk Management Checklist

## Anaphylaxis Management

A school's anaphylaxis policy must require the principal or their allocated staff member complete an annual risk management checklist to monitor their compliance with the Ministerial Order, the department's Anaphylaxis Guidelines, and their legal obligations. If a staff member is allocated to undertake this task, the principal must approve the checklist.

This checklist is to be completed when the school has a student at risk of anaphylaxis. It must be reviewed at the start of each year.

If you need help with this checklist, or meeting your school's obligations under Ministerial Order 706, contact the Royal Children's Hospital **Anaphylaxis Advice Line**. The advisory line is available between the hours of 8.30am to 5.00pm, Monday to Friday. Phone [1300 725 911](tel:1300725911) or [03 9345 4235](tel:0393454235) or email [anaphylaxisadvice@rch.org.au](mailto:anaphylaxisadvice@rch.org.au)

For more information and resources, see the department's [Anaphylaxis policy](#).

<b>School name:</b>	<b>Banyan Fields Primary School</b>	
<b>Date of review:</b>	<b>Term 2, 2026</b>	
<b>Who completed this checklist?</b>	<b>Name:</b>	Jessica Westmore
	<b>Position:</b>	Office Manager
<b>Review given to:</b>	<b>Name:</b>	Patrick Halpin
	<b>Position:</b>	Principal
<b>Comments:</b>		





General information	
1. How many current students have been diagnosed as being at risk of anaphylaxis, and have been prescribed an adrenaline device?	
2. How many of these students carry their adrenaline device on their person?	
3. If your school is a government school, are you aware that every incident in which a student suffered an anaphylactic reaction must be reported to the Incident Support Operations Centre (ISOC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are you aware that schools can contact the Royal Children's Hospital Anaphylaxis Advice Line (by emailing: <a href="mailto:anaphylaxisadvice@rch.org.au">anaphylaxisadvice@rch.org.au</a> or by phone: 1300 725 911) to help schools meet their obligations under the department's <a href="#">Anaphylaxis Policy</a> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 1: Training	
5. Have all school staff who conduct classes with students who are at risk of anaphylaxis successfully completed an approved anaphylaxis management training course, either: <ul style="list-style-type: none"> <li>online training (Australasian Society of Clinical Immunology and Allergy (ASCIA) (anaphylaxis e-training for Victorian Schools) within the last 2 years, or</li> <li>accredited face to face training (22578VIC) within the last 3 years?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Does your school conduct anaphylaxis briefings twice every year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Do all school staff participate in a twice-yearly anaphylaxis briefing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. If you are intending to use the ASCIA Anaphylaxis e-training for Victorian Schools: <ul style="list-style-type: none"> <li>a. Has your school trained a minimum of 2 school staff per school or per campus (School Anaphylaxis Supervisors) to conduct competency checks of adrenaline devices (EpiPen®, Anapen®, Jext and Neffy)?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>b. Are your school staff being assessed for their competency in using adrenaline devices (EpiPen®, Anapen®, Jext and Neffy) within 30 days of completing the ASCIA Anaphylaxis e-training for Victorian Schools?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A





<b>SECTION 2: Individual Anaphylaxis Management Plans</b>	
9. Does every student who is at risk of anaphylaxis have an Individual Anaphylaxis Management Plan (developed by the school) that includes an ASCIA Action Plan for Anaphylaxis (RED) completed and signed by a prescribed medical practitioner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are all Individual Anaphylaxis Management Plans reviewed regularly with parents (at least annually and after any changes to the student's medical condition, after any anaphylactic reaction at the school, or where the student is to participate in an offsite activity such as sport, camps or special events)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. 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?	
a. During classroom activities, including elective classes	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. In canteens or during lunch or snack times	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Before and after school, in the school yard and during breaks	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. For special events, such as sports days, class parties and extra-curricular activities	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. For excursions and camps	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. In the event of an emergency, do staff know where to find a student's ASCIA Action Plans for Anaphylaxis (RED)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Do the ASCIA Action Plans for Anaphylaxis (RED) include a recent photo of the student?	<input type="checkbox"/> Yes <input type="checkbox"/> No





<b>SECTION 3: Storage and Accessibility of Adrenaline Devices</b>	
14. Does the school have a process for storing all student adrenaline devices, supplied by the family, and do staff know where and how to access them?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Does the school have a process for storing all general use adrenaline autoinjectors purchased by the school, and do staff know where and how to access them?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Are all the adrenaline devices stored at room temperature (not refrigerated) and out of direct sunlight?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Is the storage unlocked and accessible to school staff at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Is a copy of student's individual ASCIA Action Plan for Anaphylaxis (RED) kept together with the student's adrenaline device?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19. Are the adrenaline devices and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan for Anaphylaxis (RED)) clearly labelled with the student's names?	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. Who is the person who has been designated to check the adrenaline devices expiry dates on a regular basis?	
21. Are there adrenaline devices which are currently in the possession of the school which have expired? If yes, please replace.	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Has the school signed up to <a href="#">MyEpiPen</a> (optional free reminder services)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
23. Has the school purchased at least 2 adrenaline autoinjectors for general use (one to retain on site and one which can go on all camps/excursions), and have they been placed in the school's first aid kit(s)? <i>This is a requirement under departmental policy.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
24. Are the adrenaline autoinjectors for general use clearly labelled as a 'General Use' adrenaline autoinjector?	<input type="checkbox"/> Yes <input type="checkbox"/> No



SECTION 4: Risk Minimisation Strategies		
25. Has your school put in place risk minimisation strategies within the school environment to reduce the potential exposure to allergens for all students who have been diagnosed as being at risk of anaphylaxis?		<input type="checkbox"/> Yes <input type="checkbox"/> No
26. Which of the risk minimisation strategies in the <a href="#">Anaphylaxis Guidelines</a> (listed below) have been implemented?		
Risk	Considerations	Implemented?
Food brought to school	Information sheet sent to the parent community on severe allergy and the risk of anaphylaxis	<input type="checkbox"/> Yes
	Parents alerted to strategies that the school has in place and the need for their child to not share food and to wash hands after eating	<input type="checkbox"/> Yes
School fundraising, special events and cultural days	Children with food allergies are considered when planning fundraisers, cultural days or stalls for fair/fete days, breakfast mornings, etc. Notices are sent to the parent community discouraging specific food products	<input type="checkbox"/> Yes
Food rewards	Food rewards are discouraged and non-food rewards are encouraged	<input type="checkbox"/> Yes
	Children at risk of food anaphylaxis eat food that is supplied by their parents or food that is agreed to by parents prior to a given event.	<input type="checkbox"/> Yes
	A labelled 'treat box' is supplied by parents and stored in the classroom.	<input type="checkbox"/> Yes
Class parties and birthday celebrations	Activities are discussed with parents of children at risk of anaphylaxis well in advance	<input type="checkbox"/> Yes
	A notice is sent home to all parents prior to the event, discouraging food products	<input type="checkbox"/> Yes
	Teachers ask the child's parent to attend the parent as a volunteer	<input type="checkbox"/> Yes
	Children at risk of anaphylaxis does not share food brought in by other students	<input type="checkbox"/> Yes
	Children at risk of anaphylaxis bring their own food	<input type="checkbox"/> Yes
	Parents of children at risk of anaphylaxis supply a 'treat box' for storage at school	<input type="checkbox"/> Yes
Cooking and Food Technology	Parents are engaged in discussions prior to cooking sessions and activities using food	<input type="checkbox"/> Yes
	Students are reminded to not share food they have cooked with others at school	<input type="checkbox"/> Yes



<b>Science experiments</b>	Parents are engaged in discussion prior to experiments containing foods	<input type="checkbox"/> Yes
<b>Students picking up rubbish</b>	Students at risk of food or insect sting anaphylaxis are excused from rubbish collection duty.	<input type="checkbox"/> Yes
<b>Music</b>	Music teachers are aware that wind instruments should not be shared	<input type="checkbox"/> Yes
<b>Art and craft</b>	Containers used by students at risk of anaphylaxis do not contain allergens (e.g. egg white or yolk on an egg carton)	<input type="checkbox"/> Yes
	Face painting and mask moulding is discussed with parents prior to the event	<input type="checkbox"/> Yes
	Play dough does not contain nut oil	<input type="checkbox"/> Yes
<b>Canteen</b>	The canteen does not offer foods that contain allergens	<input type="checkbox"/> Yes
	Canteen staff are educated on food handling procedures and the risk of cross contamination	<input type="checkbox"/> Yes
	Students at risk of anaphylaxis have an individual and identifiable lunch bag	<input type="checkbox"/> Yes
	Only staff trained in food handling and cross contamination serve students at risk of anaphylaxis in the canteen	<input type="checkbox"/> Yes
	Photos of the students at risk of anaphylaxis are located in the canteen	<input type="checkbox"/> Yes
	Parents of the students monitor the menu and visit the canteen to check the ingredients in the products	<input type="checkbox"/> Yes
<b>Sunscreen</b>	Parents of children at risk of anaphylaxis are informed that sunscreen is offered to children	<input type="checkbox"/> Yes
	Parent of children at risk of anaphylaxis provide separate sunscreen for their child	<input type="checkbox"/> Yes
<b>Hand washing</b>	Students are encouraged to wash their hands before and after eating	<input type="checkbox"/> Yes
<b>Part-time educators and casual relief teachers</b>	CRTs are provided with a list of students at risk of anaphylaxis with photos	<input type="checkbox"/> Yes
	Only staff who have completed appropriate anaphylaxis training are placed in classes where there is a student at risk of anaphylaxis	<input type="checkbox"/> Yes
	Casual staff who work at the school regularly are invited to attend anaphylaxis training and briefings	<input type="checkbox"/> Yes
	Schools have educational tools available to all staff	<input type="checkbox"/> Yes
<b>Use of food counters</b>	Food items are not used as maths resources and other activities	<input type="checkbox"/> Yes
<b>Class rotations</b>	Students at risk of anaphylaxis are considered in planning rotation activities	<input type="checkbox"/> Yes



<b>Class pets and pet visitors</b>	Animal feed is checked for allergens	<input type="checkbox"/> Yes
	Students are encouraged and reminded to wash their hands after touching or handling any animals at school	<input type="checkbox"/> Yes
	Parents of students at risk of anaphylaxis are encouraged to attend pet incursions and excursions	<input type="checkbox"/> Yes
	Students at risk of anaphylaxis are discouraged from handling recently hatched chicks	<input type="checkbox"/> Yes
	Students at risk of anaphylaxis are encouraged to wear gloves when near animals	<input type="checkbox"/> Yes
<b>Incursions</b>	Parents of students at risk of anaphylaxis are engaged in the planning of any incursion involving food	<input type="checkbox"/> Yes
<b>Excursions, swimming and sports carnivals</b>	Teachers organising and attending excursions and sporting events plan an emergency response procedure prior to any event	<input type="checkbox"/> Yes
	All staff and volunteers attending an excursion are provided with laminated cards detailing: <ul style="list-style-type: none"> <li>• Location of event</li> <li>• Procedure for calling an ambulance, advising that a life threatening allergic reaction has occurred and adrenaline is required</li> </ul>	<input type="checkbox"/> Yes
	Staff carry mobile phones when on excursion	<input type="checkbox"/> Yes
	Additional adults (staff or volunteers) are engaged when there are students at risk of anaphylaxis attending an event	<input type="checkbox"/> Yes
	Reminders are sent to all parents prior to an event that certain food-items should not be packed in lunch boxes	<input type="checkbox"/> Yes
	Students are not permitted to eat on buses	<input type="checkbox"/> Yes
	Excursion foods are checked for allergens	<input type="checkbox"/> Yes
<b>Medical kits</b>	All staff are aware of the location of emergency medical kits containing an adrenaline autoinjector	<input type="checkbox"/> Yes
	Medical kits contain students' ASCIA Action Plans and autoinjectors are easily accessible to children at risk of anaphylaxis, and the adults responsible for their care at all times.	<input type="checkbox"/> Yes
	The teacher accompanying the group with a student at risk of anaphylaxis carries the medical kit containing the autoinjector	<input type="checkbox"/> Yes
	All staff are aware of the location of the medical kits containing an autoinjector	<input type="checkbox"/> Yes
	Medical kits containing an autoinjector are kept in a cool place	<input type="checkbox"/> Yes

School camps	Emergency response procedures outline the roles and responsibilities of all teachers in policing prevention strategies and their roles and responsibilities in the event of an anaphylactic reaction	<input type="checkbox"/> Yes
	All teachers attending the camp carry laminated emergency cards detailing the location of the camp and correct procedure for calling an ambulance, advising the call centre that a life threatening allergic reaction has occurred and adrenaline is required	<input type="checkbox"/> Yes
	Staff practise with the adrenaline autoinjector training device prior to the camp	<input type="checkbox"/> Yes
	Local emergency services and hospitals are contacted prior to camps	<input type="checkbox"/> Yes
	The closest hospital is identified and all staff informed	<input type="checkbox"/> Yes
	Mobile phone coverage is checked and confirmed	<input type="checkbox"/> Yes
	Parents are informed of the foods that students are not permitted to bring on camp	<input type="checkbox"/> Yes
	The camp provider provides a menu of foods that will be provided for prior approval by the parents	<input type="checkbox"/> Yes
	If a parent decides to provide food for their child at risk of anaphylaxis, storage and heating is planned prior to the camp	<input type="checkbox"/> Yes
Insect sting allergy	Students at risk of anaphylaxis are encouraged to:	
	Use insect repellents that contain DEET	<input type="checkbox"/> Yes
	Wear light clothes that cove most of the skin on hot days	<input type="checkbox"/> Yes
	Avoid 'flower' type prints on their clothes	<input type="checkbox"/> Yes
	Wear shoes at all times	<input type="checkbox"/> Yes
	Avoid perfumes or scented body creams/deodorants	<input type="checkbox"/> Yes
	Wear gloves when gardening	<input type="checkbox"/> Yes
	Avoid picking up rubbish which may attract insects	<input type="checkbox"/> Yes
	Be extra careful where there are bodies of water	<input type="checkbox"/> Yes
	Keep windows on vehicles and in dorms closed at all times	<input type="checkbox"/> Yes
	Keep drink bottles covered	<input type="checkbox"/> Yes
	Keep garbage bins covered	<input type="checkbox"/> Yes
	Avoid long grassy areas	<input type="checkbox"/> Yes
	Wear boots and thick clothing (e.g. denim)	<input type="checkbox"/> Yes
Avoid ant nests, bee hives, etc.	<input type="checkbox"/> Yes	



Avoid insects that are in the area	<input type="checkbox"/> Yes
27. Are there always sufficient school staff members on yard duty who have current Anaphylaxis Training?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### SECTION 5: School Management and Emergency Response

28. Does the school have procedures for emergency responses to anaphylactic reactions? Are they clearly documented and communicated to all staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
29. Do school staff know when their training needs to be renewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
30. Does your plan include who will call the ambulance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
31. For excursions, camps or other out of school events, is there a plan for who is responsible for ensuring the adrenaline device(s) and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan for Anaphylaxis (RED)) and the adrenaline autoinjector for general use are correctly stored and available for use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
32. Do school staff know:	
a. Where the school's local Anaphylaxis Policy is shared with the school community?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. The identities of students at risk of anaphylaxis, and who are prescribed an adrenaline device, including where their medication is located?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. The school's general first aid and emergency response procedures for all in-school and out-of-school environments?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### SECTION 6: Communication Plan

33. Is there a Communication Plan in place to provide information about anaphylaxis and the school's policies?	
a. To school staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. To students?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. To parents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. To volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. To casual relief staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No

