







Anaphylaxis risk management plan – NCPS Updated Feb 2023




Applies to students and staff at risk of anaphylaxis.


Areas for risk management	Current status	Actions required
 ANAPHYLAXIS MANAGEMENT POLICY		
<ul style="list-style-type: none"> • Has your anaphylaxis management policy been reviewed within the last two years? • Date of last review: 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>2022 to 2024 – review January 2025</i>
<ul style="list-style-type: none"> • Does your policy include: <ul style="list-style-type: none"> - Identifying students at risk - Allergy documentation - Prescribed and general use adrenaline (epinephrine) injectors - Staff training - Risk management and risk minimisation - Communication plan - Peer education - Emergency response plan - Incident reporting 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
 RISK MINIMISATION		
<ul style="list-style-type: none"> • Has the school identified appropriate risk minimisation strategies to be implemented? • Where is this information documented? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Staff induction
<ul style="list-style-type: none"> • How are the risk minimisation strategies communicated to staff? • When are staff informed of changes to risk minimisation strategies? 		<i>Connect Notices and email memos</i>



<ul style="list-style-type: none"> Do you have appropriate risk minimisation strategies in place for students with known allergies (within the classroom, in the playground, excursions and incursions)? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
 EMERGENCY RESPONSE PLAN		
<ul style="list-style-type: none"> Do you have an anaphylaxis emergency response plan? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> Does the emergency response plan: <ul style="list-style-type: none"> Follow the ASCIA First Aid Plan for Anaphylaxis? Include staff roles and responsibilities in an anaphylaxis emergency? Include the procedure for raising the alarm? Include the location and accessibility of adrenaline injectors (prescribed and general use)? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> Is the emergency response plan practised at least once a year? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> Do you have an anaphylaxis emergency response plan for off-site activities? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
 RISK MANAGEMENT FOR CAMPS AND OTHER OFF-SITE ACTIVITIES		
<ul style="list-style-type: none"> Do you have a specific anaphylaxis risk management plan that needs to be completed for each off-site activity that includes: <ul style="list-style-type: none"> Food provision Policy regarding taking food/sharing food Medication management Communication strategy (internal and with parents) Mobile phone connectivity or coverage Access to ambulance services/medical care Staff education and training Management of prescribed adrenaline injectors, including 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

<ul style="list-style-type: none"> checks for expiry dates - Number of general use adrenaline injectors - Type of activities undertaken on the camp/excursion - Emergency response 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • Do you have a documented process for communicating with the camp/excursion site about allergies? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • Do you encourage communication between parents and the camp/excursion site caterers? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
 COMMUNICATION PLAN		
<ul style="list-style-type: none"> • Do you have a communication plan regarding anaphylaxis management? How does the school communicate with: <ul style="list-style-type: none"> - Staff (full time and part time) - Casual and relief staff - Volunteers - Students (where appropriate) - Parents of students with allergies - The broader school community 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>School Website</i>
 ALLERGY DOCUMENTATION (IDENTIFYING STUDENTS AT RISK OF ANAPHYLAXIS)		
<ul style="list-style-type: none"> • Type of allergies (food, insect, medication and latex) in each class? 		<i>Documented in SIS Classic</i> <i>Available to all staff to view in medical room</i> <i>Student Health Care Summary Cards from SIS classic to staff at the beginning of each year and/or on enrolment</i>
<ul style="list-style-type: none"> • Do all students with known allergies have current red/green ASCIA Action Plans (reviewed and renewed by a doctor or nurse practitioner in the past 12-18 months)? Include the number of students enrolled in the school with an: 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Information from SIS Classic as required</i>

<ul style="list-style-type: none"> - ASCIA Action Plan for Anaphylaxis (red) - ASCIA Action Plan for Allergic Reactions (green) - ASCIA Action Plan for Drug (medication) Allergies 		
<ul style="list-style-type: none"> • How many students have a red (anaphylaxis) or green (allergic reactions) ASCIA Action Plan in each year group? 		<i>Information from SIS Classic as required – names, numbers and needs constantly changing</i>
<ul style="list-style-type: none"> • Are individualised anaphylaxis care plans completed at the start of each year or when the school is informed about the student’s allergy? <ul style="list-style-type: none"> - Do all students with known allergies have an individualised anaphylaxis care plan completed in consultation with their parent? - Are they signed off by the student’s parent? - Is a copy of the student’s ASCIA Action Plan attached to the individualised anaphylaxis care plan? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • Do staff have access to the individualised anaphylaxis care plans? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
 PRESCRIBED AND GENERAL USE ADRENALINE INJECTORS		
<ul style="list-style-type: none"> • Do all students with an ASCIA Action Plan for Anaphylaxis (red) have an adrenaline injector easily accessible to staff? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • Do all students have an ASCIA Action Plan stored with their prescribed adrenaline injector? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • Do all staff know where prescribed adrenaline injectors and individual ASCIA Action Plans are kept? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • Are older students (e.g. upper primary school and high school students) allowed to carry their own adrenaline injector device? <ul style="list-style-type: none"> - If so, do you stipulate that they must have a copy of their ASCIA Action Plan with the device? - Do you have a process for checking they have their device with them? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Not applicable at time of preparing RMP</i>

• Do you have a process for checking expiry dates of prescribed adrenaline injectors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
• Do you have a process for documenting when staff take the prescribed adrenaline injectors off-site and returned?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
• If prescribed adrenaline injector devices are provided to the school, is there a process for parents signing them in and out (e.g. taken home over the holidays)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Documented in SIS Classic – student activity notes</i>
• Does your school have at least one general use adrenaline injector?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
• How has the number of general use adrenaline injectors been determined?		Number of students requiring injector + number of student activities off site at any one time
• What brand of adrenaline injector is/are the general use injector/s?	<input checked="" type="checkbox"/> EpiPen® <input type="checkbox"/> Anapen®	
• Are general use adrenaline injectors stored with a copy of the ASCIA First Aid Plan for Anaphylaxis appropriate for the device? (i.e. an Anapen® First Aid Plan stored with an Anapen® device)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
• Are general use adrenaline injector devices expiry dates checked each year?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
• Where are general use adrenaline injectors stored and why was this location chosen?		<i>Medical room – away from heat and sunlight, central location</i>
• Are staff informed about the location of the general use adrenaline injector/s?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
• Do all staff have easy access (unlocked location) to the general use adrenaline injectors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
• Are general use adrenaline injectors stored out of reach of young	<input type="checkbox"/> Yes	

children and away from direct sunlight and heat?		
<ul style="list-style-type: none"> Do you have a process for determining if the general use device(s) should be taken off-site? Where is this process documented? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Medical register – medical room</i>
<ul style="list-style-type: none"> When general use or prescribed adrenaline injectors are taken off-site, are they protected from direct sunlight and heat? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Cooler bags provided</i>
 STAFF TRAINING		
<ul style="list-style-type: none"> Have staff (including casual and relief staff) completed anaphylaxis management training within the last two years? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> Is a staff training register kept? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> What training course are staff recommended to undertake? 		<u>ASCIA anaphylaxis e-training for Schools</u>
<ul style="list-style-type: none"> Have staff undertaken anaphylaxis refresher training (including hands on practise with adrenaline injector trainer devices) in the last 6 months? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>ASCIA anaphylaxis refresher e-training</u> <i>Training pens on site</i>
<ul style="list-style-type: none"> Is anaphylaxis refresher training documented in the training register? 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<ul style="list-style-type: none"> Where are the adrenaline injector trainer devices for staff to practise with, stored? <ul style="list-style-type: none"> Are they stored separate to the real adrenaline injector devices containing adrenaline and labelled 'Trainer device only'? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> Have any of your staff expressed concerns about their ability to respond appropriately to an anaphylaxis emergency including willingness to administer an adrenaline injector? <ul style="list-style-type: none"> If yes, what measures are in place to reduce this risk? 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

<ul style="list-style-type: none"> Have all staff responsible for preparing and serving food (e.g. canteen managers, food technology staff, boarding school chefs/cooks) completed the National Allergy Council All about Allergens for Schools online training in the last two years? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	All about Allergens for Schools
<ul style="list-style-type: none"> Is food allergen management training documented in the staff training register? 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>Managed by P&C Canteen Committee</i>
 COMMUNITY AND PEER EDUCATION		
<ul style="list-style-type: none"> Do you communicate with the school community about allergy and anaphylaxis? <ul style="list-style-type: none"> How do you communicate with the school community? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Website Connect as required</i>
<ul style="list-style-type: none"> Do you support students with food allergies through age-appropriate peer education programs? <ul style="list-style-type: none"> How is this coordinated? When does this happen? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>As part of Health curriculum delivery</i>
 POST INCIDENT MANAGEMENT AND INCIDENT REPORTING		
<ul style="list-style-type: none"> Do you have a post-incident process in place that includes: <ul style="list-style-type: none"> Replacement of used adrenaline injectors as soon as possible? Development of an interim plan while waiting for replacement of used adrenaline injector? Debriefing session to identify if additional risk minimisation strategies are required and review of individualised anaphylaxis care plan? Review of emergency response plan? Access to post-incident counselling services for staff and students? 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> Who is responsible for reporting anaphylaxis incidents? 		<i>Staff who are the first responders to an incident</i>