



# ACADEMY COLLEGE POLICY

A Ministry of Mercy Education ABN 69 154 531 870

## ANAPHYLAXIS MANAGEMENT POLICY

Academy of Mary Immaculate will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by the Department from time to time.

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 and pistachio), 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 school.

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

In the event of an anaphylactic reaction, the school's first aid and emergency response procedures and the student's Individual Anaphylaxis Management Plan must be followed.

### Policy coverage

This policy applies to all employees at the College including:

- College Principal
- Deputy Principal and others in leadership roles
- Business Manager and staff with financial responsibilities
- all other teaching staff
- all other non-teaching staff.

### Definitions

This section defines or clarifies key terms contained within the policy

### Policy Statement/Guiding Principles

The College is committed to:

- Providing, 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.
- Raising awareness about anaphylaxis and the Academy's anaphylaxis management policy in the College community.
- Engaging with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.
- Ensuring that each staff member has adequate knowledge about allergies, anaphylaxis and the College's policy and procedures in responding to an anaphylactic reaction.

## Procedures

### School Management and Emergency Response

1. In the Classroom/School Buildings/Gymnasium
  - Go straight to the First Aid Key Box for the EpiPen then
  - Call Student Reception for urgent assistance. Also send a student to the Student Reception, letting staff know that it is an anaphylactic emergency. The student's name must be given. Staff member must stay with student.
  - The Student Receptionist / first aid officer will attend with the student's EpiPen and also the College spare EpiPen.
  - Spare EpiPens are located in the Student Reception and in each building of the school.
  - An Ambulance will be called immediately by staff member with the student.
  - The parents will be called by an Administration Officer after the ambulance.
  - Staff will follow the student's Anaphylactic Action Plan.
  
2. In the College Grounds
  - Send someone to the closest phone to call the Student Reception. Also send a student to Student Reception, letting staff know that it is an anaphylactic emergency. The student's name must be given. Staff member must stay with student.
  - A Student Receptionist / First Aid officer will attend with the student's EpiPen and also the College spare EpiPen.
  - An Ambulance will be called immediately by the staff member with the student.
  - The parents will be called by an Administration Officer after the ambulance.
  - Staff will follow the student's Anaphylactic Action Plan.
  
3. On School Excursions
  - All excursions where a student at risk of anaphylaxis is attending must have 2 EpiPens – the student's own and a College spare.
  - Staff members must check the Medical Health Alert Folder which is in the Student Reception or the Sherlock Room. If they have a student at risk of anaphylaxis, they must then put the following procedures in place.
  - Look at possible risks on the particular excursion.
  - Request/secure a First Aid Kit and the student's Action Plan
  - Talk to the student before the excursion to alert her to bring her EpiPen
  - If the student forgets this on the day, she can request and sign out her spare EpiPen from the Student Reception.
  - On the day of the excursion, the staff member must pick up the College's 'Spare' EpiPen and make sure that the student has her EpiPen from home and from the Student Reception.
  - These EpiPens 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 Action Plan of the student when dealing with an exposure to the allergy. All Plans should be with the EpiPens in Student Reception.
  - **Students who do not bring their own up-to-date EpiPen cannot participate in the excursion**
  
4. On School Camps
  - All excursions where a student at risk of anaphylaxis is attending must have 2 EpiPens – the student's own and a College spare.
  - Staff members must check the Medical Health Alert Folder which is in the Student Reception and the Sherlock Room (Staff Area). If they have a student at risk of anaphylaxis, they must then put the following procedures in place.
  - Camp Leader must do a risk assessment of the camp and put measures in place to minimise the risk of a reaction.

- Talk to the parents of the student/s and ascertain if their plan has changed in anyway.
- Talk to the student before the camp to alert her to bring her EpiPen from home on the day of the camp
- If the student forgets this on the day, she can request and sign out her spare EpiPen from the Student Reception.
- On the day of the camp, the staff member must pick up the College's 'Spare' EpiPen and make sure that the student has her EpiPen either from home or from the Student Reception.
- 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 Action Plan of the student when dealing with an exposure to the allergens.
- All Plans should be with the EpiPens in Student Reception.

#### **5. At Special Events – Sports Days, etc.**

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

#### **6. Casual Relief Staff**

Volunteers and casual relief staff of students at risk of anaphylaxis will be informed of the students at risk of anaphylaxis. This will occur by giving them a copy of the students Action Plan and notification of the students who are Anaphylactic. The phone extension number for Student Reception (First Aid Assistance) is written on the Casual Relief Staff Folder. The staff will be advised that they ring for Student Reception (First Aid Assistance) if any student is unwell.

#### **7. Post Incident Support**

If an anaphylactic incident was to occur at the College or out of College grounds, post incident support to all involved would be offered by the College's Leadership Team and / or College's Wellbeing Leaders including the College Counsellor.

### **Individual Anaphylaxis Management Plans**

The Principal and / or their delegate 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 of school.

The Individual Anaphylaxis Management Plan will set out the following:

- information about the student's medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has (based on a written diagnosis from a Medical Practitioner);
- strategies to minimise the risk of exposure to known and notified allergens while the student is under the care or supervision of Academy Staff, for in-school and out-of-school settings including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the College;
- 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; and
- An ASCIA Action Plan.

- The student's individual management plan will be reviewed by Academy Staff, in consultation with the student's 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 practicable after the student has an anaphylactic reaction at School; and
- When the student is to participate in an overnight activity, such as camps or retreats.

It is the responsibility of the parent to:

- Provide the ASCIA Action Plan to Student Reception where it will be uploaded onto the College's database;
- inform the College on enrolment of their child's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes and if relevant, provide an updated ASCIA Action Plan;
- provide an up to date photo for the ASCIA Action Plan when that Plan is provided to the College and when it is reviewed;
- Provide the College with an Adrenaline Auto injector (EpiPen) and an Antihistamine (if required) on the ASCIA Action Plan that is current and not expired for their child. If the EpiPen or Antihistamine is not supplied or expired, students will not be permitted to leave the College premises; and
- Ensure their child is supplied an EpiPen to be carried to and from Academy in their child's College backpack.

### **Adrenaline Auto injectors for general use**

The Principal and / or their delegate will ensure that the College has purchased Adrenaline Auto injector(s) for General Use (purchased by the School) and as a back up to those supplied by Parents.

The Principal and / or their delegate will ensure that the College has the number of additional Adrenaline Auto injector(s) required. In doing so, the Principal will take into account the following relevant considerations:

- The number of students enrolled at the Academy who have been diagnosed as being at risk of anaphylaxis;
- The accessibility of Adrenaline Auto injectors that have been provided by parents of students who have been diagnosed as being at risk of anaphylaxis;
- The availability and sufficient supply of Adrenaline Auto injectors for General Use in specified locations at the College, including;
  - In the school yard, and at excursions, camps and special events conducted or organised by the College; and
  - The Adrenaline Auto injectors for General Use have a limited life, usually expiring within 12-18 months, and will need to be replaced at the College's expense, either at the time of use or expiry, whichever is first.

### **Storage of EpiPens**

A student with an ASCIA Action Plan should have two EpiPens at College. When the expiry date is reached, the EpiPen must be replaced immediately. EpiPens are to be kept in:

- Student Reception with their plan
- In their bag to have on transit to and from school, and also for excursions
- Spare EpiPens are in
  - Student Reception
  - Canteen
  - Walsh Building Level 2
  - McKenna Building Level 2
  - McKenna (Food Technology Room) Level 1
  - Dillon Centre Level 2
  - McAllen Science Centre Levels 1 and 3

- Whyte Building Level 1

A copy of the Action Plan will also be placed with the EpiPens in the areas above.

## Prevention Strategies

Risk minimisation for anaphylaxis is everyone's responsibility: the College Principal and all the staff, parents, students and the broader school community.

Academy staff are reminded that they have a duty of care to take reasonable steps to protect a student in their care from risks of injury that are reasonably foreseeable.

Students Anaphylaxis Management Plans will be kept in a Medical Health Alert folder in the following areas: Offices of the Wellbeing Leaders, Sherlock Room (staff area), Dillon Room, Student Reception, Library, Canteen, Food Technology area.

Students with food allergies should never be given food from an outside source that has not been fully investigated.

## Communication Plan

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

The communication plan will include information about what emergency management steps are to be taken to respond to a student's anaphylactic reaction in a classroom, in the school yard, on school excursions, on school camps and at special event days.

All staff, including volunteers and casual relief staff, will be provided with details of anaphylactic students.

Volunteers and casual relief staff will be informed of their role in responding to an anaphylactic reaction by a student in their care.

### To Parents

- The Student Receptionist will contact the parents of a student at risk of anaphylaxis before that student commences at the College, and this will be reviewed each year.
- Parents will be alerted to the risks associated with Anaphylaxis through a message in the College Newsletter at the commencement of each semester. Parents' information sheets can be assessed at the RCH website and ASCIA (Australasian Society of clinical immunology and allergy) website. This link will be put into the article. (chapter 11 in the guidelines)

### To Students

- Students will have the anaphylaxis plan and posters displayed in the hallways, noticeboards and canteen alerting them to the risks associated with Anaphylaxis.
- Messages will be placed in the Daily Messages on SIMON at the commencement of the year alerting students to the risks associated with Anaphylaxis.

## Staff training

All staff will be briefed once each semester by the Principal and/or their delegate. The briefing will address:

- The College's anaphylaxis management policy and students
- 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 injection device
- The College's first aid and emergency response procedures.

Teachers and other College staff who conduct classes in which students are at risk of anaphylaxis attend, or who give instruction to students at risk of anaphylaxis, must have up-to-date anaphylaxis management training. The principal will identify the College staff to be trained based on a risk assessment. Wherever possible, training will take place before the student’s first day at College, where this is not possible, an interim plan will be developed in consultation with parents.

At all times while the student is under the care or supervision of the College, including on excursions and special event days, the principal will ensure that there is a sufficient number of staff present who have up-to-date training in anaphylaxis management.

All College Staff will undertake the following training:

- an Anaphylaxis online training course **every two years** and an **annual** assessment for the correct use of an Adrenaline Auto injector by one of the College’s two trained staff members
- participate in a briefing, to occur twice per calendar year (with the first briefing to be held at the beginning of the school year) on:
  - the College’s Anaphylaxis Management Policy;
  - the causes, symptoms and treatment of anaphylaxis;
  - the identities of the students with a medical condition that relates to an allergy and the potential for anaphylactic reaction, and where their medication is located;
  - how to use an Adrenaline Auto injector, including hands on practice with a trainer Adrenaline Auto injector device;
  - the School’s general first aid and emergency response procedures; and
  - the location of, and access to, Adrenaline Auto injector that have been provided by Parents or purchased by the School for general use.

The briefing must be conducted by a member of School Staff who has successfully completed an Anaphylaxis Management Training Course in the last 12 months.

In the event that the relevant training and briefing has not occurred, the Principal will develop an interim plan in consultation with the parents of any affected student with a medical condition that relates to allergy and the potential for anaphylactic reaction. Training will be provided to relevant School Staff as soon as practicable after the student enrolls, and preferably before the student’s first day at School.

The Principal will ensure that while the student is under the care or supervision of the College, including excursions, yard duty, camps and special event days, there is a sufficient number of College Staff present who have successfully completed an Anaphylaxis Management Training Course in the two years prior.

The College’s first aid procedures and student’s emergency procedures plan (ASCIA Action Plan) will be followed in responding to an anaphylactic reaction. The Student Receptionist/ first aid officer should always be called to an anaphylactic emergency.

**Storage and Accountability for Adrenaline Auto-Injectors (EpiPens)**

Students are responsible for carrying their own EpiPen or other adrenaline auto-injector device. Students’ spare devices are kept in the Student Reception office. These are for emergencies when the student’s own device cannot be located or when a student is participating in an offsite excursion and staff are required to ensure the provision of first aid treatment.

**Annual Risk Management Checklist**

The Principal and / or delegate will ensure the completion of an annual Risk Management Checklist as published by the Department of Education and Early Childhood Development to monitor compliance with their obligations.

**Related Documents:** CECV: Management of Anaphylaxis found at:  
<https://cevn.cecv.catholic.edu.au/COMS/2021/0205/Anaphylaxis-management>

Version	Author	Description of Changes	Release Date	Review Date
2	Paul Finneran		December 2017	December 2018
3	Paul Finneran	No changes	December 2018	December 2020
4	Andrew Baker	Coverage of policy added	December 2020	December 2021
		No changes	December 2021	December 2023

## Appendix 1: Individual Anaphylaxis Management Plan

<p>This plan is to be completed by the principal or nominee on the basis of information from the student's medical practitioner (<b>ASCIA Action Plan for Anaphylaxis</b>) provided by the parent.                  It is the parent's responsibility to provide the school with a copy of the student's ASCIA Action Plan for Anaphylaxis containing the emergency procedures plan (signed by the student's medical practitioner) and an up-to-date photo of the student - to be appended to this plan; and to inform the school if their child's medical condition changes.</p>			
<b>School</b>	Academy of Mary Immaculate	<b>Phone</b>	(03) 9412 7100 (College) (03) 9412 7144 (Student Reception)
<b>Student</b>			
<b>DOB</b>		<b>Year level</b>	
<b>Severely allergic to:</b>			
<b>Other health conditions</b>			
<b>Medication at school</b>			
<b>EMERGENCY CONTACT DETAILS (PARENT)</b>			
<b>Name</b>		<b>Name</b>	
<b>Relationship</b>		<b>Relationship</b>	
<b>Home phone</b>		<b>Home phone</b>	
<b>Work phone</b>		<b>Work phone</b>	
<b>Mobile</b>		<b>Mobile</b>	
<b>Address</b>		<b>Address</b>	
<b>EMERGENCY CONTACT DETAILS (ALTERNATE)</b>			
<b>Name</b>		<b>Name</b>	
<b>Relationship</b>		<b>Relationship</b>	
<b>Home phone</b>		<b>Home phone</b>	
<b>Work phone</b>		<b>Work phone</b>	
<b>Mobile</b>		<b>Mobile</b>	
<b>Address</b>		<b>Address</b>	
<b>Medical practitioner contact</b>	<b>Name</b>		
	<b>Phone</b>		
<b>Emergency care to be provided at school</b>			
<b>Storage location for adrenaline autoinjector (device specific) (EpiPen®)</b>			



ENVIRONMENT	
To be completed by principal or nominee. Please consider each environment/area (on and off school site) the student will be in for the year, e.g. classroom, canteen, food tech room, sports oval, excursions and camps etc.	
<b>Name of environment/area: Classroom</b>	
<b>Risk identified</b>	<b>Actions required to minimise the risk</b>
Risk of exposure to an allergen during class time	<ul style="list-style-type: none"> <li>Teachers are aware of the students that are anaphylactic. Plans are in the Offices of the Wellbeing Leaders, Sherlock Room (staff area), Dillon Room, Student Reception, Library, Canteen, Food Technology area and teachers are trained in emergency management of anaphylaxis.</li> <li>Teachers are asked to contact Student Reception if any emergency occurs, or send students to the Student Reception if they are unwell.</li> <li>Treats in class should never contain any allergen that a student could be allergic to. Non-food treats should be used if possible.</li> <li>All Emergency Teaching Staff have relevant documentation about anaphylactic students.</li> <li>Spare EpiPens are kept in a safety box in each building of the school.</li> </ul>
<b>Risk identified</b>	<b>Actions required to minimise the risk</b>
Risk of exposure to an allergy in the canteen	<ul style="list-style-type: none"> <li>Canteen has a spare EpiPen and a list of students with anaphylactic plan.</li> <li>All items with nuts are clearly labelled.</li> <li>Parents are welcome to visit the Canteen at any time especially at the commencement of the year to check the products and speak to the Canteen Manager.</li> <li>Canteen staff member are trained in emergency management of anaphylaxis.</li> </ul>
<b>Risk identified</b>	<b>Actions required to minimise the risk</b>
Risk of exposure to an allergen in the Food technology area	<ul style="list-style-type: none"> <li>Food technology staff are all trained in emergency management of anaphylaxis.</li> <li>At the commencement of the year the food technology leader is given the details of all students who are allergic to a food item.</li> <li>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.</li> <li>Spare EpiPen is in the Food Technology office.</li> <li>Teachers are asked to call Student Reception in the event of an emergency.</li> <li>Teachers will ensure that all cooking utensils are washed and cleaned thoroughly after use.</li> <li>Teachers will have regular discussion with students about washing hands, eating their own food and not sharing food.</li> </ul>
<b>Name of environment/area: College Grounds</b>	
<b>Risk identified</b>	<b>Actions required to minimise the risk</b>
Risk of exposure to an allergen at lunchtime or recess	<ul style="list-style-type: none"> <li>All staff are trained in Anaphylaxis Emergency Management</li> <li>All staff have been briefed on the students that are at risk of Anaphylaxis</li> </ul>
<b>Name of environment/area: Excursions</b>	
<b>Risk identified</b>	<b>Actions required to minimise the risk</b>
Risk of exposure to an allergen on an Excursion	<ul style="list-style-type: none"> <li>When an excursion is being organised, staff are advised to check the Medical Health Alert Folder 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.</li> <li>A copy of a Student's Management plan is kept with their EpiPen in their own individual container.</li> <li>Staff will take the student's spare EpiPen on excursions. Staff will check that the student has their EpiPen in their bag before going on the excursion. If not, the teacher reserves the right to refuse attendance on the excursion</li> <li>The students EpiPen from Student Reception Office will be signed out to accompany them on their excursion</li> <li>All staff are trained in Anaphylaxis Emergency Management</li> <li>All staff have been briefed on the students that are at risk of Anaphylaxis</li> </ul>



<b>Risk identified</b>	<b>Actions required to minimise the risk</b>
Risk of exposure to an allergen on Camps	<ul style="list-style-type: none"><li>• When a camp is being organised, the leader of the camp and staff attending the camp are advised to check the Medical Health Alert folder 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 Leader of the Camp.</li><li>• The Camp Leader will then make contact with the parents to work through the risk management steps for the camp.</li><li>• A copy of a Student's Management plan is kept with their EpiPen in their own individual container.</li><li>• Staff will check that the student has their EpiPen in their bag before going on the camp.</li><li>• Staff will also take the students own EpiPen from the Student Reception Office, which is clearly labelled with the students name.</li><li>• Spare EpiPen will be stored in a central location for all staff to access.</li><li>• All staff are trained in Anaphylaxis Emergency Management</li><li>• All staff have been briefed on the students that are at risk of Anaphylaxis</li></ul>

## Appendix 2: Annual risk management checklist

(to be completed at the start of each year)

School name:	Academy of Mary Immaculate	
Date of review:	1 February 2022	
Who completed this checklist?	Name: Andrew Baker	
	Position: Business Manager	
Review given to:	Name Sam Di Camillo	
	Position Deputy Principal	
Comments:		
<b>General information</b>		
1.	How many current students have been diagnosed as being at risk of anaphylaxis, and have been prescribed an adrenaline autoinjector?	25
2.	How many of these students carry their adrenaline autoinjector on their person?	25
3.	Have any students ever had an allergic reaction requiring medical intervention at school?	Yes
a.	If Yes, how many times?	Approx. 1 pa
4.	Have any students ever had an anaphylactic reaction at school?	Yes
a.	If Yes, how many students?	1
b.	If Yes, how many times	Once
5.	Has a staff member been required to administer an adrenaline autoinjector to a student?	Yes
a.	If Yes, how many times?	Approx 1 pa
6.	If your school is a government school, was every incident in which a student suffered an anaphylactic reaction reported via the Incident Reporting and Information System (IRIS)?	N/A
<b>SECTION 1: Training</b>		
7.	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 (ASCIA anaphylaxis e-training) within the last 2 years, or</li> <li>accredited face to face training (22300VIC or 10313NAT) within the last 3 years?</li> </ul>	Yes
8.	Does your school conduct twice yearly briefings annually? If no, please explain why not, as this is a requirement for school registration.	Yes
9.	Do all school staff participate in a twice yearly anaphylaxis briefing? If no, please explain why not, as this is a requirement for school registration.	Yes
10.	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 (School Anaphylaxis Supervisors) to conduct competency checks of adrenaline autoinjectors (EpiPen®)?</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>b. Are your school staff being assessed for their competency in using adrenaline autoinjectors (EpiPen®) within 30 days of completing the ASCIA Anaphylaxis e-training for Victorian Schools?</li> </ul>	Yes
<b>SECTION 2: Individual Anaphylaxis Management Plans</b>		
11.	Does every student who has been diagnosed as being at risk of anaphylaxis and prescribed an adrenaline autoinjector have an Individual Anaphylaxis Management Plan which includes an ASCIA Action Plan for Anaphylaxis completed and signed by a prescribed medical practitioner?	Yes
12.	Are all Individual Anaphylaxis Management Plans reviewed regularly with parents (at least annually)?	Yes annual action plans

13. 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	Yes
b. In canteens or during lunch or snack times	Yes
c. Before and after school, in the school yard and during breaks	Yes
d. For special events, such as sports days, class parties and extra-curricular activities	Yes
e. For excursions and camps	Yes
f. Other	Yes
14. Do all students who carry an adrenaline autoinjector on their person have a copy of their ASCIA Action Plan for Anaphylaxis kept at the school (provided by the parent)?	Yes
a. Where are the Action Plans kept?	Student Reception and staff room
15. Does the ASCIA Action Plan for Anaphylaxis include a recent photo of the student?	Yes
16. Are Individual Management Plans (for students at risk of anaphylaxis) reviewed prior to any off site activities (such as sport, camps or special events), and in consultation with the student's parent/s?	Yes
<b>SECTION 3: Storage and accessibility of adrenaline autoinjectors</b>	
17. Where are the student(s) adrenaline autoinjectors stored?	Student Reception
18. Do all school staff know where the school's adrenaline autoinjectors for general use are stored?	Yes
19. Are the adrenaline autoinjectors stored at room temperature (not refrigerated) and out of direct sunlight?	Yes
20. Is the storage safe?	Yes
21. Is the storage unlocked and accessible to school staff at all times? Comments:	Locked but staff have keys
22. Are the adrenaline autoinjectors easy to find? Comments:	Yes
23. Is a copy of student's individual ASCIA Action Plan for Anaphylaxis kept together with the student's adrenaline autoinjector?	Yes
24. Are the adrenaline autoinjectors and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan for Anaphylaxis) clearly labelled with the student's names?	Yes
25. Has someone been designated to check the adrenaline autoinjector expiry dates on a regular basis? Who? .....	Yes
26. Are there adrenaline autoinjectors which are currently in the possession of the school which have expired?	No
27. Has the school signed up to EpiClub (optional free reminder services)?	No
28. Do all school staff know where the adrenaline autoinjectors, the ASCIA Action Plans for Anaphylaxis and the Individual Anaphylaxis Management Plans are stored?	Yes
29. Has the school purchased adrenaline autoinjector(s) for general use, and have they been placed in the school's first aid kit(s)?	Yes
30. Where are these first aid kits located?  Do staff know where they are located?	Student reception
31. Is the adrenaline autoinjector for general use clearly labelled as the 'General Use' adrenaline autoinjector?	Yes
32. Is there a register for signing adrenaline autoinjectors in and out when taken for excursions, camps etc?	Yes

SECTION 4: Risk Minimisation strategies	
33. Have you done a risk assessment to identify potential accidental exposure to allergens for all students who have been diagnosed as being at risk of anaphylaxis?	Yes
34. Have you implemented any of the risk minimisation strategies in the Anaphylaxis Guidelines? If yes, list these in the space provided below. If no please explain why not as this is a requirement for school registration.	College does not permit any nut products to be on the premises
35. Are there always sufficient school staff members on yard duty who have current Anaphylaxis Management Training?	Yes
SECTION 5: School management and emergency response	
36. Does the school have procedures for emergency responses to anaphylactic reactions? Are they clearly documented and communicated to all staff?	Yes
37. Do school staff know when their training needs to be renewed?	Yes
38. Have you developed emergency response procedures for when an allergic reaction occurs?	
a. In the class room?	Yes
b. In the school yard?	Yes
c. In all school buildings and sites, including gymnasiums and halls?	Yes
d. At school camps and excursions?	Yes
e. On special event days (such as sports days) conducted, organised or attended by the school?	Yes
39. Does your plan include who will call the ambulance?	Yes
40. Is there a designated person who will be sent to collect the student's adrenaline autoinjector and individual ASCIA Action Plan for Anaphylaxis?	Yes
41. Have you checked how long it takes to get an individual's adrenaline autoinjector and corresponding individual ASCIA Action Plan for Anaphylaxis to a student experiencing an anaphylactic reaction from various areas of the school including:	
a. The class room?	Yes
b. The school yard?	Yes
c. The sports field?	Yes
d. The school canteen?	Yes
42. On excursions or other out of school events is there a plan for who is responsible for ensuring the adrenaline autoinjector(s) and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan) and the adrenaline autoinjector for general use are correctly stored and available for use?	Teacher in charge
43. Who will make these arrangements during excursions? .....	Teacher in charge
44. Who will make these arrangements during camps? .....	Teacher in charge
45. Who will make these arrangements during sporting activities? .....	Teacher in charge
46. Is there a process for post-incident support in place?	Yes
47. 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 2 years on:	Yes
a. The school's Anaphylaxis Management Policy?	Yes
b. The causes, symptoms and treatment of anaphylaxis?	Yes
c. The identities of students at risk of anaphylaxis, and who are prescribed an adrenaline autoinjector, including where their medication is located?	Yes
d. How to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector?	Yes
e. The school's general first aid and emergency response procedures for all in-school and out-of-school environments?	Yes
f. Where the adrenaline autoinjector(s) for general use is kept?	Yes
g. Where the adrenaline autoinjectors for individual students are located including if they carry it on their person?	Yes

SECTION 6: Communication Plan	
48. Is there a Communication Plan in place to provide information about anaphylaxis and the school's policies?	
a. To school staff?	Yes
b. To students?	Yes
c. To parents?	Yes
d. To volunteers?	Yes
e. To casual relief staff?	Yes
49. Is there a process for distributing this information to the relevant school staff?	
a. What is it?	Staff briefing and health alerts with LMS
50. How will this information kept up to date?	Designated function of student reception
51. Are there strategies in place to increase awareness about severe allergies among students for all in-school and out-of-school environments?	Yes
52. What are they?	Staff briefings