

MACS Annual Anaphylaxis Risk Management Checklist for Schools



To be completed at the start of each year by principal or delegate.

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| School name: | St. Richard's Catholic Primary School | |
| Date of review: | 31st January, 2023 | |
| Completed by: | Name: Sharon Baker | Position: Office Administrator |
| Review given to: | Name: Marcus Gill | Position: Principal |
| Comments: | | |

General information

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| How many current students have been diagnosed as being at risk of anaphylaxis and have been prescribed an adrenaline autoinjector? | 2 | |
| How many of these students carry their adrenaline autoinjector with them? | None | |
| Have any students ever had an allergic reaction requiring medical intervention at school? • If yes, how many times? | Yes | <input checked="" type="radio"/> No |
| Have any students ever had an anaphylactic reaction at school? • If yes, how many students? • If yes, how many times? | Yes | <input checked="" type="radio"/> No |
| Has a staff member been required to administer an adrenaline autoinjector to a student? • If yes, how many times? | Yes | <input checked="" type="radio"/> No |
| Have all school staff who conduct classes with students at risk of anaphylaxis successfully completed an approved anaphylaxis management training course, either: • online training (ASCIA e training) in the last two years? • an accredited face to face training course in the last three years? | <input checked="" type="radio"/> Yes | No |
| Does your school conduct twice yearly briefings annually? <i>(Requirement of registration)</i> 1. First Aid Training in February & Staff Professional Learning Day in Term 3. | <input checked="" type="radio"/> Yes | No |
| Do all staff participate in twice yearly briefings? <i>(Requirement of registration)</i> As above | <input checked="" type="radio"/> Yes | No |
| If you are intending to use the ASCIA Anaphylaxis e-training course: Not Applicable • has your school trained a minimum of two staff (School Anaphylaxis Supervisors) to conduct competency checks of adrenaline autoinjectors? • are your staff being assessed within 30 days of completion of the ASCIA e-training course to demonstrate their competency in using an autoinjector? | Yes | No |
| | Yes | No |

Individual Anaphylaxis Management Plans

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| Does every student diagnosed as at risk of anaphylaxis and prescribed an adrenaline autoinjector have an Individual Anaphylaxis Management Plan which includes an ASCIA Action plan for anaphylaxis and signed by a prescribed medical practitioner? | <input checked="" type="radio"/> Yes | No |
| Are all Individual Anaphylaxis Management Plans reviewed regularly with parents/guardians/carers at least annually? | <input checked="" type="radio"/> Yes | No |
| 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? | <input checked="" type="radio"/> Yes | No |
| <ul style="list-style-type: none"> • During classroom activities, including elective classes • In canteen or during lunch or food breaks • Before or after school and during breaks in the school yard • For special events, such as sports days and extracurricular activities • For excursions and camps • Other | <input checked="" type="radio"/> Yes | No |
| Do all students who carry an adrenaline autoinjector with them have a copy of their ASCIA Action Plan for Anaphylaxis, provided by the parent/guardian/carer, kept at the school? | Yes N/A | No |
| Where are the Action Plans kept? <i>In an Allergy Buddy Rapid Access Medical Panel in the school staffroom, First Aid Room and student's classroom in a medical folder.</i> | | |
| Does the ASCIA plan include a recent photo of the student? | <input checked="" type="radio"/> Yes | No |
| Are individual Anaphylaxis Management Plans reviewed prior to any off-site activities and in consultation with parents? | <input checked="" type="radio"/> Yes | No |

Storage and accessibility of adrenaline autoinjectors

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| Where are the student/s' adrenaline autoinjectors stored? <i>In an Allergy Buddy Rapid Access Medical Panel in the school staffroom.</i> | | |
| Do all staff know where the school's autoinjectors for general use are stored? | <input checked="" type="radio"/> Yes | No |
| Are the autoinjectors stored at room temperature (not refrigerated) and out of direct light? | <input checked="" type="radio"/> Yes | No |
| Is the storage safe? | <input checked="" type="radio"/> Yes | No |
| Is the storage unlocked and accessible to school staff at all times? Comment: <i>The adrenaline auto injectors are stored in an Allergy Buddy Rapid Access Medical Panel for easy and rapid access of the adrenaline auto injectors.</i> | <input checked="" type="radio"/> Yes | No |
| Are the autoinjectors easy to locate? Comment: <i>The adrenaline auto injectors are stored in an Allergy Buddy Rapid Access Medical Panel for easy and rapid access of the adrenaline auto injectors. These are stored in the school staffroom, in easy sight and access to staff.</i> | <input checked="" type="radio"/> Yes | No |
| Is a copy of the student's Individual Anaphylaxis Management Plan kept with their autoinjector? | <input checked="" type="radio"/> Yes | No |
| Are the autoinjectors and Individual Anaphylaxis Management Plans clearly labelled with the students' names? | <input checked="" type="radio"/> Yes | No |

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| Has someone been designated to check the autoinjector expiry dates on a regular basis? Who? Administration Officer. An Asthma/Anaphylaxis/Allergy register is maintained for when medication, EpiPens and plans expire and due for renewal. | <input checked="" type="radio"/> Yes | No |
| Are there autoinjectors which are currently in the possession of the school which have expired? | Yes | <input checked="" type="radio"/> No |
| Has the school signed up to EpiClub (optional free reminder services)? | Yes | <input checked="" type="radio"/> No |
| Do all school staff know where the autoinjectors, ASCIA action plans for Anaphylaxis and the individual Anaphylaxis Management Plans are stored? | <input checked="" type="radio"/> Yes | No |
| Has the school purchased autoinjectors for general use and have they been placed in the school's first aid kits? | <input checked="" type="radio"/> Yes | No |
| Where are these first aid kits located? In Allergy Buddy Rapid Access Medical Panel in the school staffroom. | | |
| Do all staff know where they are located? | <input checked="" type="radio"/> Yes | No |
| Is the autoinjector for general use clearly labelled as the General use autoinjectors? | <input checked="" type="radio"/> Yes | No |
| Is there a register for signing autoinjectors in and out when taken for excursions, camps, etc? | Yes | <input checked="" type="radio"/> No |

Risk management

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| Have you completed a risk assessment to identify potential accidental exposure to allergens for all students who have been diagnosed at risk of anaphylaxis? | <input checked="" type="radio"/> Yes | No |
| Have you implemented any of the risk minimisation strategies in the Anaphylaxis Guidelines? | <input checked="" type="radio"/> Yes | No |
| Are there always sufficient school staff members on yard duty who have current Anaphylaxis management training? | <input checked="" type="radio"/> Yes | No |

School management and emergency response

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| Does the school have procedures for emergency responses to anaphylactic reactions? | <input checked="" type="radio"/> Yes | No |
| Are they clearly documented and communicated to staff? | <input checked="" type="radio"/> Yes | No |
| Do school staff know when their training needs to be renewed? | <input checked="" type="radio"/> Yes | No |
| Have you developed emergency response procedures for when an allergic reaction occurs: <ul style="list-style-type: none"> • in the classroom? • in the school yard? • in all school buildings including gyms, halls, etc? • at school camps and on excursions? • on special event days, such as sports carnivals, conducted, organised or attended by the school? | <input checked="" type="radio"/> Yes <input checked="" type="radio"/> Yes <input checked="" type="radio"/> Yes <input checked="" type="radio"/> Yes <input checked="" type="radio"/> Yes | No No No No No |
| Does your plan include who will call the ambulance? | <input checked="" type="radio"/> Yes | No |
| Is there a designated person who will be sent to collect the student's adrenaline autoinjector and individual ASCIA plan for anaphylaxis? | <input checked="" type="radio"/> Yes | No |
| Have you checked how long it takes to get an individual's adrenaline autoinjector and individual ASCIA Action Plan for anaphylaxis to the student experiencing an anaphylactic reaction in various school locations including: <ul style="list-style-type: none"> • the classroom? • the school yard? | <input checked="" type="radio"/> Yes <input checked="" type="radio"/> Yes | No No |

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| <ul style="list-style-type: none"> • sports field? | <input checked="" type="radio"/> Yes | No |
| <ul style="list-style-type: none"> • canteen? | <input checked="" type="radio"/> Yes | No |
| On excursions or other off-site events, is there a plan for who is responsible for ensuring the adrenaline autoinjectors and Individual Anaphylaxis Management Plans, including ASCIA Action Plans, and the adrenaline autoinjectors for general use are correctly stored and available for use? | <input checked="" type="radio"/> Yes | No |
| Who will make these arrangements during excursions? | <i>Classroom Teacher</i> | |
| Who will make these arrangements during school camps? | <i>Staff member assigned as Camp Leader</i> | |
| Who will make these arrangements during sporting activities? | <i>Classroom Teacher</i> | |
| Is there a process in place for post-incident support? | <input checked="" type="radio"/> Yes | No |
| <p>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 two years on:</p> <ul style="list-style-type: none"> • the school's anaphylaxis management policy? • the causes, symptoms and treatment of anaphylaxis? • the identities of students at risk of anaphylaxis, and who are prescribed an adrenaline autoinjector, including where their medication is located? • how to use an adrenaline autoinjector, including hands on practices with a trainer adrenaline autoinjector? • the school's general first aid and emergency response procedures for all in-school and off-site environments? • where the adrenaline autoinjectors for general use are kept? • where the adrenaline autoinjectors for individual students are located including if they carry on their person? | <input checked="" type="radio"/> Yes <input checked="" type="radio"/> Yes <input checked="" type="radio"/> Yes <input checked="" type="radio"/> Yes <input checked="" type="radio"/> Yes <input checked="" type="radio"/> Yes <input checked="" type="radio"/> Yes | No No No No No No No |

Communication Plan

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| <p>Is there a communication plan in place to provide information about anaphylaxis and the school's policies:</p> <ul style="list-style-type: none"> • to school staff? • to students? • to parents/guardians/carers? • to volunteers? • to casual relief staff? | <input checked="" type="radio"/> Yes <input checked="" type="radio"/> Yes <input checked="" type="radio"/> Yes <input checked="" type="radio"/> Yes <input checked="" type="radio"/> Yes | No No No No No |
| Is there a process for distribution this information to the relevant staff? | <input checked="" type="radio"/> Yes | No |
| <p>What is the process? <i>Staff are provided training about anaphylaxis and briefed on the school's anaphylaxis policy. Volunteers and casual relief staff are provided a 'Replacement Teacher Information Booklet' – outlining students at risk and their individual action plans. Classroom medical folders outline students at risk of anaphylaxis, asthma and allergies and contain student's action plans and individual management plans.</i></p> | | |
| <p>How will this information be kept up to date? <i>At the first staff meeting of each semester, staff are briefed on the school's anaphylaxis policy and any students with current anaphylaxis/allergic management plans.</i></p> | | |

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Are there strategies in place to increase awareness about severe allergies among students for all in- school and off-site activities?

What are the strategies? **Regular discussions are conducted with students, regarding allergies and the importance of eating their own food and not sharing food, washing hands and cleaning work areas if allergy related substances are present. Posters regarding allergy awareness are displayed throughout the school.**

Yes

No