

# Ministerial Order 90

## ANAPHYLAXIS RISK MANAGEMENT CHECKLIST

School Name: \_\_\_\_\_

Primary / Secondary (Please Circle) Primary  Secondary

Location / Address: \_\_\_\_\_

Date of Review: \_\_\_\_\_ Time: \_\_\_\_\_

School Contact Person: Name:  
(Who provided information collected) \_\_\_\_\_

Position: \_\_\_\_\_

Review given to: Name:  
(If different from above) \_\_\_\_\_

Position: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. How many current students are diagnosed with anaphylaxis? \_\_\_\_\_

2. Have any students ever had an allergic reaction while at school? YES  NO   
If Yes, how many times? \_\_\_\_\_

3. Have any students had an Anaphylactic Reaction at school? YES  NO   
If Yes, how many times? \_\_\_\_\_

4. Has a staff member been required to administer an EpiPen® to a student? YES  NO   
If yes, how many times? \_\_\_\_\_

Reference: Anaphylaxis Guidelines for Victorian Government Schools, DEECD 2007

## ANAPHYLAXIS RISK MANAGEMENT CHECKLIST

### SECTION 1: Anaphylaxis Management Plans and ASCIA Action Plans

1. Does every student who has been diagnosed at risk of anaphylaxis have an individual Anaphylaxis Management Plan in place (see Section 4.1 and Appendix 1, Anaphylaxis Guidelines)? YES  NO
  2. Are all Anaphylaxis Management Plans reviewed regularly with parents (at least annually)? YES  NO
  3. Do they set out strategies to minimise the risk of exposure to allergens for in-school and out of class settings?
    - During classroom activities, including elective classes YES  NO
    - In canteens or during lunch or snack times YES  NO
    - Before and after school, in the school yard and during breaks YES  NO
    - For special events, such as excursions, sport days, class parties and extra curricular activities? YES  NO
    - For excursions and camps YES  NO
    - Other \_\_\_\_\_
  4. Do all students who suffer from anaphylaxis have a copy of their ASCIA Action Plan kept at school (provided by the parent)? YES  NO
  5. Where are they kept? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  6. Do the anaphylaxis action plans have a recent photo of the student with them? YES  NO
- Comments \_\_\_\_\_  
\_\_\_\_\_

## ANAPHYLAXIS RISK MANAGEMENT CHECKLIST

### SECTION 2: Storage and Accessibility of the EpiPen®

1. Where are the students EpiPen's® Stored? \_\_\_\_\_  
\_\_\_\_\_

2. How are the EpiPens® stored? \_\_\_\_\_  
\_\_\_\_\_

3. Is the storage safe (out of reach of students)? YES  NO

Is the storage unlocked and accessible to staff at all times? YES  NO

Comments \_\_\_\_\_  
\_\_\_\_\_

Is the EpiPen® easy to find? YES  NO

Comments \_\_\_\_\_  
\_\_\_\_\_

4. Is a copy of students' ASCIA Action Plans kept together with their EpiPen®? YES  NO

Comments \_\_\_\_\_  
\_\_\_\_\_

5. Are EpiPen's® and Action Plans clearly labelled with students' names? YES  NO

Comments \_\_\_\_\_  
\_\_\_\_\_

6. Has someone been designated to check the EpiPen's®  
expiry dates on regular basis? YES  NO

WHO? \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

7. Has the school signed up to EpiClub (a free reminder service)? YES  NO

8. Do all staff know where the EpiPens® and Action Plans are Stored? YES  NO

Comments \_\_\_\_\_  
\_\_\_\_\_

9. Is there a spare EpiPen®? YES  NO

If Yes, what Type? \_\_\_\_\_

## ANAPHYLAXIS RISK MANAGEMENT CHECKLIST

### SECTION 2: Storage and Accessibility of the EpiPen® *continued*

10. Where is it stored?

---

---

11. Is it clearly labelled as the 'backup EpiPen®'? YES  NO

### SECTION 3: Prevention Strategies

1. Have you done a risk assessment of the potential for accidental exposure to allergens for a student with anaphylaxis? YES  NO

2. Has the school implemented any of the prevention strategies (in Appendix 2 of the Guidelines)? YES  NO

3. Which ones?

---

---

4. Others:

---

---

5. Is there always a trained staff member on yard duty? YES  NO

6. How many staff have completed training?

---

### SECTION 4: Training and Emergency Response

1. Have all staff responsible for the care of students with anaphylaxis been trained? YES  NO

2. When does their training need to be renewed?

---

---

3. Do all staff have an understanding of the causes, signs and symptoms of anaphylaxis and of their role in the school's first aid and emergency response procedures? YES  NO

4. Have you planned how the alarm will be raised if an allergic reaction occurs?  
In the class room? YES  NO

How?

---

In the school yard? YES  NO

How?

---

At school camps and excursions? YES  NO

How?

---

## ANAPHYLAXIS RISK MANAGEMENT CHECKLIST

### SECTION 4: Training and Emergency Response *continued*

On special event days, such as sports days? YES  NO

How?

---

5. Does your plan include who will call the Ambulance? YES  NO

How?

---

---

6. In an emergency is there a plan for who will be sent to collect the EpiPen® and Action Plan? YES  NO

Who will this be when in the class room?

---

Who will this be when in the school yard?

---

Who will this be at sporting activities?

---

7. Have you checked how long will it take to get to the EpiPen® and Action Plan to a student from various areas of the school? YES  NO

How long?

---

---

When in the class room?

YES  NO

How long?

---

---

When in the school yard?

YES  NO

How long

---

---

When at sports fields?

YES  NO

How long?

---

---

8. On excursions or other out of school event is there a plan for who will look after the EpiPen® and Action Plan? YES  NO

Who will do this on excursions?

---

---

Who will do this on camps?

---

---

## ANAPHYLAXIS RISK MANAGEMENT CHECKLIST

### SECTION 4: Training and Emergency Response *continued*

Who will do this on sporting activities?  
\_\_\_\_\_  
\_\_\_\_\_

9. Is there a process for post incident support in place? YES  NO

10. Have all staff been briefed on

the school's Anaphylaxis Management Policy? YES  NO

the causes, symptoms and treatments of anaphylaxis? YES  NO

the identities of students diagnosed at risk of anaphylaxis and where their medication is located? YES  NO

how to use an adrenaline auto-injecting device, including hands on practice with a trainer adrenaline auto-injecting device YES  NO

the schools first aid and emergency response procedures YES  NO

### SECTION 5: Communicating with staff, students and parents/ carers

1. Is there a communication plan in place to provide information about anaphylaxis and the school's policies to staff, students and parents/ carers? YES  NO

2. Are there procedures in place for informing casual relief teachers of students at risk of anaphylaxis and the steps required for prevention and emergency response? YES  NO

Comments  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Do all staff know which students suffer from anaphylaxis? YES  NO

Comments  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Ministerial Order 90

## SECTION 5: Communicating with staff, students and parents/ carers *continued*

How is this information kept up to date?

---

---

---

---

4. Are there strategies in place to increase awareness about severe allergies among students?

YES  NO

Comments

---

---

---

## ANAPHYLAXIS RISK MANAGEMENT CHECKLIST

Task/s that need to be completed	Action required	Staff member responsible	Date to be completed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Anaphylaxis Management Review Action Plan

This table is to be completed if there are outstanding risks/tasks identified after completing the initial Management Review Guide.

Anaphylaxis Management Review Guide