

Annual risk management checklist

(to be completed at the start of each year)

School name:	ALBERTON PRIMARY SCHOOL
Date of review:	FEBRUARY 10 TH , 2024
Who completed this checklist?	Name: Malissa Nicol
	Position: Principal
Review given to:	Name: Sally Abernethy
	Position: Anaphylaxis and First Aid
Comments:	Currently, there is one student who uses a pen in the school. This is for an allergy to nuts and eggs.
	One adult who has an allergy to nuts.

General information

1. How many current students have been diagnosed as being at risk of anaphylaxis, and have been prescribed an adrenaline autoinjector?	1
2. How many of these students carry their adrenaline autoinjector on their person?	1
3. Have any students ever had an allergic reaction requiring medical intervention at school?	No
a. If Yes, how many times?	
4. Have any students ever had an anaphylactic reaction at school?	No
a. If Yes, how many students?	
b. If Yes, how many times	
5. Has a staff member been required to administer an adrenaline autoinjector to a student?	No
a. If Yes, how many times?	

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)?	Yes
SECTION 1: Training	
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"> • online training (ASCIA anaphylaxis e-training) within the last 2 years, or • accredited face to face training (22300VIC or 10313NAT) within the last 3 years? 	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:	Yes
a. Has your school trained a minimum of 2 school staff (School Anaphylaxis Supervisors) to conduct competency checks of adrenaline autoinjectors (EpiPen®)?	Yes
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?	Yes
SECTION 2: Individual Anaphylaxis Management Plans	
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
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?	In the Front Office on the inside of the cupboard door.
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
SECTION 3: Storage and accessibility of adrenaline autoinjectors	
17. Where are the student(s) adrenaline autoinjectors stored? When there is a student with Anaphylaxis in the school, their pens are stored in their box, in the front office. All staff know about the children and their medication.	
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:	Yes
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? Business Manager and First Aid Person	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)?	Yes
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?	First Aid Kits are in the staff room cupboards. Yes
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.	Yes
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?	Yes
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:	Yes
a. The class room?	Yes
b. The school yard?	Yes
c. The sports field?	Yes
d. The school canteen?	NA
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?	Person in charge of First Aid on the Camp and Excursion
43. Who will make these arrangements during excursions?	Person in charge of First Aid on the Camp and Excursion
44. Who will make these arrangements during camps?	Person in charge of First Aid on the Camp and Excursion
45. Who will make these arrangements during sporting activities?	Person in charge of First Aid on the Camp and Excursion
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:	
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?	Yes
a. What is it? At the start of the year in February, family members are asked to renew their plans for anaphylaxis. This information is distributed to the teachers at a staff meeting. The staff also have an afternoon meeting where they have a refresher on recognising the anaphylactic symptoms, Anaphylaxis Plans in the school, EpiPen use and storage, students who carry a pen, and students who have a pen in the office. The classroom teacher and all other staff will then have knowledge of the children's medical conditions. When there are parents and volunteers in the school, staff members are present and will be responsible for sharing this information. In the case of a CRT, they will be informed by the Business Manager of the students in their class with medical conditions, including anaphylaxis.	
50. How will this information kept up to date?	Families are asked to review plans annually. This is done by letter every February.
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? Children have allergic conditions explained to them. They are taught to be respectful of differences and to assist where possible by making small adjustments to their day to day routines and choices, in order to create a safe environment for all.	