



Anaphylaxis Management Appendix 1: School Procedures



Individual Anaphylaxis Management Plans

- First Aid Room
- Office Staff manage the Anaphylaxis Management Plans
- Procedures for camps and excursions are set out in Camps and Excursions Policy.

Risk Minimisation and Prevention Strategies

- Students at risk within the school community are with photos in the First Aid room, classroom teachers notified and have information in their classrooms, all staff notified at the beginning of each year and when a student is identified.
- Classrooms – teachers to ensure students with food allergies are not given food that is prohibited.
- Events including camps and excursions- See Excursion and Camps Policy

Register of Students with Anaphylaxis

- Anaphylaxis register in the First Aid room, along with photos on the wall.
- Role description of the person who will manage the register-First Aid Policy

Location of Plans and Storage and Accessibility of Adrenaline Auto Injectors (EpiPen)

- First Aid Room.
- Procedures for camps, excursions and special activities-See Excursions and Camps Policy

Emergency Response

- First Aid Room and Administration File.
- Details of Individual Anaphylaxis Management Plans and ASCIA action plans located in First Aid room within the school and during off site activities or special events, located with the classroom teacher in charge.

Staff Training

- Training completed twice a year. Records of training will be maintained and by the Principal and Admin Staff.
- On line training every year with a catch up, and once every two years-First Aid Training Course.

Communication Plan

- Arrangements for twice yearly briefing, regular briefings, induction of new staff.
- Use of fact sheets, posters with messages about anaphylaxis.
- Newsletter, website, information nights, assemblies when necessary