ANNUAL RISK MANAGEMENT CHECKLIST

**Note:** This checklist must be completed at the beginning of each school year and a copy of the completed checklist retained at the school.

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| **School Name:** |       |
| **School Location:** |       |
| **Date of Review:** |       |
| **Who Completed This Checklist?** | Name: |       |
| Position: |       |
| **Review provided to:** | Name |       |
| Position |       |
| **Comments and/or action required:**       |
| **GENERAL INFORMATION** |
| 1. How many current students have been diagnosed as being at risk of anaphylaxis, and have been prescribed an adrenaline autoinjector?
 |       |
| 1. How many of these students carry their adrenaline autoinjector on their person?
 |       |
| 1. Have any students ever had an allergic reaction requiring medical intervention at school?
 | [ ]  Yes [ ]  No |
| * 1. If Yes, how many times?
 |       |
| 1. Have any students ever had an anaphylactic reaction at school?
 | [ ]  Yes [ ]  No |
| * 1. If Yes, how many students?
 |       |
| * 1. If Yes, how many times
 |       |
| 1. Has a staff member been required to administer an adrenaline autoinjector to a student?
 | [ ]  Yes [ ]  No |
| * 1. If Yes, how many times?
 |       |
| 1. Was every incident in which a student suffered an anaphylactic reaction reported to the DOSCEL Emergency Management Officer for lodgements of report on IRIS (Incident Reporting Information System)?
 | [ ]  Yes [ ]  No |
| **SECTION 1: TRAINING** |
| 1. Have all school staff who conduct classes with students who are at risk of anaphylaxis successfully completed an approved anaphylaxis management training course, either:
* 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 [ ]  No |
| 1. Does your school conduct twice yearly briefings annually?

If no, please explain why not, as this is a requirement for school registration:       | [ ]  Yes [ ]  No |
| 1. 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 [ ]  No |
| 1. If you are intending to use the ASCIA Anaphylaxis e-training for Victorian Schools:
	1. Has your school trained a minimum of two school staff (School Anaphylaxis Supervisors) to conduct competency checks of adrenaline autoinjectors (EpiPen®)?
 | [ ]  Yes [ ]  No |
| * 1. 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 [ ]  No |
| **SECTION 2: INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLANS** |
| 1. 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 [ ]  No |
| 1. Are all Individual Anaphylaxis Management Plans reviewed regularly with parents (at least annually)?
 | [ ]  Yes [ ]  No |
| 1. 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?
 |       |
| * 1. During classroom activities, including elective classes
 | [ ]  Yes [ ]  No |
| * 1. In canteens or during lunch or snack times
 | [ ]  Yes [ ]  No |
| * 1. Before and after school, in the school yard and during breaks
 | [ ]  Yes [ ]  No |
| * 1. For special events, such as sports days, class parties and extra-curricular activities
 | [ ]  Yes [ ]  No |
| * 1. For camps and excursions
 | [ ]  Yes [ ]  No |
| * 1. Other
 | [ ]  Yes [ ]  No |
| 1. 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, guardian or carer)?
 | [ ]  Yes [ ]  No |
| * 1. Where are the Action Plans kept?

       |
| 1. Does the ASCIA Action Plan for Anaphylaxis include a recent photo of the student?
 | [ ]  Yes [ ]  No |
| 1. Are Individual Management Plans (for students at risk of anaphylaxis) reviewed prior to any off site activities (such as sport, camps, excursions or special events), and in consultation with the student’s parent(s), guardian(s) or carer(s)?
 | [ ]  Yes [ ]  No |
| **SECTION 3: STORAGE AND ACCESSIBILITY OF ADRENALINE AUTOINJECTORS** |
| 1. Where are the student(s) adrenaline autoinjectors stored?

       |
| 1. Are the adrenaline autoinjectors stored at room temperature (not refrigerated) and out of direct sunlight?
 | [ ]  Yes [ ]  No |
| 1. Is the storage safe?
 | [ ]  Yes [ ]  No |
| 1. Is the storage unlocked and accessible to school staff at all times?

 Comments:       | [ ]  Yes [ ]  No |
| 1. Are the adrenaline autoinjectors easy to find?

 Comments:       | [ ]  Yes [ ]  No |
| 1. Is a copy of student’s individual ASCIA Action Plan for Anaphylaxis kept together with the student’s adrenaline autoinjector?
 | [ ]  Yes [ ]  No |
| 1. Are the adrenaline autoinjectors and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan for Anaphylaxis) clearly labelled with the student’s name?
 | [ ]  Yes [ ]  No |
| 1. Has someone been designated to check the adrenaline autoinjector expiry dates on a regular basis?

 Name of person:       | [ ]  Yes [ ]  No |
| 1. Are there adrenaline autoinjectors which are currently in the possession of the school which have expired?
 | [ ]  Yes [ ]  No |
| 1. Has the school signed up to [EpiClub](https://www.epiclub.com.au/) (optional free reminder services)?
 | [ ]  Yes [ ]  No |
| 1. Do all school staff know where the adrenaline autoinjectors, the ASCIA Action Plans for Anaphylaxis and the Individual Anaphylaxis Management Plans are stored?
 | [ ]  Yes [ ]  No |
| 1. Has the school purchased adrenaline autoinjector(s) for **general use**, and have they been placed in the school’s first aid kit(s)?
 | [ ]  Yes [ ]  No |
| 1. Where are these first aid kits located?

       |
| 1. Do staff know where the first aid kits are located?
 | [ ]  Yes [ ]  No |
| 1. Is the adrenaline autoinjector for general use clearly labelled as the ‘General Use’ adrenaline autoinjector?
 | [ ]  Yes [ ]  No |
| 1. Is there a register for signing adrenaline autoinjectors in and out when taken for offsite school activities, including camps or excursions?
 | [ ]  Yes [ ]  No |
| **SECTION 4: RISK MINIMISATION STRATEGIES** |
| 1. 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 [ ]  No |
| 1. Have you implemented any of the risk minimisation strategies in the Department of Education and Training (DET) [Anaphylaxis Guidelines](https://www.education.vic.gov.au/Documents/school/principals/health/Anaphylaxis_Guidelines_FINAL.pdf)? If yes, list these in the space provided below:

     If no, please explain why not as this is a requirement for school registration:       | [ ]  Yes [ ]  No |
| 1. Are there always sufficient school staff members on yard duty who have current Anaphylaxis Management Training?
 | [ ]  Yes [ ]  No |
| **SECTION 5: SCHOOL MANAGEMENT AND EMERGENCY RESPONSE** |
| 1. Does the school have procedures for emergency responses to anaphylactic reactions? Are they clearly documented and communicated to all staff?
 | [ ]  Yes [ ]  No |
| 1. Do school staff know when their training needs to be renewed?
 | [ ]  Yes [ ]  No |
| 1. Have you developed emergency response procedures for when an allergic reaction occurs?
 | [ ]  Yes [ ]  No |
| * 1. In the class room?
 | [ ]  Yes [ ]  No |
| * 1. In the school yard?
 | [ ]  Yes [ ]  No |
| * 1. In all school buildings and sites, including gymnasiums and halls?
 | [ ]  Yes [ ]  No |
| * 1. At school camps and excursions?
 | [ ]  Yes [ ]  No |
| * 1. On special event days (such as sports days) conducted, organised or attended by the school?
 | [ ]  Yes [ ]  No |
| 1. Does your plan include who will call the ambulance?
 | [ ]  Yes [ ]  No |
| 1. Is there a designated person who will be sent to collect the student’s adrenaline autoinjector and individual ASCIA Action Plan for Anaphylaxis?

If yes, who is the person(s) when in the classroom(s), school yard, sports field, school canteen?       | [ ]  Yes [ ]  No |
| 1. 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 [ ]  No |
| * 1. The class room?
 | [ ]  Yes [ ]  No |
| * 1. The school yard?
 | [ ]  Yes [ ]  No |
| * 1. The sports field?
 | [ ]  Yes [ ]  No |
| * 1. The school canteen?
 | [ ]  Yes [ ]  No |
| 1. On camps and excursions or other offsite school activities, 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?
 | [ ]  Yes [ ]  No |
| 1. Who will make these arrangements during excursions?

       |
| 1. Who will make these arrangements during camps?

       |
| 1. Who will make these arrangements during sporting activities and other offsite school activities?

       |
| 1. Is there a process for post-incident support in place?
 | [ ]  Yes [ ]  No |
| 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: |
| * 1. DOSCEL’s Anaphylaxis Management Policy?
 | [ ]  Yes [ ]  No |
| * 1. The causes, symptoms and treatment of anaphylaxis?
 | [ ]  Yes [ ]  No |
| * 1. The identities of students at risk of anaphylaxis, and who are prescribed an adrenaline autoinjector, including where their medication is located?
 | [ ]  Yes [ ]  No |
| * 1. How to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector?
 | [ ]  Yes [ ]  No |
| * 1. The school’s general first aid and emergency response procedures for all in-school and out-of-school environments?
 | [ ]  Yes [ ]  No |
| * 1. Where the adrenaline autoinjector(s) for general use is kept?
 | [ ]  Yes [ ]  No |
| * 1. Where the adrenaline autoinjectors for individual students are located including if they carry it on their person?
 | [ ]  Yes [ ]  No |
| **SECTION 6: COMMUNICATION PLAN** |
| 1. Is there a Communication Plan in place to provide information about anaphylaxis and DOSCEL and school policies to:
 |  |
| * 1. School staff?
 | [ ]  Yes [ ]  No |
| * 1. Students?
 | [ ]  Yes [ ]  No |
| * 1. Parents, guardians and carers?
 | [ ]  Yes [ ]  No |
| * 1. Volunteers?
 | [ ]  Yes [ ]  No |
| * 1. Emergency and casual relief staff?
 | [ ]  Yes [ ]  No |
| 1. Is there a process for distributing this information to the relevant school staff?
 | [ ]  Yes [ ]  No |
| * 1. What is the process?

      |
| 1. How will this information be kept up to date?

       |
| 1. Are there strategies in place to increase awareness about severe allergies among students for all in-school and out-of-school environments?
 | [ ]  Yes [ ]  No |
| 1. What are they?

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