



Annual Anaphylaxis Risk Management Checklist for MACS Schools



This Annual Anaphylaxis Risk Management Checklist for MACS Schools is to be completed by the school principal or nominated staff member at the start of each year in line with the school's Anaphylaxis Policy. The principal is expected to report on the outcome of the checklist and make suitable arrangement to address any issues raised by the checklist.

This Annual Anaphylaxis Risk Management Checklist is a requirement under the Ministerial Order 706. The MACS document has been aligned with the published Department of Education Annual Anaphylaxis Risk Management Checklist (Version - 29 April 2021). Additional context or information is provided by MACS to support its completion (noted in italics) and the reporting of incidents has been updated to align to MACS governance and reporting systems (page 1).

School name:		
Date of review:		
Completed by:	Name:	Position:
Review given to:	Name:	Position:
Comments:		

General information

1. 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?		
3. Have any students ever had an allergic reaction requiring medical intervention at school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a. If yes, how many times?		
4. Have any students ever had an anaphylactic reaction at school?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a. If yes, how many times?		
6. Was every incident in which a student suffered an anaphylactic reaction reported via the <i>School Injury Incident Report (SIIR) via CEVN?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION 1: Training

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7. Have all school staff who conduct classes with students at risk of anaphylaxis successfully completed an approved anaphylaxis management training course, either:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"> • online training (ASCIA e training) in the last two years; OR • an accredited face to face training course in the last three years? 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Does your school conduct twice-yearly briefings annually? If no, please explain why not, as this is a requirement for school registration.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Do all staff participate in twice yearly briefings annually? If no, please explain why not, as this is a requirement for school registration.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. If you are intending to use the ASCIA Anaphylaxis e-training course:		
a. Has your school trained a minimum of two staff (School Anaphylaxis Supervisors) to conduct competency checks of adrenaline autoinjectors (EpiPen® and Anapen®)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Are your school staff being assessed for their competency in using adrenaline autoinjectors (EpiPen® and Anapen®) within 30 days of completing the ASCIA Anaphylaxis e-training for Victorian Schools?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION 2: Individual Anaphylaxis Management Plans

11. 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 completed and signed by a prescribed medical practitioner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Are all Individual Anaphylaxis Management Plans reviewed regularly with parents/carers (at least annually)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a. During classroom activities, including elective classes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. In canteen or during lunch or food breaks	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Before and after school, in the school yard and during breaks	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. For special events onsite, such as sports days, class parties and extra-curricular activities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. <i>Offsite school activities</i> (e.g., excursions, camps)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Other:		
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)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a. Where are the Action Plans stored?		
15. Does the ASCIA plan include a recent photo of the student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16. Are individual Management Plans (for students at risk of anaphylaxis) reviewed prior to any offsite activities (such as sport, camps or special events), and in consultation with the student's Parent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION 3: Storage and accessibility of adrenaline autoinjectors

17. Where are the student/s' adrenaline autoinjectors stored?		
18. Do all staff know where the school's autoinjectors for general-use are stored?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19. Are the autoinjectors stored at room temperature (not refrigerated) and out of direct light?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20. Is the storage safe?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21. Is the storage unlocked and accessible to school staff at all times?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comment:		
22. Are the autoinjectors easy to locate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comment		
23. Is a copy of the student's Individual Anaphylaxis Management Plan stored with their autoinjector?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
24. Are the autoinjectors and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan for Anaphylaxis) clearly labelled with the students' names?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
25. Has someone been designated to check the autoinjector expiry dates on a regular basis? Who and when?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
26. Are there autoinjectors which are currently in the possession of the school which have expired?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
27. Has the school signed up to EpiClub – optional free reminder services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
28. Do all school staff know where the autoinjectors, ASCIA Action Plans for Anaphylaxis and the Individual Anaphylaxis Management Plans are stored?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
29. Has the school purchased autoinjectors for general use and have they been placed in the school's first aid kits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
30. Where are these first aid kits located? Do all staff know where they are located?		
31. Is the autoinjector for general use clearly labelled as the 'General Use' autoinjectors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
32. Is there a register for signing autoinjectors in and out when taken for excursions, camps, etc?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 4: Risk minimisation strategies

33. 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 type="checkbox"/> Yes	<input type="checkbox"/> No
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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
35. Are there always sufficient school staff members on yard duty who have current Anaphylaxis management training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 5: School management and emergency response

36. Does the school have procedures for emergency responses to anaphylactic reactions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
37. Are the procedures clearly documented and communicated to staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
38. Do school staff know when their training needs to be renewed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
39. Have you developed emergency response procedures for when an allergic reaction occurs:		
a. in the classroom?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. in the school yard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. in all school buildings and sites, including gyms, halls, etc?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. <i>at an offsite school activity</i> (e.g., at school camps or on excursions?)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. international travel (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. on special event days, such as sports carnivals, conducted, organised or attended by the school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
40. Does your Emergency Response Plan include who will call the ambulance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
41. Is there a designated person who will be responsible for collecting the student's adrenaline autoinjector and individual ASCIA Action Plan for Anaphylaxis?	Yes	No
42. 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:		
a. the classroom?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. the school yard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. sports field?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. canteen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
43. For excursions or other off-site events, is there an assigned person who is responsible for ensuring that adrenaline autoinjectors, Individual Anaphylaxis Management Plans (including ASCIA Action Plans), and general-use adrenaline autoinjectors are correctly stored and available for use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
44. Who will make these arrangements during excursions?		
45. Who will make these arrangements during school camps?		
46. Who will make these arrangements during sporting activities?		
47. Is there a process in place for post-incident support?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
48. Have all school staff who conduct classes attended by students at risk of anaphylaxis, as well as 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:		
a. the school's Anaphylaxis policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. the causes, symptoms and treatment of anaphylaxis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. the identities of students at risk of anaphylaxis, and who are prescribed an adrenaline autoinjector, including where their medication is located?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. how to use an adrenaline autoinjector, including hands-on practices with a trainer adrenaline autoinjector?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 5: School management and emergency response

e. the school's general first aid and emergency response procedures for all in-school and off-site environments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. where the adrenaline autoinjectors for general-use are stored?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. where the adrenaline autoinjectors for individual students are located, including if they carry on their person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 6: Communication Plan

49. Is there a communication plan in place to provide information about anaphylaxis and the school's policies:		
a. to school staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. to students?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. to parents/guardians/carers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. to volunteers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. to casual relief staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
50. Is there a process for distributing on this information to the relevant staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a. What is the process?		
51. How will this information be kept up to date?		
52. Are there strategies in place to increase awareness about severe allergies among students for all in- school and off-site activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
a. What are the strategies?		
Approval authority	Director, Education Excellence	
Approval date	1 June 2025	
Review by	June 2028	
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