



INDIVIDUAL ANAPHYLAXIS MANAGEMENT PLAN

It is the parent/carer's responsibility to provide the school with this Anaphylaxis Management plan, completed on the basis of information from the student's medical practitioner (**ASCIA Action Plan for Anaphylaxis**).

- This form must be completed upon enrolment or on diagnosis and must be resubmitted at the beginning of each year.
- The parent must provide the school with a copy of the student's ASCIA Action Plan for Anaphylaxis containing the emergency procedures plan (signed by the student's medical practitioner) and an up-to-date photo of the student - to be appended to this plan; and to inform the school if their child's medical condition changes.

Parent/carers must complete this form, print, sign and return it to the Brunswick Secondary College First Aid Officer along with their child's ASCIA Action Plan for Anaphylaxis (signed by medical practitioner)

School	Brunswick Secondary College	Phone	03 9387 6133
Student			
DOB		Year level	
Severely allergic to:			
Other health conditions			
Medication at school	Please include all medications submitted to the school and/or carried by the student		

EMERGENCY CONTACT DETAILS (PARENTS/CARERS)

Name		Name	
Relationship		Relationship	
Home phone		Home phone	
Work phone		Work phone	
Mobile		Mobile	
Address		Address	

EMERGENCY CONTACT DETAILS (OTHERS)

Name		Name	
Relationship		Relationship	
Home phone		Home phone	
Work phone		Work phone	
Mobile		Mobile	
Address		Address	

Medical Practitioner	Name	
	Phone	
Emergency care to be provided at school	By Staff trained in Anaphylaxis Management	
Storage location for adrenaline autoinjector (EpiPen or Anapen)	Staffroom, Food Technology/Canteen, First Aid Room/Sick Bay	



ENVIRONMENT

To be completed by principal or nominee. Please consider each environment/area (on and off school site) the student will be in for the year, e.g. classroom, canteen, food tech room, sports oval, excursions and camps etc.

Name of environment/area: General classroom

Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Staff training	<ul style="list-style-type: none"> All staff are trained in emergency management of anaphylaxis 	<ul style="list-style-type: none"> Anaphylaxis Supervisor First Aid Officer All Staff 	<ul style="list-style-type: none"> Twice per annum
Risk of exposure to an allergen in a class room	<ul style="list-style-type: none"> Teachers to be aware of students that are anaphylactic and their particular allergens Individual Action Plans for anaphylaxis are located in the Main Staff Room Staff discourage the sharing of food items In the event of an emergency staff are to contact the First Aid Officer or Student Reception to obtain the student's ASCIA Action Plan and appropriate medication First Aid Officer or another trained staff member to provide emergency response 	<ul style="list-style-type: none"> First Aid Officer Teaching Staff Support Staff 	<ul style="list-style-type: none"> Start of each year (and as required) Start of each term Start of each term

Name of environment/area: Food Technology

Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Risk of exposure to an allergen in the food technology area	<ul style="list-style-type: none"> Teachers and support staff are to be aware of students that are anaphylactic and their particular allergens Individual Action Plans for anaphylaxis are located within the Main Staff Room and food technology building Ensure work spaces and equipment are cleaned thoroughly In the event of an emergency Student Action Plans are located within Food Technology An EpiPen is also located within Food Technology First Aid Officer or another trained staff member to provide emergency response Staff are to contact office/First Aid to relay emergency and to send for student's medication 	<ul style="list-style-type: none"> First Aid Officer Teaching Staff Support Staff 	<ul style="list-style-type: none"> Annually Start of each term Start of each term

Name of environment/area: Canteen

Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Risk of exposure to an allergen in the canteen Note: The canteen is not nut free	<ul style="list-style-type: none"> Canteen Manager and staff are trained in emergency management of anaphylaxis List of students at risk of anaphylaxis with current photos on wall in canteen In the event of an emergency, staff are to contact the First Aid Officer or student reception to obtain the student's ASCIA Action Plan and appropriate medication First Aid Officer or another trained staff member to provide emergency response 	<ul style="list-style-type: none"> First Aid Officer Canteen Manager 	<ul style="list-style-type: none"> Annually

Name of environment/area: College Grounds

Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Risk of exposure to an allergen during lunchtime/recess	<ul style="list-style-type: none"> All staff are trained in anaphylaxis emergency management All staff have been briefed on students that are at risk of anaphylaxis Monitoring of outdoor environment including beehives, wasp nests and pollen producing plants etc. Taking action accordingly Awareness of soft drink containers attracting wasps/bees Awareness not to walk in bare feet outdoors In the event of an emergency, staff are to contact the First Aid Officer or student reception to obtain the student's ASCIA Action Plan and appropriate medication First Aid Officer or another trained staff member to provide emergency response 	<ul style="list-style-type: none"> First Aid Officer All Staff Grounds Maintenance Staff 	<ul style="list-style-type: none"> Twice per year Start of each term
Risk of exposure to an allergen during outdoor classes	<ul style="list-style-type: none"> All staff are trained in anaphylaxis emergency management All staff have been briefed on students that are at risk of anaphylaxis Teachers and support staff are to be aware of students that are anaphylactic and their particular allergens Individual Action Plans for anaphylaxis are located within the Main Staff Room Monitoring of outdoor environment including beehives, wasp nests and pollen producing plants etc. Taking action accordingly Awareness of soft drink containers attracting wasps/bees Awareness not to walk in bare feet outdoors In the event of an emergency, staff are to contact the First Aid Officer or student reception to obtain the student's ASCIA Action Plan and appropriate medication First Aid Officer or another trained staff member to provide emergency response 	<ul style="list-style-type: none"> First Aid Officer Teaching Staff Support Staff Grounds Maintenance Staff 	<ul style="list-style-type: none"> Start of each year Start of each term Start of each term



Name of environment/area: Excursions			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Risk of an allergen on an excursion	<ul style="list-style-type: none"> All college staff are trained in anaphylaxis emergency management All college staff have been briefed on the students that are at risk of Anaphylaxis When an excursion is being organised, staff are requested to check the Individual Action Plans for those students undertaking the excursion A copy of the Individual Anaphylaxis Management Plan is kept with the student's EpiPen in an easily identifiable Emergency ID Pouch with current photo attached. Pouch to be taken on excursion. Students with an expired EpiPen will be refused attendance on the excursion Prior to any treats/foods being consumed, teachers should cross check the individual's allergens Monitoring of outdoor environment including beehives, wasp nests and pollen producing plants etc. Taking action accordingly Awareness of soft drink containers attracting wasps/bees Awareness not to walk in bare feet outdoors Trained staff to provide emergency response 	<ul style="list-style-type: none"> First Aid Officer Excursion Coordinator Staff 	<ul style="list-style-type: none"> Annually Prior to excursion day Prior to excursion day
Name of environment/area: Camps			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Risk of an allergen on a camp	<ul style="list-style-type: none"> All college staff are trained in anaphylaxis emergency management All college staff have been briefed on the students that are at risk of Anaphylaxis When a camp is being organised, staff are requested to check the Individual Action Plans for those students undertaking the camp A copy of the Individual Anaphylaxis Management Plan is kept with the student's EpiPen in an easily identifiable Emergency ID Pouch with current photo attached. Pouch to be taken on camp. Students with an expired EpiPen may be refused to attend. Spare EpiPens will be provided and stored in a central location at the Camp for all staff to access Prior to any treats/foods being consumed, teachers should cross check the individual's allergens Monitoring of outdoor environment including beehives, wasp nests and pollen producing plants etc. Taking action accordingly Awareness of soft drink containers attracting wasps/bees Awareness not to walk in bare feet outdoors Trained staff to provide emergency response 	<ul style="list-style-type: none"> First Aid Officer Camp Leader Staff attending camp 	<ul style="list-style-type: none"> Annually When organising camp Prior to camp
Name of environment/area: Sports Days			
Risk identified	Actions required to minimise the risk	Who is responsible?	Completion date?
Risk of allergen during sports day	<ul style="list-style-type: none"> All college staff are trained in anaphylaxis emergency management All college staff have been briefed on the students that are at risk of Anaphylaxis During sport days, staff are requested to check the Individual Action Plans for those students participating A copy of the Individual Anaphylaxis Management Plan is kept with the student's EpiPen in an easily identifiable Emergency ID Pouch with current photo attached. Pouch to be taken on sports days. Students with an expired EpiPen may be refused to attend. Prior to any treats/foods being consumed, teachers should cross check the individual's allergens Monitoring of outdoor environment including beehives, wasp nests and pollen producing plants etc. Taking action accordingly Awareness of soft drink containers attracting wasps/bees Awareness not to walk in bare feet outdoors Trained staff to provide emergency response 	<ul style="list-style-type: none"> First Aid Officer Sport Coordinator All Staff 	<ul style="list-style-type: none"> Annually When organising sports days/events Whilst attending



Parents/Carers must supply one of the completed ASCIA Action Plans:

Parents and guardians (via their medical practitioner) can access the ASCIA Action Plan from:
http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis

This Individual Anaphylaxis Management Plan will be reviewed on any of the following occurrences (whichever happen earlier):

- annually
• if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
• as soon as practicable after the student has an anaphylactic reaction at school
• when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the school (eg. class parties, elective subjects, cultural days, fetes, incursions).

I have been consulted in the development of this Individual Anaphylaxis Management Plan.

I consent to the risk minimisation strategies proposed.

Risk minimisation strategies are available at Chapter 8 – Risk Minimisation Strategies of the Anaphylaxis Guidelines

Signature of parent/carers:
Date:

I have consulted the parents of the students and the relevant school staff who will be involved in the implementation of this Individual Anaphylaxis Management Plan.

Signature of principal (or nominee):
Date: