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| **School** |       |

Anaphylaxis risk management plan

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| This risk assessment template:* guides and documents the risk assessment and management process for anaphylaxis at the school level
* is not intended for use with individual students; however, consultation with parents/carers, students (if appropriate) and relevant staff is recommended to support the development of a comprehensive plan
* aims to reduce the risk of anaphylaxis through risk management and good decision-making
* is to be completed with consideration of the [Supporting students with asthma and/or at risk of anaphylaxis procedure](https://ppr.qed.qld.gov.au/pp/supporting-students-with-asthma-and-or-at-risk-of-anaphylaxis-at-school-procedure) and [Anaphylaxis guidelines for Queensland state schools](https://ppr.qed.qld.gov.au/attachment/anaphylaxis-guidelines-for-queensland-state-schools.docx)
* may need to be reviewed when the school’s circumstances change (e.g. student cohort) to make sure any existing controls will continue to be effective.

To manage risk, schools should: * minimise exposure to known and potential allergens
* be prepared to respond to an anaphylaxis emergency if exposure does occur.
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| **Current risk level:** | Choose an item. | **Date:** | Click here to enter a date. |

**Identified risk factors**

Identify the risk factors and barriers to effective management of anaphylaxis.

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| **General risk factors**  |
| **Availability of equipment/materials** e.g. location, storage, and quantity of adrenaline auto-injectors for general use      |
| **Availability of trained staff** e.g. location in school, training, supervision requirements, communication tools      |
| **Students** e.g. number of students with known allergies, requirements for assistance      |
| **School factors** e.g. distance from emergency services, phone and data connectivity      |
| **Food allergies** e.g. tuckshop menu, meal time supervision, hand washing facilities, cooking equipment and ingredients       |
| **Insect allergies** e.g. school grounds, insect life, nests      |
| **Other risk factors**       |

**Plan for medical emergency**

Information about managing an anaphylaxis emergency should be included in the school’s Emergency Management Plan.

**Control measures**

Identify any control measures that are in place. Additional and alternative control measures may be required.

| **Areas for risk management** | **Recommended control measures** | **Yes** | **Implementation strategies (How? When? Where? Who?)** |
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| **Equipment / materials** | Adrenaline auto-injectors (auto-injectors) are stored in a safe, **unlocked and accessible**, known location. |[ ]  *List location/s of auto-injectors* |
|  | Staff know where auto-injectors and action plans are stored. |[ ]   |
|  | Auto-injectors are stored in a cool place between 15 and 25°C (not in a refrigerator), out of direct sunlight. |[ ]   |
|  | Auto-injectors and copies of action plans are located together. |[ ]   |
|  | Students’ auto-injectors and action plans are labelled. |[ ]   |
|  | Students’ action plans have a recent photo of the student. |[ ]   |
|  | Expiry dates of auto-injectors are checked regularly and parents/carers informed if a replacement is required. |[ ]  *Timeframe/s*  |
|  | Processes are in place for purchasing and ensuring school general use adrenaline auto-injectors remain within date. |[ ]   |
| **Staff** | Staff have completed the online course, [Anaphylaxis e-training for schools/CEC](http://www.allergy.org.au/patients/anaphylaxis-e-training-schools-and-childcare), and undertaken practical training to administer an auto-injector. |[ ]   |
|  | Staff are aware of the [Anaphylaxis guidelines for Queensland state schools](https://ppr.qed.qld.gov.au/attachment/anaphylaxis-guidelines-for-queensland-state-schools.docx). |[ ]   |
|  | Staff know how to recognise an allergic reaction including anaphylaxis. |[ ]   |
|  | Staff are aware of the protocols for supporting a person who experiences a first-time anaphylaxis. |[ ]   |
|  | Staff are aware of which students are at risk of anaphylaxis and the actions required. |[ ]   |
|  | Staff can easily access both the general use and individual students’ auto-injectors and action plans. |[ ]   |
| **Staff** | Staff are aware of the [Managing risks in school curriculum activities](https://ppr.qed.qld.gov.au/pp/managing-risks-in-school-curriculum-activities-procedure) procedure and risk management processes associated with curriculum activities and special events such as cooking, craft, art lessons, sport, excursions and camps. |[ ]   |
| **Students** | The school has a current action plan for all students at risk of anaphylaxis. |[ ]   |
|  | If required, requests for support services are made allowing sufficient time for comprehensive planning. |[ ]   |
| **Emergency situations** | Ambulance will be called for every episode of anaphylaxis. |[ ]  *By whom?* |
|  | Processes are in place to meet and direct the ambulance to the person. |[ ]   |
|  | A procedure for raising the alarm has been implemented by the school and communicated to staff and volunteers. |[ ]  *Process to follow.* |
|  | A procedure is in place and rehearsed to collect the school’s auto-injector. |[ ]  *By whom?* |
|  | Student’s auto-injector is kept with the student at all times.  |[ ]   |
|  | The principal has determined whether it is appropriate for the student to carry their own auto-injector or if staff need to be responsible for this. |[ ]   |
|  | Relief staff and volunteers are not given sole responsibility for students at risk of anaphylaxis without evidence of appropriate training.  |[ ]  *List who will support students and how this will occur.*  |
| **Food allergies** | Tuckshop staff and volunteers are provided with details of students who are at risk of anaphylaxis. |[ ]   |
|  | Tuckshop staff and volunteers minimise cross-contamination risk during storage, preparation and serving of food. |[ ]   |
|  | Tuckshop staff and volunteers have completed the online course [All about allergens](https://foodallergytraining.org.au/) for food service providers. |[ ]   |
|  | School does not promote being an allergen free environment (e.g. nut-free school).  |[ ]   |
| **Insect allergies** | School grounds are assessed for potential risks posed to students with insect allergies and identified risks managed (e.g. grass mown regularly to prevent flowering clover, flowering plants identified, insect nests removed and garbage covered).  |[ ]   |

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| **Additional controls** |
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**Completed by**

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| **Name** |       | **Principal** |       |
| **Email** |       | **Date** |       |

**Monitor**

Review control measures to ensure adequate reduction of risks. Modify or add control measures to ensure safety and document these.

If anaphylaxis occurs, consider the following questions when reviewing the effectiveness of this plan:

* Did the incident involve a person at risk of anaphylaxis experiencing exposure to a known allergen?
* How did exposure occur?
* Was the school’s adrenaline auto-injector for first-aid used?
* Was the plan for retrieving and administering the auto-injector effective and efficient?
* Did the person experiencing anaphylaxis remain in a sitting or lying position until an ambulance arrived? (If necessary, identify barriers to this occurring).

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|  | **Yes** | **No** |
| **Are the control measures still effective?**       |[ ] [ ]
| **Have there been any changes? Has exposure to allergens occurred?**      |[ ] [ ]
| **Are further actions required?**       |[ ] [ ]
| **Details:**      |
| **Planned review date** | Click here to enter a date. | **Date** | Click here to enter a date. |

**Important links**

* [Supporting students with asthma and/or at risk of anaphylaxis at school](https://ppr.qed.qld.gov.au/pp/supporting-students-with-asthma-and-or-at-risk-of-anaphylaxis-at-school-procedure)
* [Anaphylaxis guidelines for Queensland state schools](https://ppr.qed.qld.gov.au/attachment/anaphylaxis-guidelines-for-queensland-state-schools.docx)
* [Managing first aid in the workplace procedure](https://ppr.qed.qld.gov.au/pp/managing-first-aid-in-the-workplace-procedure)
* [ASCIA](https://www.allergy.org.au/) website

Appendix: Assessing risk level

Risk assessment helps us to understand our risk profile and the effectiveness of the controls and actions used to manage and mitigate risks. More information can be found in the [Enterprise risk management](https://ppr.qed.qld.gov.au/pp/enterprise-risk-management-procedure) procedure.

**Risk matrix**

Using risk consequence categories and risk likelihood, determine the risk level on the risk matrix.

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|  | **Consequence** |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Critical** |
| **Likelihood** | **Almost certain** | Medium | Medium | High | Extreme | Extreme |
| **Likely** | Low | Medium | High | High | Extreme |
| **Possible** | Low | Medium | Medium | High | High |
| **Unlikely** | Low | Low | Medium | Medium | High |
| **Rare** | Low | Low | Low | Low | Medium |

**Risk consequence categories**

| **Insignificant** | **Minor** | **Moderate** | **Major** | **Critical** |
| --- | --- | --- | --- | --- |
| No medical treatment required**Not recommended[[1]](#footnote-1)** | Minor injury requiring first aid treatment (e.g. minor cuts, bruises, bumps)**Not recommended** | Injury requiring medical treatment or lost time of four or fewer days**Not recommended** | Serious injury requiring specialist medical treatment or hospitalisation | Loss of life, permanent disability or injury or multiple serious injuries |
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**Risk likelihood**

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| --- | --- | --- | --- | --- |
| **Almost certain** | **Likely** | **Possible** | **Unlikely** | **Rare** |
| Is almost certain to occur within the foreseeable future | Is likely to occur within the foreseeable future | May occur within the foreseeable future | Is not likely to occur within the foreseeable future | Will only occur in exceptional circumstances**Not recommended[[2]](#footnote-2)** |

**Managing the current risk level**

If the risk level is rated extreme or high, the activity details are to be entered into the *School Risk Register*. Controls should be included in planning documents, e.g. curriculum risk activity plans.

1. Anaphylaxis can be fatal. It is a medical emergency. An ambulance must be called and the person taken to hospital for treatment, even if emergency medication (an adrenaline auto-injector) is given. The insignificant, minor and moderate risk consequence categories are not appropriate for anaphylaxis. [↑](#footnote-ref-1)
2. Due to the unpredictable nature of potential exposure on a school site and the possibility of a student experiencing a first-time anaphylaxis at school, the rare risk likelihood is not recommended. [↑](#footnote-ref-2)