



Individual Anaphylaxis Management Plan



This plan is to be completed by the College Principal or delegate based on the information from the student's medical practitioner (ASCIA Action Plan for Anaphylaxis) provided by the parent.

The parent/guardian/carer/relevant person is responsible for providing the College with:

- a copy of the student's ASCIA Action Plan for Anaphylaxis (action plan) containing the emergency response plan (signed by the medical practitioner) and any medication or autoinjector referenced in the plan,
- an up-to-date photo of the student (to be appended to this plan); and
- to inform the College if the student's medical condition changes, insofar as it relates to the allergy and the potential for anaphylactic reaction, and, if relevant, provide an update ASCIA Action plan.

Student:			
Date of birth:		Year level:	
Severely allergic to:			
Other health conditions:			
Medication at school:			
Other medication administered at home:			

Emergency contact details (Parent/guardian/carer)			
Contact 1			
Name:			
Relationship:			
Contact No:	Mobile:	Work telephone:	Home
Address:			
Contact 2			
Name:			
Relationship:			
Contact No:	Mobile:	Work telephone:	Home
Address:			

Emergency Contact Details (Alternative)			
Alternative contact 1			
Name:			
Relationship:			
Contact No:	Mobile:	Work	Home
Address:			
Alternative contact 2			
Name:			
Relationship:			
Contact No:	Mobile:	Work	Home
Address:			
Essential Medical Information			
Medical practitioner name:			
Phone:			
Emergency care to be provided at:			
Storage location for autoinjector device:			
Date of expiry of autoinjector:			

Environment

To be completed by the College Principal or delegate.

Please consider each environment/area (on or off College site) the student will be in for the year, e.g., classrooms, College yards, specialist teaching areas, excursions, camps.

Classroom			
Risk Identified	Actions required to minimise the risk	Who is responsible	Date completed
Ingestion or exposure to allergens.	Teachers are provided with a list of students diagnosed with anaphylaxis and allergens.	Teaching Staff College Nurse	Ongoing
	Action Plans are stored at the First Aid Office First Aid Officer or another trained staff member can provide emergency response	College Nurse Support Staff Teaching Staff	Ongoing
	In the event of an emergency, staff contact the First Aid Office or Student Services to obtain the	College Nurse Teaching Staff Support staff	Ongoing

	student's Action Plan and appropriate medication (e.g. EpiPen and antihistamine)		
	Use non-food treats where possible, but if food treats are used in class, then the College recommends those students with allergies, bring their own alternative treat box. Treat boxes should be labelled clearly and handled only by that student.	Teaching Staff	Ongoing

Cafe			
Risk Identified	Actions required to minimise the risk	Who is responsible	Date Completed
Ingestion or exposure to allergens.	The student's names and photos are displayed in the cafe. Satellite EpiPen's are stored in this location.	College Nurse Cafe Manager	Ongoing
	Volunteers should be able to demonstrate satisfactory training in food allergen management and its implications on food-handling practices, including knowledge of the major food allergens triggering anaphylaxis, cross-contamination issues specific to food allergy, label reading, etc.	Cafe Manager	Ongoing

College Grounds			
Risk Identified	Actions required to minimise the risk	Who is responsible	Date Completed
Ingestion or exposure to allergens.	Yard duty staff must be trained in the administration of the Adrenaline Autoinjector (i.e., EpiPen®/ Anapen®) to be able to respond quickly to an anaphylactic reaction if needed with the ratified response.	College Nurse First Aid Officer All Staff	Ongoing
	All staff are made aware that the Adrenaline Autoinjector and a student's ASCIA action plan can be accessed easily from the first aid office.	College Nurse First Aid Officer All Staff	Ongoing

Excursions/ Special events			
Risk Identified	Actions required to minimise the risk	Who is responsible	Date Completed
Ingestion or exposure to allergens.	College Staff, supervising the special event or excursion, must be trained in the administration of an Adrenaline Autoinjector to be able to respond quickly to an anaphylactic reaction if required.	College Principal, Human Resources Manager, College Nurse	Ongoing
	All College staff have been briefed on the students that are at risk of Anaphylaxis and provided with a list of students with diagnosed allergens.	College Principal, College Nurse	Ongoing
	Teachers in charge are responsible for collecting the individual action plans including adrenaline autoinjector from the first aid office. They must organise the safety and accessibility of the kits during the excursions/events and ensure these are returned to the first aid office.	Teacher in Charge All staff	Ongoing

Camps			
Risk Identified	Actions required to minimise the risk	Who is responsible	Date Completed
Ingestion or exposure to allergens.	The College will include Adrenaline Autoinjectors in the camp first aid kits whether students have been identified with allergies or not. Teacher in charge must obtain information about the students with allergies eg anaphylaxis and ensure all staff attending the camp are aware of the students and their allergens.	Teacher in Charge	Planning for the camp
	Staff attending camp are aware of the students who are diagnosed with anaphylaxis and are trained in administering an adrenaline autoinjector.	College Nurse Teacher in charge All staff	Prior and during the camp
	Teachers in charge are responsible for collecting the individual action plans including the adrenaline autoinjector, which are labelled clearly with the student's name, from the first aid office. They must organise the safety and accessibility of the kits during the	Teacher in Charge	Prior to leaving for a camp

	camp and ensure these are returned to the first aid office. The College will include Adrenaline Autoinjectors in the camp first aid kits whether students have been identified with allergies or not.		
	The spare adrenaline autoinjectors are accessible from the first aid kits, which are stored in a central location at the camp for all staff to access.	Teacher in Charge	During camp
	All staff at camp will monitor the outdoor environment for beehives, wasp nests and pollen producing plants, etc. and respond accordingly.	Teacher in Charge	During camp

Agreement/Signatures

This ***Individual Anaphylaxis Management Plan*** has been developed with my knowledge and input based upon health advice received from the student's medical practitioner.

Parent/guardian/carer/Mature minor	
Name of parent/guardian /carer or Mature minor*	
Signature	
Date	

Principal	
Name of principal	
Signature	
Date	

*Please note: Mature minor (refer page 61 of [Privacy Compliance Manual 2023](#)) is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age.

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