

Anaphylaxis Checklist for off-site activities



Preparing for off-site activities (events, excursions, sporting activities)

This checklist aims to guide services when planning off-site activities such as events, local excursions and sporting activities. This should be completed as the risk management plan for the activity is developed. The checklist may be adapted as template for service protocols.

Prior to the off-site activity:

Assessing risk, planning and communication

- When planning excursions and activities, identify which children are at risk of anaphylaxis and which allergies need to be managed. Assess planned activities for inclusivity.
- Discuss with the child's parent or caregiver about the off-site activity and seek their authorisation and advice on risk minimisation strategies. This should be documented in the child's Individualised Anaphylaxis Care plan.
- At least one general use adrenaline device must be included in the first aid kit with an ASCIA First Aid Plan for Anaphylaxis. An assessment of risk should be undertaken to determine if more than one adrenaline device should be taken. Determine location and storage of additional devices for the duration of the event.
- Arrange for a copy of the children's ASCIA Action Plans, their prescribed adrenaline device and medication listed on the ASCIA Action Plan to be taken on the event.
- Communicate an allergy aware approach with staff, parents and children. This may be via briefings and written information. Briefings should be repeated at the start of the excursion and when required throughout.

In case of emergencies

- Follow instructions on the ASCIA Action Plan.
- Ensure staff always have access to a suitable service-authorised or service-supplied communication device for the location.
- Ensure staff have an up-to-date list of emergency contacts (emergency services, the child's medical team or practitioners, parents and caregivers).
- Have a plan for who will accompany the child to hospital, and which staff member is responsible for communication with emergency services, parents and service leadership.

Staff training

- Staff attending the event should have current first aid and anaphylaxis training consistent with state / territory requirements.
- Staff providing food and supervising mealtimes should complete the *All about Allergens for CEC online training* prior to the event (within the last two years).

For children with food allergy

- Develop a plan to ensure children with food allergy have appropriate food and drinks brought from home for consumption during the excursion, event or sporting activity.
- If food is provided on the excursion, food allergens need to be declared to the food service providers by the service prior to the event, and then again by staff when the food is made available.
- If food or drink is to be purchased during the activity, a plan to ensure that this is appropriate for the child's allergies should be developed prior to the event.



