

# Anaphylaxis Checklist for off-site activities



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

This checklist aims to guide schools when planning off-site activities such as school 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 school protocols.

### Prior to the off-site activity:

#### *Assessing risk, planning and communication*

- When planning excursions and activities, identify which students are at risk of anaphylaxis and which allergies need to be managed. Assess planned activities for inclusivity.
- 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 students' 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 students. 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 communication device for the location.
- Have a plan for who will accompany the student to hospital, and which staff member is responsible for communication with emergency services, parents and school leadership..

#### *Staff training*

- School staff attending the event should have current first aid training consistent with state / territory requirements.
- All school staff attending the event must have current anaphylaxis training including hands on practice with adrenaline trainer devices.

#### *For students with food allergy*

- Develop a plan to ensure students 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 school prior to the event, and then again by staff/student 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 student's allergies should be developed prior to the event.



