

Anaphylaxis drill checklist



	Yes/No	Comments
Identify that the child or adult is having anaphylaxis		
<ul style="list-style-type: none"> The person was recognised as having anaphylaxis. 		
<ul style="list-style-type: none"> The person was positioned correctly (laid flat). If breathing is difficult, allow them to sit with legs outstretched. 		
<ul style="list-style-type: none"> The person was not moved, unless there was danger. Do not allow them to stand or walk. 		
Getting help		
<ul style="list-style-type: none"> Staff knew how to alert others to the emergency and obtain help (for example, by phone). 		
<ul style="list-style-type: none"> It was clear which staff was responsible for removal of bystanders from the area (such as other students) and provide support. 		
Adrenaline device and ASCIA Action Plan		
<ul style="list-style-type: none"> It was clear who should bring the adrenaline device and ASCIA Action Plan to the person having anaphylaxis. 		
<ul style="list-style-type: none"> There were no delays in bringing the device to the person having anaphylaxis. 		
<ul style="list-style-type: none"> Appropriate medication (as listed on ASCIA Action Plan) was brought to the person having anaphylaxis. 		
<ul style="list-style-type: none"> An ASCIA Action Plan was stored with the adrenaline device. 		
<ul style="list-style-type: none"> The adrenaline device was easy to locate. 		
<ul style="list-style-type: none"> The adrenaline device was not locked in a room or cupboard. 		
<ul style="list-style-type: none"> The adrenaline device was in date. 		
<ul style="list-style-type: none"> Which device was brought to the person – a general use or personal device? 		
<ul style="list-style-type: none"> Was this appropriate? 		



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ASCIA Action Plan		
<ul style="list-style-type: none"> Staff correctly followed instructions on the ASCIA Action Plan according to signs. 		
Administering the adrenaline device*		
<ul style="list-style-type: none"> Staff followed the steps on the ASCIA Action Plan to correctly administer the device. <p><i>Note: The person having anaphylaxis may prefer to administer the device themselves with staff supervision.</i></p>		
<ul style="list-style-type: none"> The time of administration was recorded. 		
Calling Emergency Services		
<ul style="list-style-type: none"> The school has a policy about calling emergency services, communicated to all staff. 		
<ul style="list-style-type: none"> It was clear which staff member was responsible for simulating a call to emergency services. <p><i>Note: A team member could act as the emergency call line and take a simulated call.</i></p>		
<ul style="list-style-type: none"> The staff member had enough information about the incident to make the call. 		
<ul style="list-style-type: none"> Staff member knew school address and had information about where the ambulance should enter. 		
<ul style="list-style-type: none"> A staff member was assigned to meet the ambulance staff, and to ensure clear access to the premises. 		
<ul style="list-style-type: none"> It was clear which staff member was responsible for communicating details about the incident to ambulance staff. 		
<ul style="list-style-type: none"> Staff are aware of school policy regarding accompanying a student in an ambulance. 		

	Yes/No	Comments
Monitor the person having anaphylaxis		
<ul style="list-style-type: none"> The ASCIA Action Plan continued to be followed to check for signs of anaphylaxis. 		
<ul style="list-style-type: none"> The person was kept in an appropriate position even when they appeared to be recovering. 		
<ul style="list-style-type: none"> Staff knew when to administer an additional adrenaline device. 		
<ul style="list-style-type: none"> There was a plan in place for getting the additional device. Was it a general use device? 		
Notify emergency contact		
<ul style="list-style-type: none"> It was clear which staff member was responsible for contacting the child or adult's emergency contact. 		
<ul style="list-style-type: none"> The emergency contact was notified in a timely manner. 		
Note taking		
<ul style="list-style-type: none"> It was clear which staff member was responsible for recording details of the incident. This includes possible trigger, symptoms, the time adrenaline device given and all actions taken. 		
Reporting the incident		
<ul style="list-style-type: none"> It was clear which staff member was responsible for completing the report to the appropriate leadership and/or authority. 		
Debrief and follow up		
<ul style="list-style-type: none"> What went well? 		
<ul style="list-style-type: none"> What could have been improved? 		
<ul style="list-style-type: none"> Did anything unexpected happen? 		

Note:

*Staff should be familiar with administration of the school's general use device, and the prescribed adrenaline devices carried by students. The ASCIA website has instructions on how to correctly give an adrenaline device. This information is also on the ASCIA Action Plan, and the ASCIA First Aid Plan for Anaphylaxis.