

Anaphylaxis Checklist for off-site camps



Preparing for off-site camps (including day camps and overnight excursions)

This checklist aims to guide school staff when planning for off-site travel, including day camps and excursions with overnight stays. 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 camp:

Assessing risk, planning and communication with the campsite.

- Identify which students are at risk of anaphylaxis and which allergies need to be managed.
 - Meet with parents and students as appropriate to discuss allergen management during the camp. The individualised anaphylaxis care plan should be updated during this meeting.
 - Communicate with camp staff about which students are at risk of anaphylaxis and which allergies need to be managed. A copy of students' ASCIA Action Plans should be provided to the campsite.
 - At least one general use adrenaline device should 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 and communicate where additional devices may be stored or located as part of the planning documentation communicated with all participating staff.
 - Arrange for a copy of the students' ASCIA Action Plans, their two prescribed adrenaline devices (one from home and one from school) and/or other medication for treating an allergic reaction, to be taken on the camp.
 - If students are on an excursion with an overnight stay, ensure that adrenaline devices and food can be kept at appropriate temperatures.
- 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, staff need to:

- Know the contact details for the nearest emergency service and hospital to the campsite.
- Know how to access information for the intended destination (address, gate number and code, other access points).
- Always have access to a suitable communication device for the location (UHF radio, mobile or satellite phone). Pre-program emergency service numbers and emergency contact information into the phone.
- Have a plan for who will accompany the student to hospital or the medical service, and which staff member is responsible for communication with emergency services, parents and school leadership.
- Know where the personal and general use adrenaline devices are located (and ASCIA action plans).
- Know how to replace the adrenaline device after use (if needed).

Staff training

- School staff attending the camp must have current first aid training consistent with state / territory requirements.
- All school staff attending the camp must have current anaphylaxis training including hands on practice with adrenaline trainer devices.
- Staff providing food and supervising mealtimes should have current (recommended within the last two years) *All about Allergens for Camps* online food allergen management training.



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For students with allergies to insect stings and bites

- Discuss risk minimisation strategies such as mowing grassed areas prior to camp.
- Appropriate clothing and shoes to minimise insect sting/bite.
- If the excursion is in an area known to have ticks, use prevention measures and include tick freeze spray in the first aid kit.
- Ask external providers / site hosts to identify areas of higher risk that must be avoided (such as hives, nests).

For students with food allergy.

- Ensure communication regarding catering and any adjustments are undertaken at least two weeks prior to the camp.

Where meals are supplied by a food service provider:

- Communicate with parents to ensure that the school has up to date, accurate information about their child's food allergies.
- Provide a copy of the proposed menu to provide to staff and parents.
- Where requested, give parents the camp food service provider's contact details to facilitate communication prior to excursion.
- Check that each students' food allergies can be catered for. *This is important for students / groups with multiple allergies. In some cases, the parents may choose to provide meals for their child. This must be discussed with the food service provider.*
- Ask the food service provider for a copy of their *All about Allergens for Camps* training certificate that has been completed in the last two years.

Give the food service provider:

- The numbers of all students and staff attending the camp including accurate information about any staff and student food allergies.
- A copy of students' ASCIA Action Plans, if requested (with parental consent). All food allergies must be treated in the same way irrespective of the type of ASCIA Action Plan.

If meals are provided by the school:

- Work with families to ensure all food allergies are managed appropriately.
- Staff providing food service and supervising mealtimes should be able to demonstrate successful completion of *All about Allergens for Camps* online food allergen management training within the last two years.
- Catering documentation must include a food allergen matrix for all meals and snacks which includes allergens listed as ingredients and the precautionary allergen labelling statements.
- Ensure all staff attending the camp are aware of the arrangements for individualised food management.

If meals are provided from home:

- Meals or snacks provided from home should be clearly labeled with the student's name and their allergies.
- Meals or snacks provided from home must be stored and re-heated according to food safety principles and in a way that the food cannot be contaminated with other foods. For example, stored in a sealed container, on the top shelf of a fridge. Cover and reheat separately to other foods.
- If students are hiking, they should use their own containers for cooking and heating food.

Purchasing of meals, snacks or drinks:

- Develop a plan to ensure students with food allergy have appropriate food and drinks on the journey to and from camp.
- If food or drink is to be purchased during the camp, a plan to ensure that this is appropriate for the student's allergies should be developed prior to the event.
- If necessary, arrange for packed meals and/ or snacks to be provided by the parents for the journey to camp and by the camp food service provider for the return journey.

