

NOBLE PARK SECONDARY COLLEGE

Annual Risk Management Checklist

Child Safe Commitment

Noble Park Secondary College is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Our College is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

Our College has robust human resources and recruitment practices for all staff and volunteers.

Our College is committed to regularly training and educating our staff and volunteers on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

Further information, our policy, code of conduct and reporting processes are available on our website

Noble Park Secondary College is committed to creating safe and inclusive environment for all its students from all backgrounds, cultures, languages, LGBTI, religious and other minority groups.

If you believe a child is at immediate risk of abuse phone 000.

PURPOSE

To explain to Noble Park Secondary College parents, carers, staff and students the processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This policy also ensures that Noble Park Secondary College is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management. This is an update from the previous school policy to include further direction and ensure compliance.

SCOPE

This policy applies to:

- all staff, including casual relief staff and volunteers
- all students who have been diagnosed with anaphylaxis, or who may require emergency treatment for an anaphylactic reaction, and their parents and carers.

POLICY

School Statement

Noble Park Secondary College will fully comply with Ministerial Order 706 and the associated guidelines published by the Department of Education and Training.

Annual risk management checklist

(to be completed at the start of each year)

School name:	Noble Park Secondary College
Date of review:	June 2020
Who completed this checklist?	Name: Peter Jeans
	Position: Assistant Principal
Review given to:	Name: Pam Dyson
	Position: Principal
Comments:	

General information

1. How many current students have been diagnosed as being at risk of anaphylaxis, and have been prescribed an adrenaline autoinjector?	4
2. How many of these students carry their adrenaline autoinjector on their person?	1
3. Have any students ever had an allergic reaction requiring medical intervention at school?	Yes
a. If Yes, how many times?	once
4. Have any students ever had an anaphylactic reaction at school?	Yes
a. If Yes, how many students?	1
b. If Yes, how many times?	once
5. Has a staff member been required to administer an adrenaline autoinjector to a student?	Yes
a. If Yes, how many times?	once
6. If your school is a government school, was every incident in which a student suffered an anaphylactic reaction reported via the Incident Reporting and Information System (IRIS)?	Yes

SECTION 1: Training

7. Have all school staff who conduct classes with students who are at risk of anaphylaxis successfully completed an approved anaphylaxis management training course, either:	2019 Yes 2020 Not Yet
<ul style="list-style-type: none"> online training (ASCIA anaphylaxis e-training) within the last 2 years, or 	JC HH

<ul style="list-style-type: none"> accredited face-to-face training (22300VIC or 10313NAT) within the last 3 years? 	FH SAR Lee Collins
8. Does your school conduct twice-yearly briefings annually? If no, please explain why not, as this is a requirement for school registration.	Yes
9. Do all school staff participate in a twice-yearly anaphylaxis briefing? If no, please explain why not, as this is a requirement for school registration.	Yes
10. If you are intending to use the ASCIA Anaphylaxis e-training for Victorian Schools:	Yes
a. Has your school trained a minimum of 2 school staff (School Anaphylaxis Supervisors) to conduct competency checks of adrenaline autoinjectors (EpiPen®)?	Yes
b. Are your school staff being assessed for their competency in using adrenaline autoinjectors (EpiPen®) within 30 days of completing the ASCIA Anaphylaxis e-training for Victorian Schools?	Yes
SECTION 2: Individual Anaphylaxis Management Plans	
11. Does every student who has been diagnosed as being at risk of anaphylaxis and prescribed an adrenaline autoinjector have an Individual Anaphylaxis Management Plan, which includes an ASCIA Action Plan for Anaphylaxis completed and signed by a prescribed medical practitioner?	Yes
12. Are all Individual Anaphylaxis Management Plans reviewed regularly with parents (at least annually)?	Yes
13. Do the Individual Anaphylaxis Management Plans set out strategies to minimise the risk of exposure to allergens for the following in-school and out-of-class settings?	
a. During classroom activities, including elective classes	Yes
b. In canteens or during lunch or snack times	Yes
c. Before and after school, in the school yard and during breaks	Yes
d. For special events, such as sports days, class parties and extra-curricular activities	Yes
e. For excursions and camps	Yes
f. Other	As needed
14. Do all students who carry an adrenaline autoinjector on their person have a copy of their ASCIA Action Plan for Anaphylaxis kept at the school (provided by the parent)?	Yes
a. Where are the Action Plans kept?	3 locations across the school Office

	Library Science Centre
15. Does the ASCIA Action Plan for Anaphylaxis include a recent photo of the student?	Yes
16. Are Individual Management Plans (for students at risk of anaphylaxis) reviewed prior to any off-site activities (such as sport, camps or special events), and in consultation with the student's parent/s?	Yes
SECTION 3: Storage and accessibility of adrenaline autoinjectors	
17. Where are the student(s) adrenaline autoinjectors stored?	Office Library Science Centre Bus
18. Do all school staff know where the school's adrenaline autoinjectors for general use are stored?	Yes
19. Are the adrenaline autoinjectors stored at room temperature (not refrigerated) and out of direct sunlight?	Yes
20. Is the storage safe?	Yes
21. Is the storage unlocked and accessible to school staff at all times? Comments:	Yes
22. Are the adrenaline autoinjectors easy to find? Comments: They are in first aid kits and areas clearly identified around the school.	Yes
23. Is a copy of student's individual ASCIA Action Plan for Anaphylaxis kept together with the student's adrenaline autoinjector?	Yes
24. Are the adrenaline autoinjectors and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan for Anaphylaxis) clearly labelled with the student's names?	Yes
25. Has someone been designated to check the adrenaline autoinjector expiry dates on a regular basis? Who?Pauline Lacey.....	Yes
26. Are there adrenaline autoinjectors currently in the possession of the school that have expired?	No
27. Has the school signed up to EpiClub (optional free reminder services)?	Yes
28. Do all school staff know where the adrenaline autoinjectors, the ASCIA Action Plans for Anaphylaxis and the Individual Anaphylaxis Management Plans are stored?	Yes

29. Has the school purchased adrenaline autoinjector(s) for general use, and have they been placed in the school's first aid kit(s)?	Yes
30. Where are these first aid kits located? Front office, science centre, buses Do staff know where they are located?	Yes
31. Is the adrenaline autoinjector for general use clearly labelled as the 'General Use' adrenaline autoinjector?	Yes
32. Is there a register for signing adrenaline autoinjectors in and out when taken for excursions, camps etc?	Yes With first aid register
SECTION 4: Risk Minimisation strategies	
33. Have you done a risk assessment to identify potential accidental exposure to allergens for all students who have been diagnosed as being at risk of anaphylaxis?	Yes
34. Have you implemented any of the risk minimisation strategies in the Anaphylaxis Guidelines? If Yes, list these in the space provided below. If No, please explain why not, as this is a requirement for school registration. Please see individual management plans for all strategies	Yes
35. Are there always sufficient school staff members on yard duty who have current Anaphylaxis Management Training?	Yes
SECTION 5: School management and emergency response	
36. Does the school have procedures for emergency responses to anaphylactic reactions? Are they clearly documented and communicated to all staff?	Yes
37. Do school staff know when their training needs to be renewed?	Yes
38. Have you developed emergency response procedures for when an allergic reaction occurs?	Yes
a. In the class room?	Yes
b. In the school yard?	Yes
c. In all school buildings and sites, including gymnasiums and halls?	Yes
d. At school camps and excursions?	Yes
e. On special event days (such as sports days) conducted, organised or attended by the school?	Yes
39. Does your plan include who will call the ambulance?	Yes
40. Is there a designated person who will be sent to collect the student's adrenaline autoinjector and individual ASCIA Action Plan for Anaphylaxis?	No Anyone
41. Have you checked how long it takes to get an individual's adrenaline autoinjector and corresponding individual ASCIA Action Plan for Anaphylaxis to a	Yes

student experiencing an anaphylactic reaction from various areas of the school including:	1-2 minutes
a. The class room?	Yes
b. The school yard?	Yes
c. The sports field?	Yes
d. The school canteen?	Yes
42. On excursions or other out-of-school events, is there a plan for who is responsible for ensuring the adrenaline autoinjector(s) and Individual Anaphylaxis Management Plans (including the ASCIA Action Plan) and the adrenaline autoinjector for general use are correctly stored and available for use?	Yes
43. Who will make these arrangements during excursions? Teacher in charge	
44. Who will make these arrangements during camps? Teacher in charge.....	
45. Who will make these arrangements during sporting activities? Teacher in charge	
46. Is there a process for post-incident support in place?	Yes
47. Have all school staff who conduct classes attended by students at risk of anaphylaxis, and any other staff identified by the principal, been briefed by someone familiar with the school and who has completed an approved anaphylaxis management course in the last 2 years on:	
a. The school's Anaphylaxis Management Policy?	Yes
b. The causes, symptoms and treatment of anaphylaxis?	Yes
c. The identities of students at risk of anaphylaxis, and who are prescribed an adrenaline autoinjector, including where their medication is located?	Yes
d. How to use an adrenaline autoinjector, including hands on practice with a trainer adrenaline autoinjector?	Yes
e. The school's general first aid and emergency response procedures for all in-school and out-of-school environments?	Yes
f. Where the adrenaline autoinjector(s) for general use is kept?	Yes
g. Where the adrenaline autoinjectors for individual students are located including if they carry it on their person?	Yes
SECTION 6: Communication Plan	
48. Is there a Communication Plan in place to provide information about anaphylaxis and the school's policies?	
a. To school staff?	Yes
b. To students?	Yes
c. To parents? – on school website	Yes

d.	To volunteers?- not responsible	No
e.	To casual relief staff?	Yes
49.	Is there a process for distributing this information to the relevant school staff?	Yes
a.	What is it? <ul style="list-style-type: none"> • Posters are in each room • First Aid – and anaphylaxis information is emailed each year to all staff • Twice yearly briefings are held in staff meetings or online delivery • Excursion Policy and Compass template includes Anaphylaxis sections • Shared google drive with all documentation for staff • Documentation is in each first aid folder in every staff room. 	
50.	How will this information be kept up to date? <ul style="list-style-type: none"> • Reviewed at the start of each term, or with new enrolling students • Team meets several times a year to review • Reviewed as part of school strategic plan 	
51.	Are there strategies in place to increase awareness about severe allergies among students for all in-school and out-of-school environments?	No
52.	What are they? To be added to back to school power-point presented at the start of each year	

Endorsed by Principal February 2021

Pam Dyson February 2021