



Anaphylaxis Risk Management Checklist for Offsite Activities

Marymede Catholic College



This checklist helps schools prepare for safer offsite activities involving students who are diagnosed as being at risk of anaphylaxis. It should be completed before any such student attends an offsite activity. The checklist is intended as a guide and does not replace any additional safety plans that may be required for specific activities. Not all steps will apply to every offsite activity.

Schools may wish to use the template at Appendix A to support the management of identified students at risk of anaphylaxis whilst offsite.

If schools need assistance with completing checklist or meeting their obligations under [Ministerial Order 706: Anaphylaxis Management in Victorian Schools and School Boarding Premises](#), they can contact the Royal Children's Hospital Anaphylaxis Advice Line. The advisory line operates between the hours of 8.30am to 5.00pm, Monday to Friday. Telephone: 1300 725 911 or 03 9345 4235 or email: anaphylaxisadvice@rch.org.au

Offsite activity details

School name:	Click or tap here to enter text.	
Primary/Secondary:	☐ Primary	☐ Secondary
Location/Address:	Click or tap here to enter text.	
Offsite activity type:	☐ Camp ☐ Excursion ☐ Other, please specify: Click or tap here to enter text.	
Offsite activity description:	Click or tap here to enter text.	
Date and time of review:	Click or tap here to enter text.	
Completed by:	Name: Click or tap here to enter text.	Position: Click or tap here to enter text.
Review given to:	Name: Click or tap here to enter text.	Position: Click or tap here to enter text.
Comments:	Click or tap here to enter text.	

Before the activity

Task	Check	
Risk assessment		
A specific anaphylaxis risk management plan has been completed to identify potential accidental exposure to allergens for a student with anaphylaxis whilst at the activity	Yes ☐	No ☐
An Emergency Response Plan is in place and confirms:	Yes ☐	No ☐
• Mobile phone reception	Yes ☐	No ☐
• Emergency access	Yes ☐	No ☐
• Space for helicopter landing (if needed)	Yes ☐	No ☐

Task	Check	
Signed up to EpiClub or Ana-alert (free reminder services)	Yes ☐	No ☐
Identify students		
Students at risk of anaphylaxis and their allergies have been identified (see template at Appendix A)	Yes ☐	No ☐
The plans students have has been determined:		
ASCIA Action Plan for Anaphylaxis (RED) and prescribed adrenaline device	Yes ☐	No ☐
ASCIA Action Plan for Allergic Reactions (GREEN) without an adrenaline device	Yes ☐	No ☐
Share information		
Parents and carers have been informed about the offsite activity at least two weeks before and have:	Yes ☐	No ☐
reviewed their child's Individual Anaphylaxis Management Plan (IAMP) and provided any updates	Yes ☐	No ☐
provided any updates to their child's ASCIA Action Plan and consented to the plan being shared with the activity site	Yes ☐	No ☐
provided at least one in-date, prescribed adrenaline device, clearly labelled with their child's name. For school camps, it is recommended that parents and carers provide two in-date prescribed adrenaline devices	Yes ☐	No ☐
been given details of the staff member(s) who will be responsible for their child's safety whilst on the activity and the contact details of the activity site	Yes ☐	No ☐
been provided opportunity to consider if they need to attend, particularly if their child is primary-aged with additional complex needs	Yes ☐	No ☐
The activity site staff have been provided with copies of all relevant ASCIA Action Plans	Yes ☐	No ☐
Work with parents and carers and site catering		
Parents and carers have provided accurate allergy information to the school	Yes ☐	No ☐
Student enrolment form information matches ASCIA Action Plans	Yes ☐	No ☐
Dietary requirements (allergy or non-allergy) have been documented and planned for	Yes ☐	No ☐
Student allergy management has been discussed with the activity site coordinator several weeks in advance. The site has confirmed that all allergies can be safely catered for, or, where this is not possible, a plan for alternative food arrangements has been developed with parents and carers	Yes ☐	No ☐
Options to reduce or remove food allergens (note: <i>not</i> a food ban) have been reviewed	Yes ☐	No ☐
Confirmed whether students can bring snacks from home and how safety will be managed	Yes ☐	No ☐
Plans, devices and procedures		
For each student with diagnosed at risk of anaphylaxis there is:		
at least one in-date, prescribed adrenaline device	Yes ☐	No ☐
an IAMP and ASCIA Action Plan with a recent photo of the student attached	Yes ☐	No ☐

Task	Check	
an ASCIA Travel Plan completed by a medical practitioner, if the offsite activity involves overseas or domestic school travel	Yes ☐	No ☐
Each student's IAMP sets out strategies to minimise the risk of exposure to allergens that cover the specific offsite activity	Yes ☐	No ☐
Staff		
Each staff member attending the activity, including casual staff and volunteers has attended a twice-yearly staff briefing and been briefed on:	Yes ☐	No ☐
the school's Anaphylaxis Management Policy	Yes ☐	No ☐
the causes, symptoms and treatment of anaphylaxis	Yes ☐	No ☐
the identities of students who carry an adrenaline device and where their medication is located	Yes ☐	No ☐
how to use an adrenaline auto injector device, including hands on practice with a training adrenaline auto injector device	Yes ☐	No ☐
school's first aid and emergency response procedures	Yes ☐	No ☐
the locations of the adrenaline devices	Yes ☐	No ☐
when the adrenaline auto injector for general use can be administered	Yes ☐	No ☐
the school's post incident response	Yes ☐	No ☐
A staff member has been assigned the responsibility for:		
collecting the student's adrenaline device and ASCIA Action Plan, in the case of an emergency	Yes ☐	No ☐
checking that the adrenaline devices are stored correctly and securely	Yes ☐	No ☐
checking the adrenaline device expiry dates	Yes ☐	No ☐
For camps only: Training for camp and school staff (if applicable)		
1. Anaphylaxis prevention, recognition and treatment		
All camp and school staff complete ASCIA Anaphylaxis e-training (every 2 years)	Yes ☐	No ☐
Staff complete the 15-minute ASCIA refresher (every 6 months or before camp)	Yes ☐	No ☐
Staff complete hands-on practice with trainer adrenaline devices	Yes ☐	No ☐
2. Safe meal preparation for food allergy		
Camp/school catering and supervising staff complete All About Allergens for Camps training (every 2 years)	Yes ☐	No ☐

At the activity

Task	Check	
Introductions and responsibilities		
Site coordinator meets students with food allergies and school activity coordinator	Yes ☐	No ☐
Details about allergies and meal collection processes confirmed	Yes ☐	No ☐
Staff awareness and safety		

Task	Check	
Each student's prescribed adrenaline device is kept with their IAMP and ASCIA Action Plan	Yes ☐	No ☐
All staff know:		
• which students are at risk of anaphylaxis (food, insect, latex, other)	Yes ☐	No ☐
• the medical status of other students, particularly with respect to epilepsy, diabetes, asthma and heart conditions	Yes ☐	No ☐
• where adrenaline devices and plans are kept		
Adrenaline devices and ASCIA Action Plans are accessible at all times	Yes ☐	No ☐
Adrenaline devices are stored as per their requirements	Yes ☐	No ☐
No games or activities involve allergens	Yes ☐	No ☐
The first aid kit contains:		
• at least one in-date, clearly labelled adrenaline autoinjector for general use	Yes ☐	No ☐
• the emergency response and ASCIA First Aid Plan for Anaphylaxis		
Staff and students know:	Yes ☐	No ☐
• storage location of adrenaline devices and ASCIA Action Plans	Yes ☐	No ☐
• who carries the devices during activities	Yes ☐	No ☐
Non-teaching volunteers do not supervise students at risk unless it is their own child	Yes ☐	No ☐
Mealtimes		
Prevent cross-contamination in storage, preparation, cooking and serving	Yes ☐	No ☐
Keep all food packaging labels; request ingredient lists for unlabelled foods	Yes ☐	No ☐
Avoid serving foods with "may contain" statements to allergic students	Yes ☐	No ☐
Staff are available to read labels and supervise safe meal delivery	Yes ☐	No ☐
Food that comes from home is:	Yes ☐	No ☐
• clearly labelled	Yes ☐	No ☐
• stored safely to prevent contamination	Yes ☐	No ☐
• assigned to staff to prepare/serve it	Yes ☐	No ☐
• eaten with clean utensils	Yes ☐	No ☐
Students wash hands before and after eating	Yes ☐	No ☐
Dining areas are cleaned before use	Yes ☐	No ☐
Staff supervise meals and students must report feeling unwell	Yes ☐	No ☐
Students with allergies given "safer" meal-helping roles (e.g., setting tables)	Yes ☐	No ☐
Insect allergy checks		
Mow grass areas before arrival (if possible)	Yes ☐	No ☐
Remove insect nests with professional pest control	Yes ☐	No ☐
Provide insect repellent containing DEET	Yes ☐	No ☐
Enforce a shoes-on policy outdoors (except swimming)	Yes ☐	No ☐

Task	Check	
Avoid known insect areas (bee/wasp nests, ant mounds)	Yes ☐	No ☐
Keep drinks covered; check before drinking	Yes ☐	No ☐
If in tick-prone area:	Yes ☐	No ☐
• Use tick prevention strategies	Yes ☐	No ☐
• Include tick freeze spray in first aid kit	Yes ☐	No ☐
• Check for ticks after outdoor activities	Yes ☐	No ☐

Students with food allergy awareness

Wash hands before and after eating	Yes ☐	No ☐
Don't accept food from friends unless approved by a trusted adult	Yes ☐	No ☐
Always check ingredients or ask an adult to check	Yes ☐	No ☐
Do not eat food if unsure of contents	Yes ☐	No ☐
Seek help immediately if feeling unwell or reacting	Yes ☐	No ☐
Lie flat or sit with legs stretched forward during anaphylaxis symptoms	Yes ☐	No ☐

Older students:

Keep adrenaline devices nearby	Yes ☐	No ☐
Follow their ASCIA Action Plan	Yes ☐	No ☐

Awareness of all students

Know your friend's allergens	Yes ☐	No ☐
Don't share food with them	Yes ☐	No ☐
Wash hands after eating	Yes ☐	No ☐
Get an adult immediately if your friend looks unwell	Yes ☐	No ☐
Take allergies seriously	Yes ☐	No ☐

After the activity

Task	Check	
Review allergy management for all students at risk	Yes ☐	No ☐
If any reaction or near miss occurred:		
• Identify what caused it	Yes ☐	No ☐
• Update plans and procedures	Yes ☐	No ☐
• Follow the school's process for post incident support	Yes ☐	No ☐
Review how the reaction was managed for improvements	Yes ☐	No ☐
Dispose of any medical documents left at camp confidentially	Yes ☐	No ☐

Approval Authority	Director, Education Excellence
Related policy	Anaphylaxis Management Policy for MACS Schools
Document owner	Chief of Student Services
Approval date	25 March 2026
Review by	March 2029

Appendix A

Student name	Student age	Has the student ever had an allergic reaction while at school?	Student plan type	Plan reviewed by parents and carers prior to activity	Student adrenaline device type (if relevant)	Consent received from parents and carers to share plan	Plan shared with camp
Click or tap here to enter text.	Click or tap here to enter text.	☐ Yes. If yes, how many times: Click or tap here to enter text. ☐ No	☐ ASCIA Action Plan for Anaphylaxis (RED) and prescribed adrenaline device ☐ ASCIA Action Plan for Allergic Reactions (GREEN) without an adrenaline device ----- For travelling on an aeroplane only: ☐ ASCIA Travel plan	☐ Yes ☐ No	☐ EpiPen® ☐ EpiPen Jr® ☐ Anapen 500® ☐ Anapen 300® ☐ Anapen Jr® ☐ Jext® ☐ Neffy® (nasal spray)	☐ Yes ☐ No	☐ Yes ☐ No
Add additional rows as required							
Total number of students: Click or tap here to enter text.					Total number of devices: Click or tap here to enter text.		