



Annual Anaphylaxis Risk Management Checklist for MACS Schools

Marymede Catholic College



A school's Anaphylaxis Management Policy must require the school principal or nominated staff member to complete an annual anaphylaxis risk management checklist to monitor the school's compliance with [Ministerial Order 706: Anaphylaxis Management in Victorian Schools and School Boarding Premises](#) (MO 706), and the associated [Anaphylaxis Guidelines](#) as published and amended by the Department of Education (DE) from time to time. If the principal delegates this task to a staff member, the principal must approve the checklist.

This checklist must be completed when the school has a student enrolled at risk of anaphylaxis. It must be reviewed at the start of each year, in line with the school's Anaphylaxis Management Policy.

If the school needs help with this checklist, or meeting their obligations under MO 706, contact the Royal Children's Hospital Anaphylaxis Advice Line. The advisory line is available 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

** The MACS document has been aligned with the published DE Annual Anaphylaxis Risk Management Checklist (Version – January 2026). Additional context is provided by MACS to align to MACS governance and reporting systems (page 2). **

School name:	Click or tap here to enter text.	
Date 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.	

General information

1. How many students currently enrolled at your school have been diagnosed as being at risk of anaphylaxis and have been prescribed an adrenaline device?	Click or tap here to enter text.	
2. How many of these students carry their adrenaline device with them?	Click or tap here to enter text.	
3. Was every incident in which a student suffered an anaphylactic reaction reported via the MACS Guard Incident Reporting page as soon as reasonably practicable, in accordance with the <i>Emergency and Critical Incident Management Procedures</i> ?	☐ Yes	☐ No
4. Are you aware that the school can contact the Royal Children's Hospital Anaphylaxis Advice Line (by emailing: anaphylaxisadvice@rch.org.au or by phone: 1300 725 911) to help schools meet their obligations under their Anaphylaxis Management Policy?	☐ Yes	☐ No

Section 1: Training

5. Have all school staff who conduct classes with students at risk of anaphylaxis successfully completed an approved anaphylaxis management training course, either:		
- online training (Australasian Society of Clinical Immunology and Allergy (ASCIA) anaphylaxis e-training for Victorian Schools) within the last two years; OR - an accredited face to face training course (22578VIC) within the last three years?	☐ Yes	☐ No
6. Does your school conduct anaphylaxis briefings twice every year?	☐ Yes	☐ No
7. Do all school staff, including casual relief teachers and volunteers, participate in twice yearly briefings annually?	☐ Yes	☐ No
8. If you are intending to use the ASCIA Anaphylaxis e-training course for Victorian schools:		
a. Has your school trained a minimum of two staff per school or campus (School Anaphylaxis Supervisors) to conduct competency checks of adrenaline devices (EpiPen®, Anapen®, Jext® and Neffy®)?	☐ Yes	☐ No
b. Are your school staff being assessed for their competency in using adrenaline devices (EpiPen®, Anapen®, Jext® and Neffy®) within 30 days of completing the ASCIA Anaphylaxis e-training for Victorian Schools?	☐ Yes	☐ No

Section 2: Individual Anaphylaxis Management Plans (IAMP)

9. Does every student diagnosed as at risk of anaphylaxis have an IAMP (developed by the school) that includes an ASCIA Action Plan for Anaphylaxis (RED) as an attachment, provided by the parents and carers, that has been completed and signed by a medical practitioner?	☐ Yes	☐ No
10. Are all IAMPs reviewed regularly with parents and carers at least annually; and:	☐ Yes	☐ No
a. After any changes to the student's medical condition?	☐ Yes	☐ No
b. After any anaphylactic reaction at the school?	☐ Yes	☐ No
c. Where the student is to participate in an offsite activity such as sport, excursion, camp or other special events?	☐ Yes	☐ No
11. Do the IAMPs set out strategies to minimise the risk of exposure to allergens for the following in-school and out of class settings?	☐ Yes	☐ No
a. During classroom activities, including elective classes	☐ Yes	☐ No
b. In canteens or during lunch or snack times	☐ Yes	☐ No
c. Before and after school, in the school yard and during breaks	☐ Yes	☐ No
d. For special events onsite, such as sports days, class parties and extra-curricular activities	☐ Yes	☐ No
e. For excursions and camps, and any other school offsite activities	☐ Yes	☐ No
f. Other:	Click or tap here to enter text.	
12. In the event of an emergency, do all staff know where to find a student's:	☐ Yes	☐ No
a. ASCIA Action Plan for Anaphylaxis (RED) attached to their IAMP; and	☐ Yes	☐ No
b. adrenaline device?	☐ Yes	☐ No
13. Does the ASCIA Action Plan for Anaphylaxis (RED) include a recent photo of the student?	☐ Yes	☐ No

Section 3: Storage and accessibility of adrenaline devices

14. Does the school have a process for storing all student adrenaline devices supplied by parents and carers, and do staff know where and how to access them?	☐ Yes	☐ No
15. Does the school have a process for storing all general use adrenaline autoinjectors purchased by the school, and do staff know where and how to access them?	☐ Yes	☐ No
16. Are all the adrenaline devices stored at room temperature (not refrigerated) and out of direct sunlight?	☐ Yes	☐ No
17. Is the storage always unlocked and accessible to school staff?	☐ Yes	☐ No
18. Is a copy of the student's ASCIA Action Plan for Anaphylaxis (RED) attached to their IAMP and stored together with their adrenaline device?	☐ Yes	☐ No
19. Are the adrenaline devices and IAMPs, including the ASCIA Action Plan for Anaphylaxis (RED), clearly labelled with each student's name?	☐ Yes	☐ No
20. Has someone been designated to check the expiry dates on the adrenaline devices on a regular basis? Who and when? Click or tap here to enter text.	☐ Yes	☐ No
21. Are there adrenaline devices which are currently in the possession of the school which have expired? If yes, please replace.	☐ Yes	☐ No
22. Has the school signed up to MYEpiPen (optional free reminder services)?	☐ Yes	☐ No
23. Has the school purchased at least two adrenaline autoinjectors for general use (one to retain onsite and one which can go on all offsite activities such as camps and excursions), and have they been placed in the school's first aid kits? (*This is a requirement in the DE's Anaphylaxis Management Policy and considered recommended practice for MACS schools).	☐ Yes	☐ No
24. Have staff been informed where the adrenaline autoinjectors for general use are stored?	☐ Yes	☐ No
25. Are the adrenaline autoinjectors for general use clearly labelled as a 'General Use' adrenaline autoinjector?	☐ Yes	☐ No
26. Is there a register for signing adrenaline autoinjectors for general use in and out when taken on offsite activities such as camps and excursions?	☐ Yes	☐ No

Section 4: Risk minimisation strategies

27. Has your school put in place risk minimisation strategies within the school environment to reduce the potential exposure to allergens for all students who have been diagnosed at risk of anaphylaxis?	☐ Yes	☐ No
28. Have you implemented any of the risk minimisation strategies in the DE Anaphylaxis Guidelines ? If yes, list these in the space provided below. Click or tap here to enter text.	☐ Yes	☐ No
29. Are there always sufficient school staff members on yard duty who have current Anaphylaxis training?	☐ Yes	☐ No

Section 5: School management and emergency response

30. Does the school have procedures for emergency responses to anaphylactic reactions?	☐ Yes	☐ No
31. Are these procedures clearly documented and communicated to all staff?	☐ Yes	☐ No

Section 5: School management and emergency response			
32. Do school staff know when their training needs to be renewed?	☐ Yes	☐ No	
33. Have you developed emergency response procedures for when an allergic reaction occurs:			
a. in the classroom?	☐ Yes	☐ No	
b. in the school yard?	☐ Yes	☐ No	
c. in all school buildings and sites, including gyms, halls, etc?	☐ Yes	☐ No	
d. <i>at an offsite school activity</i> (e.g., at school camps or on excursions)?	☐ Yes	☐ No	
e. international travel (if applicable)?	☐ Yes	☐ No	
f. on special event days, such as sports carnivals, conducted, organised or attended by the school?	☐ Yes	☐ No	
34. Does your Emergency Response Plan include who will call the ambulance?	☐ Yes	☐ No	
35. Is there a designated person who will be responsible for collecting the student's adrenaline device, IAMP and ASCIA Action Plan for Anaphylaxis (RED)?	Yes	No	
36. Have you checked the response time for how long it takes to provide a student experiencing anaphylactic reaction with their adrenaline device, IAMP and ASCIA Action Plan for Anaphylaxis (RED) across various school locations, including:			
a. the classroom?	☐ Yes	☐ No	
b. the school yard?	☐ Yes	☐ No	
c. sports field?	☐ Yes	☐ No	
d. canteen?	☐ Yes	☐ No	
37. For excursions, camps or other off-site school events, is there a plan for who is responsible for ensuring that adrenaline devices, IAMPs (including the ASCIA Action Plan for Anaphylaxis (RED)), and the adrenaline autoinjector for general use are correctly stored and available for use?	☐ Yes	☐ No	
38. Who is responsible for ensuring these arrangements during:			
a. excursions? Click or tap here to enter text.			
b. school camps? Click or tap here to enter text.			
c. sporting activities? Click or tap here to enter text.			
39. Is there a process in place for post-incident support?	☐ Yes	☐ No	
40. Do all school staff, including casual relief teachers and volunteers, know:			
a. how the school's Anaphylaxis Management Policy shared with the school community?	☐ Yes	☐ No	
b. the identities of students at risk of anaphylaxis, and who are prescribed an adrenaline device, including where their medication is located?	☐ Yes	☐ No	
c. the school's general first aid and emergency response procedures for all in-school and out-of-school environments?	☐ Yes	☐ No	
Section 6: Communication Plan			
41. Is there a Communication Plan in place to provide information about anaphylaxis and the school's policies:			
a. to school staff?	☐ Yes	☐ No	
b. to students?	☐ Yes	☐ No	

Section 6: Communication Plan

c. to parents and carers?	☐ Yes	☐ No
d. to volunteers?	☐ Yes	☐ No
e. to casual relief staff?	☐ Yes	☐ No

42. How will this information be kept up to date? Click or tap here to enter text.

Approval authority	Director, Education Excellence
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