

APPENDIX 13

Checklist for a student who identifies with an allergy, including anaphylaxis

Student name: _____ Year _____

A system must be in place for checking enrolment forms for health information and arranging follow up where this or any other information indicates a student has an allergy.

Actions	Tick when completed
A copy of the form <i>Students with allergies</i> has been provided to the parent Step 1. Appendix 1	
Appendix 1 checked to determine if action including discussion with the parent is required NOTE: If information provided by the parent in Appendix 1 indicates no further action is required add Appendix 1 to the student's records and as necessary manage in accordance with the schools procedures for assisting students with health conditions at school. Step 2 Appendix 1	
Information provided from previous school Step 3	
Barriers to communication with parent have been considered Step 4	
Parent provided with <i>Information for Parents and Carers of students at risk of anaphylaxis</i> Step 5 Appendix 2	
Parent provided school with completed: <ul style="list-style-type: none"> • <i>Authorisation to contact doctor form</i> • <i>Severe Allergies – Information from the doctor form</i> Step 5 Appendices 3 and 4	
Meeting with parent held to discuss arrangements for supporting their child at school Step 5	
Risk minimisation strategies developed and documented Step 7 Appendices 8 and 9	
Individual health care plan developed and documented Step 8 Appendices 6,7,8	
Parent provided school with an ASCIA Action Plan for Anaphylaxis, completed and signed by the doctor Step 8 Appendix 7	
Communication strategy developed and implemented Step 9. Appendix 10	
Training needs of staff addressed Step 10	
School has system in place for review of this student's individual health care plan, at least annually Step 11	
School has systems in place for keeping records in relation anaphylaxis and support for this student. Step 12	

Principal/delegated executive name: _____ Date: _____

Signature: _____