

Staff Training Checklist

(Victorian Schools – Anaphylaxis)

Staff Name: _____

Role: _____

Date: _____

Mandatory Training

- ☐ Completed ASCIA Anaphylaxis eTraining (within last 2 years)
- ☐ Certificate of completion recorded
- ☐ Aware of school Anaphylaxis Management Policy

Competency Verification (within 30 days)

- ☐ Demonstrated correct use of:
 - ☐ EpiPen / Anapen
 - ☐ Jext (if applicable)
 - ☐ Neffy (if applicable)
- ☐ Assessed by School Anaphylaxis Supervisor
- ☐ Competency signed off and documented

Knowledge & Awareness

- ☐ Can identify students at risk in their class/group
- ☐ Knows location of student devices and ASCIA plans
- ☐ Can recognise early and late signs of anaphylaxis
- ☐ Understands emergency response steps (adrenaline first, then call 000)

Practical Readiness

- ☐ Knows where general-use devices are stored
- ☐ Knows how to access devices quickly during:
 - ☐ Yard duty
 - ☐ Excursions/camps
- ☐ Participated in recent anaphylaxis briefing (within 6 months)

Ongoing Responsibilities

- ☐ Attends twice-yearly briefings
- ☐ Reports concerns or expired devices
- ☐ Follows risk minimisation strategies

Supervisor Sign-off: _____

Anaphylaxis Audit Tool (Aligned to DET Victoria)

(PAEDS)

Use this as a self-assessment or compliance check for leadership teams.

Training & Competency

- ☐ All relevant staff completed ASCIA training (2-year cycle)
- ☐ Competency checks completed within 30 days
- ☐ At least 2 trained Anaphylaxis Supervisors per campus
- ☐ Supervisors hold current:
 - ☐ 22578VIC
 - ☐ 22579VIC
- ☐ Staff trained in all relevant devices (incl. Neffy where applicable)

Briefings & Communication

- ☐ Two anaphylaxis briefings per year completed
- ☐ New staff trained prior to commencing duties
- ☐ Casual relief staff informed of:
 - ☐ At-risk students
 - ☐ Emergency procedures
 - ☐ Device locations

Individual Student Management

- ☐ All at-risk students have a current ASCIA Action Plan
- ☐ Individual Anaphylaxis Management Plans completed and reviewed
- ☐ Plans accessible to all relevant staff

Devices & Equipment

- ☐ Minimum 2 general-use adrenaline autoinjectors onsite
- ☐ Additional devices based on:
 - ☐ School size/layout
 - ☐ Number of at-risk students
- ☐ Student devices:
 - ☐ In date
 - ☐ Stored with ASCIA plan
- ☐ General-use devices:
 - ☐ Clearly labelled
 - ☐ Easily accessible

Storage Compliance

- ☐ Devices stored:
 - ☐ Unlocked
 - ☐ At room temperature (15–25°C)
 - ☐ Away from heat/light
- ☐ NOT stored in:
 - ☐ Fridge
 - ☐ Locked cupboards

Emergency Response Readiness

- ☐ Staff can verbalise emergency steps
- ☐ Yard duty/excursion kits include devices
- ☐ Backup device accessible quickly
- ☐ Emergency response procedures documented and practiced

Policy & Governance

- ☐ School Anaphylaxis Management Policy current and reviewed annually
- ☐ Risk minimisation strategies documented
- ☐ Principal oversight and compliance confirmed
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Overall Compliance Rating:

- ☐ Fully compliant ☐ Partially compliant ☐ Action required

Key Actions: