



Attachment 5: Anaphylaxis Policy

Induction Procedures for Relief Staff

Staff Member conducting the induction:			
Reliever's Name:			
Date:		Group :	

Are there any children at risk at the centre.

- Yes go to Part A
- No go to Part B

Part A - there are children diagnosed at risk of anaphylaxis at the service

Have you undertaken the relevant Anaphylaxis Training? yes no

If the answer is no then a staff member is nominated to be responsible for administering the adrenaline auto injector in an emergency and parent must be informed before leaving the centre.

Parent informed of the situation Yes

Name of Nominated Staff member _____

If it happened that there were two relief staff members with no training the parent would have to remain with the child or the child would have to go home.

Relief Staff are to be shown

- the child's ASCIA action plan for anaphylaxis and photo of the child at risk.
- location of the Adrenaline Auto Injector Kit
- relief staff are given Attachment 1 - Risk Minimisation Strategies to read and keep
- Staff member and Relief discuss who will be responsible for administering the adrenaline auto injector in the case of emergency

Part B - there are no children diagnosed at risk of anaphylaxis at the service

- Relief staff are given Attachment 1 - Risk Minimisation Strategies to read and keep and shown and where the telephone with completed ambulance contact card is located.

Signed Staff _____

Relief Staff _____