



## Attachment 4 Anaphylaxis Communication Plan Check List

### Procedures to Communicate Information

Staff met with parents of children diagnosed at risk of anaphylaxis prior to attending the service at orientation and interview times to discuss individual risk minimisation strategies.	
Parents/guardians of a child at risk of anaphylaxis have been provided a copy of the centre's Anaphylaxis Policy.	
A copy of The Anaphylaxis Policy is on the kinder's website	
There is a copy of Attachment 1 – Allergy Alert and Risk minimisation Strategies in the induction folder with the sign in books.	
ASCIA generic poster (orange ) and ASCIA individual (red) action plan for Anaphylaxis are displayed in the wall near the kitchen door and with the evacuation plans	
A sign is placed in the foyer when there are children at risk attending the centre.	
A completed ambulance checklist is found next to the telephones	
Attachment 1 Allergy Alert - Risk Management Strategies part of the orientation pack.	
Attachment 1 Allergy Alert - Risk Management Strategies is given to all families at the start of the year.	
Attachment 1 Allergy Alert — Risk Management Strategies is placed in the kitchen as a reminder to all parents on duty and on the notice board.	
Reminders of risk management strategies are given in the newsletters.	
Induction Procedures for relief staff, work experience students and student teachers are placed in a folder with the sign in books	
Parents communicate all relevant information and concerns to staff on any matter relating to the health of the child and changes that need to be made to the ASCIA action plan for anaphylaxis..	
Staff regularly check with parents of children diagnosed at risk of anaphylaxis for any changes that need to be made to the ASCIA action plan for anaphylaxis and/or the risk minimisation plan. Staff will inform the kinder community of any changes.	