



ALLERGY AWARENESS / PROCEDURES

EMERGENCY FLOWCHART FOR STAFF AREAS



Allergies can be serious and even life-threatening.
When in doubt, follow this flowchart and seek help.

SUSPECTED ALLERGIC REACTION?

Student shows signs after possible exposure
to an allergen.

1



ASSESS

- Check the student.
- Look for signs/symptoms (see right).
- Ask the student if they have an allergy and what they have been exposed to.

☆ If unsure,
treat it as
an allergic
reaction.

2



GET HELP

- Inform another staff member immediately.
- Send someone to the school office to call for help if required.
- Do not leave the student alone.

3



FOLLOW STUDENT'S ALLERGY PLAN

- Check for the student's ASCIA Action Plan.
- If available, follow the plan.
- If ANAPHYLAXIS is suspected, give adrenaline (e.g. EpiPen®) IMMEDIATELY.
- Lay the student flat – do not stand or walk.
- If breathing is difficult, allow them to sit (but do not stand).

SIGNS OF ANAPHYLAXIS

May include one or more of the following:

- Swelling of lips, face, eyes
- Hives or welts
- Difficulty breathing or wheeze
- Tight throat or hoarse voice
- Difficulty talking or swallowing
- Persistent cough
- Abdominal pain, vomiting
- Dizziness, collapse or unconsciousness

**Anaphylaxis can develop quickly.
Act immediately.**

SEVERE REACTION / ANAPHYLAXIS

4A



CALL AN AMBULANCE

- Dial 999.
- Ask for ambulance.
- Give student details and location.
- Say "ANAPHYLAXIS".
- Follow operator instructions.

MILD TO MODERATE REACTION

4B



MONITOR CLOSELY

- Continue to follow the Action Plan.
- Contact parents/carers.
- Monitor symptoms.
- If symptoms worsen, treat as anaphylaxis and go to 4A.

5A



AFTER GIVING ADRENALINE

- Stay with the student. Reassure them.
- If no improvement in 5 minutes and trained to do so, give a further dose of adrenaline.
- Keep them warm.
- Give nothing to eat or drink.
- Wait for paramedics.

5B



AFTER SYMPTOMS SETTLE

- Student must still be reviewed by parents/carers.
- Incident must be recorded.
- Rest and observation may be required.
- No student should return to class if unwell.

6



DOCUMENT & COMMUNICATE

- Complete an incident report as soon as possible.
- Inform parents/carers.
- Review any contributing factors to prevent future exposure.



IMPORTANT REMINDERS

- ✓ Know which students have allergies.
- ✓ Know where Action Plans and adrenaline (EpiPen®) are stored.
- ✓ Do not give medication unless trained and authorised.
- ✓ Never share another student's medication.
- ✓ Always wash hands after contact with food allergens.

COMMON ALLERGENS

- Peanuts
- Tree nuts
- Milk
- Egg
- Seafood
- Soy
- Wheat
- Sesame

Be aware – allergens can be in many foods and products.

STAY CALM. ACT FAST.



Your quick action could save a life.

FOR TRAINING & RESOURCES

Refer to ASCIA guidelines ascia.org.au and our school's Allergy Management Policy.

IN AN EMERGENCY

CALL 999
ask for ambulance

