



CES Ltd Frameworks

St Joseph's Chiltern Procedures for Anaphylaxis Management

Individual Anaphylaxis Management Plans

- First Aid Room and SIMON
- Administration Office
- CES Risk assessment,
- Camp Documentation

Risk Minimisation and Prevention Strategies

- SIMON. first Aid Room, Google Drive- NCCD
- Each classroom has a hardcopy of students information
- Located in the canteen on the fridge
- SIMON and Google Drive

Register of Students with Anaphylaxis

- SIMON
- First Aid Room, next to main office
- Administration Officer

Location of Plans and Storage and Accessibility of Adrenaline Auto Injectors (EpiPen)

- FIRST AID ROOM & SIMON
- Excursion Policy and Risk assessment
- FIRST AID ROOM & SIMON
- Staff room, Kitchen, First Aid Room and Office
- In individual first aid bags

Emergency Response

- FIRST AID ROOM , SIMON & up to date hardcopy booklet
- First Aid room
- Phone call to parents, email or face to face with staff and students
- WEEKLY MEMO, Fortnightly Newsletter & Daily SeeSaw

Staff Training

- Whole Staff PL day with First Aid included, Annual online training
- Principal maintains copies of certificates in each staff member's individual files
- Twice Yearly training once with professional and once onsite
- Not at this stage as enough staff members are onsite to cater for needs of students

Communication Plan

- Seesaw - immediate communication
- Regular weekly Briefing- email and PLT's- new staff have a mentor to meet with weekly.
- Posters are displayed in the first aid room
- Beginning Year Parent Information Night, Goal setting, Learning Walks & Informal meetings
- Seesaw, Fortnightly Newsletter, Website and Assembly