

# Anaphylaxis Management

## Charter Bus Excursions in NSW

*What Schools Must Prepare, Carry and Do Before, During and After a Charter Bus Excursion*

For school principals, excursion coordinators, nominated supervisors and supervising teachers

Sources: NSW DoE Anaphylaxis and Allergy Management Procedures (PD-2004-0034-05) | ASCIA Action Plans (June 2023 update)  
NSW DoE Excursions Policy (PD-2004-0010) | National Allergy Council Best Practice Guidelines (2021, updated 2024)

When a NSW school books a charter bus excursion, its anaphylaxis management obligations travel with the students. The duty of care owed to a student diagnosed at risk of anaphylaxis does not pause at the school gate — it extends to every leg of the journey, every vehicle the student occupies, and every activity undertaken while in the care of the school. This document sets out precisely what must be prepared before the excursion, what must be carried on the bus, what the supervising teacher must do if a reaction occurs in transit, and what SCBA's role is as the transport operator.

### 1. The Legal Framework — Why Anaphylaxis Management Extends to Transport

Obligation	Source & Scope
<b>Non-delegable duty of care</b>	Under the <i>Education Act 1990</i> (NSW) and common law, schools owe a non-delegable duty of care to students at all times — including during excursion transport. This duty cannot be transferred to the charter bus operator.
<b>Anaphylaxis Procedures for Schools — mandatory</b>	NSW DoE Policy PD-2004-0034-05. Implementation is mandatory for all NSW Government schools and their preschools. The procedures apply to all school activities — explicitly including excursions and camps. Last updated February 2024.
<b>Excursions Policy — anaphylaxis section</b>	NSW DoE Policy PD-2004-0010. Updated November 2024. Requires schools to address anaphylaxis management as part of excursion planning, including off-site transport. Schools must confirm the excursion risk assessment considers students with diagnosed anaphylaxis.
<b>Risk assessment — off-site activities</b>	Schools must undertake a risk assessment to determine additional requirements for general use adrenaline injectors when planning off-site activities and excursions. Source: NSW DoE Anaphylaxis Procedures PD-2004-0034-05.
<b>Education and Care Services National Regulations</b>	Regulation 136 requires at least one staff member with current approved anaphylaxis management training to be present and immediately available in an emergency at all times and any place where children are in the care of the service — including during transport.
<b>Work Health and Safety Act 2011 (NSW)</b>	Schools as PCBUs (persons conducting a business or undertaking) must eliminate or minimise anaphylaxis risk so far as reasonably practicable. This obligation extends to field trips, excursions and all off-site activities.

## 2. Before the Excursion — Mandatory School Preparation

Every item below must be completed before any student boards the charter bus.

### 2A Excursion Risk Assessment — Anaphylaxis Component

- ✓ Identify every student on the excursion who has a diagnosed allergy or is at risk of anaphylaxis. Cross-check the passenger list against Individual Health Support Plans (IHSPs) held on file.
- ✓ Complete a specific anaphylaxis risk assessment for the excursion — addressing allergen exposure risks at the destination, during transit and at any food venue or catering arrangement. Add findings to the school's risk register.
- ✓ Assess whether standard adrenaline injector provision is sufficient, or whether additional general use EpiPens® are required given the number of at-risk students and the duration or remoteness of the excursion.
- ✓ Confirm mobile phone reception is adequate along the bus route and at the destination. For remote routes, assess whether a satellite phone or backup communication device is required.
- ✓ For excursions involving food from venues or third-party suppliers — confirm whether venue staff are trained in food allergen management and anaphylaxis response before finalising the booking. Source: NSW DoE PD-2004-0034-05.
- ✓ Apply the 'no food sharing' rule. Include reminders on the permission slip. Avoid known food allergens in any excursion activities, games or rewards. Nuts and nut products must not be included in any curricular or extracurricular activities.

### 2B ASCIA Action Plans — What Must Be Collected Before Departure

For every student diagnosed at risk of anaphylaxis, the following must be obtained from the parent or carer BEFORE the excursion takes place. Source: NSW DoE Anaphylaxis Emergency Care; ASCIA Action Plans (updated June 2023).

Plan Type	Who It Is For	Requirement for Excursion Transport
<b>ASCIA Action Plan for Anaphylaxis (RED)</b>	Specific student prescribed an adrenaline injector (EpiPen® or Anapen®). Signed and dated by the student's treating medical or nurse practitioner. Must be full colour.	Must be carried by the supervising teacher on the bus for every at-risk student on the excursion. Must align with the adrenaline injector currently prescribed. Updated approximately every 12–18 months when a new injector is prescribed.
<b>ASCIA Action Plan for Allergic Reactions (GREEN)</b>	Specific student with mild to moderate allergies who has NOT been prescribed an adrenaline injector.	Must be included in the student's IHSP and available to the supervising teacher. Describes the appropriate response to mild/moderate reactions.
<b>ASCIA First Aid Plan for Anaphylaxis (ORANGE)</b>	General use plan — not student-specific. Provides instructions for using either EpiPen® or Anapen®. Used as a poster or in the general use first aid kit.	Must be carried with the general use EpiPen® in the excursion first aid kit. Does not replace the RED plan for a student with a diagnosed prescription.

### 2C Staff Training — Mandatory Before Any Excursion Involving At-Risk Students

- ✓ At least one supervising adult on the charter bus must hold current approved anaphylaxis management training and be immediately available in an emergency at all times during transit. Source: Regulation 136, Education and Care Services National Regulations.
- ✓ All supervising teachers and staff must have completed the NSW DoE Emergency Care e-learning module (mandatory for all school-based staff) and, where applicable, the RAMOAP practical training (annually, facilitated by an approved RTO or accredited internal trainer).
- ✓ The supervising teacher must be familiar with the ASCIA Action Plan (RED) for every at-risk student on the excursion before the bus departs. The plan must be physically in their possession — not back at school.
- ✓ For older students (upper primary and high school) who carry their own adrenaline injector: confirm the arrangement in writing with the parent as part of the IHSP before the excursion. The school must know which students are self-carrying.

### 3. What Must Be Carried on the Charter Bus

The supervising teacher is responsible for these items — not the bus driver.

SCBA drivers are not trained first aid officers and do not carry medical supplies. The school's supervising teacher is responsible for all anaphylaxis-related items during transit. The following must be on the bus before departure.

Required Item	Notes
<input type="checkbox"/> <b>ASCIA Action Plan for Anaphylaxis (RED) — one per at-risk student, full colour</b>	Signed by the student's treating doctor or nurse practitioner. Aligned with the adrenaline injector currently prescribed. Physically carried by the supervising teacher — not stored at school.
<input type="checkbox"/> <b>Student's prescribed adrenaline injector — EpiPen® or Anapen®</b>	Parent/carer provides. Must be in date. Either self-carried by the student (if agreed in the IHSP) or held by the supervising teacher. Must not be left on the bus or in a bag in the luggage bay.
<input type="checkbox"/> <b>General use EpiPen® — minimum one</b>	School-supplied. Stored in the excursion first aid kit with the ASCIA First Aid Plan for Anaphylaxis (ORANGE). Required by NSW DoE First Aid Procedures. For excursions with multiple at-risk students, additional injectors may be required.
<input type="checkbox"/> <b>ASCIA First Aid Plan for Anaphylaxis (ORANGE)</b>	General use plan — kept with the general use EpiPen® in the first aid kit. Provides step-by-step instructions for both EpiPen® and Anapen® administration.
<input type="checkbox"/> <b>Antihistamine (where prescribed in the student's IHSP)</b>	Antihistamines do NOT treat anaphylaxis — they treat mild/moderate reactions only. Adrenaline is always the first treatment for anaphylaxis. Antihistamine must not be administered instead of adrenaline.
<input type="checkbox"/> <b>Student Individual Health Support Plans (IHSPs)</b>	A copy of each at-risk student's IHSP must be accessible to the supervising teacher during transit.
<input type="checkbox"/> <b>Charged mobile phone — carried by the supervising teacher</b>	For calling 000 in an emergency. A personal mobile is acceptable. Must have reception on the route — assess in advance. Line of sight with the student should be maintained when calling 000 if possible.
<input type="checkbox"/> <b>Full excursion first aid kit</b>	NSW DoE portable excursion first aid kits must include: general use EpiPen®, ASCIA First Aid Plan for Anaphylaxis (ORANGE), asthma reliever inhaler (Ventolin) and asthma spacer device. Source: Royal National Park EEC Planning an Excursion.

## 4. Emergency Response — Anaphylactic Reaction on the Bus

The bus driver's role is to stop safely and call 000. The supervising teacher administers the adrenaline injector.

A suspected anaphylactic reaction on a charter bus is a medical emergency. The following sequence must be followed immediately and without delay. Source: NSW DoE Legal Issues Bulletin No. 52; NSW DoE Anaphylaxis Emergency Care; ASCIA Action Plans.

- 1 Recognise the reaction. Anaphylaxis can begin within minutes of allergen exposure and progress rapidly over up to two hours. Symptoms may include difficulty breathing, swelling of the throat or tongue, collapse, pale or floppy appearance (in young children), hives or welts. If in any doubt — treat as anaphylaxis immediately.
- 2 Follow the student's ASCIA Action Plan for Anaphylaxis (RED) immediately. If the student has a diagnosed prescription, follow their RED plan. If the student has no diagnosis but appears to be having an anaphylactic reaction, follow the ASCIA First Aid Plan for Anaphylaxis (ORANGE) and administer the general use EpiPen®.
- 3 Administer the prescribed adrenaline injector (EpiPen® or Anapen®). Administer it as set out in the student's RED plan or the general use ORANGE plan. Note the exact time of administration — this information must be given to ambulance personnel on arrival.
- 4 Instruct the SCBA driver to stop the vehicle safely and immediately. The driver will stop at the safest available location. The supervising teacher remains with the student at all times — maintain line of sight when calling 000.
- 5 Call 000 — ambulance — immediately. Do not wait to see if the adrenaline works before calling. State clearly that a child is having an anaphylactic reaction, the time adrenaline was administered, the student's weight if known, and the vehicle's location. The 000 dispatcher will advise on further assistance.
- 6 If no improvement after 5 minutes, administer a second dose of adrenaline. Use either the student's second prescribed injector (if available), the school's general use EpiPen®, or another student's adrenaline injector if necessary. Either EpiPen® or Anapen® can be used for the second dose regardless of what was used for the first.
- 7 Do not administer antihistamine as a substitute for adrenaline. Antihistamines are for mild to moderate allergic reactions only. In suspected anaphylaxis, adrenaline is always administered first. ASCIA confirms that no serious or permanent harm is likely from administering adrenaline to a person not experiencing anaphylaxis — but failure to administer it when needed can be fatal.
- 8 Keep the student lying flat with legs raised. Do not allow the student to stand or walk. If the student is unconscious or not breathing, lay flat and begin CPR. Sitting up can cause rapid deterioration. Wait for the ambulance — do not attempt to transport the student in the bus to a hospital.
- 9 Notify the school principal or delegate immediately. The school must notify the parent or carer and comply with incident reporting obligations — including reporting to the NSW DoE Health, Safety and Staff Wellbeing Incident Report and Support Hotline on 1800 811 523.

**Legal protection for staff who administer adrenaline:** Any staff member who provides an emergency response to a student having a suspected anaphylactic reaction is acting in the course of their employment. In the unlikely event a staff member is sued for negligence, the NSW Department of Education will defend the claim at no expense to the staff member and pay any damages — unless the staff member committed an act of serious or wilful misconduct. Parliament has also protected good samaritans (including volunteers) from personal liability arising from genuine attempts to help in an emergency. Source: NSW DoE Legal Issues Bulletin No. 52.

## 5. The SCBA Driver's Role — What the Driver Does and Does Not Do

The Driver Will	The Driver Will Not
✓ Stop the vehicle safely and immediately when instructed by the supervising teacher	✗ Administer adrenaline injectors — SCBA drivers are not trained first aid officers and do not carry medical supplies
✓ Remain stationary until instructed to move by the supervising teacher or emergency services	✗ Make medical decisions or direct the emergency response — this is the supervising teacher's responsibility
✓ Provide the vehicle's GPS location or street address to the supervising teacher for the 000 call	✗ Leave the vehicle unattended while students are on board in an emergency
✓ Contact SCBA dispatch to report the emergency and request any required assistance	✗ Attempt to drive the student to a hospital — wait for the ambulance unless directed by 000
✓ Ensure the vehicle remains in park with the hazard lights on	✗ Restrict the supervising teacher from administering medication or calling emergency services

**Note to schools:** Always notify SCBA at the time of booking if any students on the excursion are at risk of anaphylaxis. While this does not change the driver's role, it allows our office to flag the booking and ensure the driver is aware that an at-risk student is on board. Contact us at 1300 468 199 or [info@sydneycharterbus.com.au](mailto:info@sydneycharterbus.com.au).

## 6. After the Excursion — Incident Reporting & Review Obligations

- ✓ If adrenaline was administered during the excursion: report the incident to the NSW DoE Health, Safety and Staff Wellbeing Incident Report and Support Hotline on **1800 811 523** in accordance with the NSW DoE Incident Notification and Response Procedures.
- ✓ Record the exact time of adrenaline administration in the incident report. This information must be provided to ambulance personnel on arrival and retained in the school's health records.
- ✓ If another student's adrenaline injector was used in the emergency: arrange for the parent to replace it promptly. Notify the parent of the student whose injector was used. If there are concerns that the other student may have been placed at risk, that student can be transported to hospital for assessment.
- ✓ Review the excursion risk assessment following any incident. Update the school's risk register, the student's IHSP, and the excursion procedures as required. Consider whether additional adrenaline injectors or a different supervision ratio are required for future excursions.
- ✓ Replace used or expired adrenaline injectors before the next excursion. It is the parent's or carer's responsibility to replace the student's prescribed injector. The school is responsible for replacing the general use EpiPen® from the first aid kit.
- ✓ Notify SCBA's office of the incident for our records. This assists us in maintaining accurate service records and, where applicable, supporting any subsequent inquiry. Phone 1300 468 199 or email [info@sydneycharterbus.com.au](mailto:info@sydneycharterbus.com.au).

## 7. Allergy Aware — Food & Allergen Management on SCBA Vehicles

SCBA operates a strict no-food policy on all vehicles. Under our Onboard Safety Policy, no food or snacks of any kind are permitted during transit. This aligns directly with NSW DoE anaphylaxis prevention obligations and eliminates the primary allergen exposure risk during the transport leg of any school excursion.

Onboard Rule	Application to Anaphylaxis Risk
<b>No food or snacks permitted</b>	Eliminates risk of food allergen exposure during transit — including nuts, dairy, egg, sesame and other common allergens. Applies to all students and supervising adults.
<b>Bottled water only</b>	The only consumable permitted. Sealed bottled water poses no allergen risk and is an exception to the no-food rule.
<b>No food sharing</b>	No student or adult may bring food to share on the bus. Teachers should communicate this rule on the permission slip and again before boarding.
<b>No nut products</b>	NSW DoE requires that peanuts, tree nuts and nut products are not used in any curricular or extracurricular activities. This extends to snacks brought from home on excursions.
<b>Medication storage during transit</b>	Adrenaline injectors and action plans must be immediately accessible to the supervising teacher during transit — not stowed in luggage bays or overhead compartments. They must remain within arm's reach.

## 8. Quick Reference Checklist — Anaphylaxis Management for Charter Bus Excursions

Print and complete this checklist before every excursion involving students at risk of anaphylaxis.

Before the Excursion	On the Bus
<input type="checkbox"/> Excursion anaphylaxis risk assessment completed	<input type="checkbox"/> ASCIA Action Plans (RED) — one per at-risk student, carried by supervising teacher
<input type="checkbox"/> All at-risk students identified from enrolment and IHSP records	<input type="checkbox"/> Student prescribed adrenaline injectors in date and accessible (not in luggage bay)
<input type="checkbox"/> ASCIA Action Plan (RED) obtained from parent for each at-risk student	<input type="checkbox"/> General use EpiPen® in excursion first aid kit with ORANGE plan
<input type="checkbox"/> Supervising teacher has read each student's RED plan	<input type="checkbox"/> Antihistamine (where prescribed) in first aid kit — not as substitute for adrenaline
<input type="checkbox"/> At least one staff member with current anaphylaxis training on the bus	<input type="checkbox"/> Charged mobile phone on the supervising teacher's person
<input type="checkbox"/> Self-carry arrangements confirmed in IHSP for eligible students	<input type="checkbox"/> Student IHSPs accessible to supervising teacher during transit
<input type="checkbox"/> General use EpiPen® included in excursion first aid kit	<input type="checkbox"/> Permission slips include no-food-sharing reminder
<input type="checkbox"/> School notified SCBA of at-risk students at time of booking	<input type="checkbox"/> Supervising teacher briefed students on no-food and no-sharing rules before boarding

## Official References & Sources

<a href="#">NSW DoE — Anaphylaxis and Allergy Management Procedures (PD-2004-0034-05)</a>	Mandatory procedures for all NSW Government schools — updated February 2024
<a href="#">NSW DoE — Anaphylaxis Emergency Care</a>	ASCIA Action Plan types, EpiPen requirements, first aid kit standards
<a href="#">NSW DoE — Legal Issues Bulletin No. 52</a>	Legal liability, duty of care, staff protection when administering adrenaline
<a href="#">NSW DoE — Excursions Policy (PD-2004-0010)</a>	Excursion planning requirements including anaphylaxis — updated November 2024
<a href="#">NSW DoE — Anaphylaxis FAQs</a>	ASCIA Action Plan types, EpiPen administration, second dose guidance
<a href="#">ASCIA — Action Plans (updated June 2023)</a>	RED, GREEN and ORANGE action plan downloads — latest versions
<a href="#">National Allergy Council — Best Practice Guidelines (2021, updated 2024)</a>	Seven recommendations for anaphylaxis prevention and management in schools
<a href="#">SCBA — School Terms &amp; Conditions</a>	Full terms and conditions governing SCBA school excursion services

## Book Accredited School Excursion Transport

*Notify us of at-risk students at the time of booking*

**1300 468 199 | 0413 182 999 | [info@sydneycharterbus.com.au](mailto:info@sydneycharterbus.com.au)**

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*This document provides general guidance for schools and does not constitute legal or medical advice. All information is based on NSW DoE Anaphylaxis and Allergy Management Procedures (PD-2004-0034-05), NSW DoE Legal Issues Bulletin No. 52, ASCIA Action Plans (June 2023 update) and the National Allergy Council Best Practice Guidelines (2021, reviewed 2024). Procedures and regulations may change — verify current requirements with the NSW Department of Education or a qualified practitioner. Sydney Charter Bus Pty Ltd does not provide medical or legal advice.*