

Principal: Use this checklist and the Anaphylaxis Action Form* (AAF) to develop an Anaphylaxis Action Plan* (AAP) for the above-named student. Check the boxes when items are completed. This process needs to be completed annually. Indicate on the AAF the date for the next review.

Principal's Responsibilities

- Be aware of School District 62 Anaphylaxis policy and regulations and your responsibilities for keeping students with anaphylaxis safe while at school and participating in school-related activities.
- Inform school staff of school district Anaphylaxis policy and regulations and their responsibilities.
- Notify the public health nurse of new students with a diagnosis of anaphylaxis.
- Contact parents prior to school starting in September
- Inform the parent of SD62 Anaphylaxis policy and regulations and intent to provide an "allergy aware" environment for students with life threatening allergies.
- Provide parents with an AAF* and Medication Administration Card. Request that parent(s) and their physician complete the Medication Administration Card.
- Inform parent(s) that only EpiPens will be administered in the event of an anaphylactic reaction (no oral antihistamines or Twinject) by school staff.
- Request parent(s) to provide two EpiPens.
- Meet with the parent(s), teacher(s) and public health nurse to review the AAF and complete an AAP*.

Develop the AAP:

- Review responsibilities of the parent(s), student, teacher(s), principal and public health nurse in developing and implementing the plan.
- Request parent(s) to ensure their child wears a Medic Alert bracelet or necklet. Provide parent(s) with a Medic Alert brochure and inform parent(s) of Medic Alert's "No Child Without" program.
- Check to see parent(s) have completed the AAF and that they have provided two EpiPens.
- Check to see the physician has signed the Medication Administration Card and has indicated the use of EpiPen to treat anaphylaxis.
- For students with food allergies, inform the parent(s) of the "Child in Classroom with Anaphylaxis" letter* and request that the teacher send the letter home to other classroom parents informing them of a student in the class with anaphylaxis.
- Request parents' permission to use student's picture on the AAF.
- Obtain signatures from parent, student (optional), teacher and principal on the AAP.
- Provide a signed copy of the AAP to parent(s).
- Keep a copy of the AAF with the student's Permanent Student Record.

Inform involved school staff:

- Activate the student's computer record to indicate the student has a life-threatening health condition.
- Provide a safe, unlocked, centrally located storage area for the student's EpiPen.
- Ensure staff and public health nurse are aware of the location of the EpiPen, Medication Administration Card, Medical Alert List and AAF.
- Designate school staff to be responsible for administering EpiPen in an emergency.
- Post the AAF in appropriate, confidential, staff locations.
- Provide a copy of the AAF to the teacher and involved school staff.
- Inform involved staff of their responsibilities for student safety in the classroom, on school grounds and during field trips, co-curricular, or extra-curricular activities.
- Post signs and symptoms of anaphylaxis and how to administer the EpiPen in relevant areas in the school. This may include classrooms, office, staff room, lunch room and the cafeteria.

*See Outlook: Public Folders/All Public Folders/Forms/Student Health

Elementary School- Anaphylaxis Action Plan for _____

(Student's name)

Request assistance from the Public Health Nurse to:

- Review the completed AAF and Medication Administration Card.
- Review the EpiPens to ensure they are current.
- Provide anaphylaxis training and view EpiPen DVD for involved school staff as soon as possible each school year.
- Review "allergy aware" classroom procedures with teacher.
- Assist with "allergy awareness" education of classmates.
- Provide Medic Alert brochures.

Teacher and Staff Responsibilities

- Be aware of school district Anaphylaxis policy and regulations and your responsibilities for keeping students with anaphylactic allergies safe while at school and while participating in school-related activities.
- Be familiar with students in your class with anaphylaxis. Be familiar with student's AAF, emergency treatment and location of EpiPens.
- Inform teacher on-call of student with anaphylaxis, location of AAF, emergency treatment and location of EpiPens.
- Create a positive and helpful attitude toward student with anaphylaxis.
- In consultation with parent(s)/student/public health nurse, provide students with age-appropriate "allergy awareness" education.

For student with food allergies:

- In consultation with the public health nurse, develop an "allergy aware" classroom.
- Request parent(s) to consult with the teacher before bringing food into the classroom.
- Encourage students NOT share food, drinks or utensils.
- Encourage a non-isolating eating environment for the student with a food allergy (the student should eat in the classroom with classmates).
- Encourage all students to eat their food on a napkin rather than directly on the desk or table.
- Encourage all students to wash their hands with soapy water before and after eating.
- Request students wash all desks with soapy water after eating. (Request all desks be washed with soapy water after students eat.)
- Do not use identified allergen(s) in classroom activities.

On field trips/co-curricular/extra-curricular activities:

- Take a copy of the AAF.
- Take EpiPens or ensure the student has his/her EpiPens.
- Take a cellular phone.
- Be aware of anaphylaxis exposure risk (food, latex and insect allergies).
- Inform supervising adults of student with anaphylaxis and emergency treatment.
- Request supervising adults to sit near student in vehicle (or bus).

Student Responsibilities

- Be aware of risks for anaphylactic reactions and take responsibility to avoid them.
- Know the signs and symptoms of anaphylaxis.
- Notify an adult if you are having an anaphylactic reaction.
- Carry an EpiPen at all times.
- Wear a Medic Alert bracelet or necklet at all times.
- If you have food allergies:
 - Eat only food and drinks brought from home.
 - Do not share utensils.

Elementary School- Anaphylaxis Action Plan for _____
(Student's name)

Parent Responsibilities

- Inform school staff and classroom teacher of your child's allergy.
- Ensure your child is aware of his/her allergy and the signs and symptoms of an anaphylactic reaction.
- Inform your child of ways to avoid anaphylactic reactions.
- Inform your child to notify an adult if he/she is having an anaphylactic reaction.
- Complete the AAF and return it to the principal. Set up a time to meet with designated school staff to develop the AAP.
- In conjunction with your physician, complete the Medication Administration Card.
- Provide two current EpiPens for school use: one to be kept with your child; the second one to be kept in a central unlocked location at school.
- Inform school staff of your child's ability to administer his/her EpiPen.
- Ensure your child knows where his/her EpiPens are kept.
- Teach your child to administer his/her own EpiPen.
- Ensure your child wears a Medic Alert bracelet or necklet.
- Notify school staff and public health nurse if there is a change in your child's allergy condition or treatment.

If your child has a food allergy:

- Ensure your child knows only to eat food and drinks from home.

I give permission for my child's photo to be placed on the Anaphylaxis Action Form.

Parent/Guardian Name

Parent Guardian Signature

Date

I have read the Anaphylaxis Action Plan.

Parent/Guardian: _____

Date: _____

Student (Optional): _____

Date: _____

Principal: _____

Date: _____

See Outlook: Public Folders/All Public Folders/Forms/Student Health