

SD43 Anaphylaxis Responsibility Checklist

Anaphylaxis Action Plan for _____

(Student's name)

Principal: Use this checklist and the Anaphylactic Student Emergency Procedure Plan (ASEPP) form to develop an Anaphylaxis Action Plan for the above-named student. Check the boxes when items are completed. This process needs to be completed **annually**.

Principal's Responsibilities

- Be aware of School District 43 Anaphylaxis Policy 315 as well as your responsibilities for keeping students at risk of anaphylaxis safe while at school and participating in school-related activities.
- Inform school staff of their responsibilities regarding school district Anaphylaxis Policy 315.
- Endeavour to contact parents prior to school starting in September when possible.
- Inform the parent of SD 43 Anaphylaxis Policy 315 as well as the intent to provide an "allergy aware" environment for students with life threatening allergies.
- Provide parents with an Anaphylactic Student Emergency Procedure Plan (ASEPP) form. Request that parent(s) and their physician complete the form.
- Inform parent(s) that only an epinephrine auto-injector will be administered by school staff in the event of an anaphylactic reaction (no oral antihistamines).
- Request parent(s) to provide two epinephrine auto-injectors. One to stay with the student if possible (not in a locker) and one to be kept in a central unlocked location in the school.
- Meet with the parent(s) and teacher(s) to review the Anaphylactic Student Emergency Procedure Plan (ASEPP) and complete an Anaphylaxis Action Plan.

Develop the Anaphylaxis Action Plan (AAP):

- Review responsibilities of the parent(s), student, teacher(s) and principal in developing and implementing the plan.
- Recommend to parent(s) that their child wear a MedicAlert bracelet or necklet. Provide parent(s) with a MedicAlert brochure and inform parent(s) of MedicAlert's free "No Child Without" program.
- Check to see parent(s) have completed the Anaphylactic Student Emergency Procedure Plan (ASEPP) form and that they have provided two epinephrine auto-injectors.
- Check to see the physician has signed the Anaphylactic Student Emergency Procedure Plan (ASEPP) form and has indicated the use of an epinephrine auto-injector to treat anaphylaxis.
- Request the teacher to send a letter home to other classroom parents informing them of a student in the class at risk of anaphylaxis. Schools can use the sample letter in the *SD43 Anaphylaxis Handbook*.
- Request parents' permission to use student's picture on the Anaphylactic Student Emergency Procedure Plan (ASEPP) form.
- Provide a copy of the Anaphylaxis Action Plan to parent(s) (ASEPP and Responsibility Checklist).

Inform involved school staff:

- ❑ Activate the student's computer record to indicate the student has a life-threatening allergy.
- ❑ Provide a safe, **unlocked**, centrally located storage area for one of the student's epinephrine auto-injectors. If the student is not yet responsible enough to carry the second auto-injector, it should be kept in a place where the student frequents (e.g. classroom).
- ❑ Ensure staff are aware of the location of the epinephrine auto-injector(s) and Anaphylactic Student Emergency Procedure Plan (ASEPP). Keep a copy of the ASEPP with the auto-injector.
- ❑ All school staff are to be responsible for administering an epinephrine auto-injector in an emergency.
- ❑ Post the Anaphylactic Student Emergency Procedure Plan (ASEPP) in appropriate, confidential, staff locations.
- ❑ Provide a copy of the Anaphylactic Student Emergency Procedure Plan (ASEPP) 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 epinephrine auto-injector in relevant areas in the school. This may include classrooms, office, staff room, lunch room, cafeteria, multipurpose and any common room areas.
- ❑ Arrange for training session(s) for all school personnel (including teachers, secretaries, educational assistants, care takers, food services staff, lunch supervisors and volunteers) on how to recognize and treat anaphylactic reaction, on school procedures to protect anaphylactic students from exposure, and on school protocol for responding to emergencies. This session and ongoing review sessions should also include training in emergency administration of the auto-injector and administering second dose (within 5 to 15 minutes if symptoms have not improved). Training should take into consideration the age, maturity and responsibility-level of anaphylactic students.
- ❑ The Public Health Nurse is available to consult regarding any concerns with the Anaphylaxis Action Plan and Anaphylactic Student Emergency Procedure Plan (ASEPP).
- ❑ The Public Health Nurses can also provide EpiPen administration training at the school.

Teacher and Staff Responsibilities

- Be aware of school district Anaphylaxis Policy 315 and your responsibilities for keeping students with at risk of anaphylaxis safe while at school and while participating in school-related activities.
- Be familiar with students in your class at risk of anaphylaxis, their Anaphylactic Student Emergency Procedure Plan (ASEPP), emergency treatment and location of the epinephrine auto-injector(s).
- Inform teacher-on-call of student at risk of anaphylaxis, location of Anaphylactic Student Emergency Procedure Plan (ASEPP) and location of the epinephrine auto-injector(s). Keep this information in the teacher's TTOC book.
- In consultation with parent(s)/student provide students with age-appropriate "allergy awareness" education.

For student with food allergies:

- In consultation with school staff develop an "allergy aware" classroom.
- Request parent(s) to consult with the teacher before bringing food into the classroom.
- Encourage students NOT to 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 when possible).
- Encourage all students to eat with 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.
- Wash desks with hot water and district provided cleaner 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 Anaphylaxis Action Form.
- Take an epinephrine auto-injector and ensure the student has his/her epinephrine auto-injector with them.
- Take a cellular phone and relevant phone numbers.

- Be aware of the life-threatening allergen exposure risk (food and insect allergies).
- Inform supervising adults of student(s) at risk of anaphylaxis and indicated emergency treatment.
- Request supervising adults to sit near student(s) in vehicle (or bus)

Student Responsibilities (Where age-appropriate)

- Work with the school staff to develop and provide "allergy awareness" education to your classmates.
- Be aware of risks for allergic reactions and always take steps to reduce the risk of exposure.
- Know the signs and symptoms of anaphylaxis.
- Notify an adult if you are feeling unwell or if you think you are having a reaction.
- Carry an epinephrine auto-injector at all times. (not in your locker)
- Take your auto-injector with you on field trips and extra-curricular activities.
- Wear a MedicAlert bracelet or necklet at all times.
- Secondary students should encourage their friends to learn how to administer the auto-injector.
- If you carry a cell phone, pre-program it to dial "911" and inform your friends.

If you have food allergies:

- Eat only food and drinks approved by your parent or guardian.
- Do not share cutlery and dishes.
- Do not eat food that has had direct contact with a desk or table.

Parent responsibilities

- Inform school staff and classroom teacher of your child's life-threatening allergy.
- Ensure your child is aware of his/her allergy and the signs and symptoms of an allergic reaction.
- Inform your child of ways to avoid allergic reactions.
- Inform your child to notify an adult if he/she is having an allergic reaction.

- In conjunction with your physician, complete the Anaphylactic Student Emergency Procedure Plan (ASEPP) form and return it to the principal. Set up a time to meet with designated school staff to develop the Anaphylaxis Action Plan.
- Provide two "in date" epinephrine auto-injectors for school use: one to be kept with your child; the other to be kept in a central unlocked location at school.
- Provide a body pouch, fanny pack, backpack or other means for your child to carry the auto-injector.
- Reinforce with your child the importance of having the epinephrine auto-injector with them at all times
- Where age appropriate, teach your child to administer his/her own epinephrine auto-injector.
- Reinforce with your child, the importance wearing a MedicAlert bracelet or necklet.
- In consultation with the classroom teacher determine your role in providing "allergy awareness" education for classmates
- Notify school staff if there is a change in your child's allergy condition.
- Check expiry date of epinephrine auto-injectors.

I give permission for my child's photo to be placed on the Anaphylactic Student Emergency Procedure Plan (ASEPP) Form.

Parent/Guardian Name

Parent /Guardian Signature

Date

I have read the Anaphylaxis Action Plan.

Parent/Guardian: _____

Date: _____

Student (Optional): _____

Date: _____

Principal: _____

Date: _____