

ADMINISTRATIVE CHECKLIST FOR ANAPHYLAXIS

Information gathering:

- Physician's information sheet completed
- Parent consent to give medical treatment form signed
- Student Care Plan readily available (teacher's plan book, substitute teacher folder, posted)
- Instructions on auto-injector readily available to all staff.
- Parent advised and provided copy of Administrative Procedure.

In-service of staff:

- All staff trained at least annually on recognition of severe allergic response and administration of EpiPen and /or other emergency procedures.
- All staff familiarized with emergency procedures for all anaphylactic students.
- Classroom teacher familiarized with policy and procedures.
- Record kept of inservice.

Communication:

- Letter and/or newsletter and/or web posting to advise parents of the school's risk reduction expectations.
- Letters to parents of children whose classmate is identified as having anaphylactic response.
- Include information and expectations for risk management in the Student Handbook and on the website.

Creation of awareness:

- Regular newsletter inserts about anaphylaxis to create allergy awareness
- Newsletter inserts of possible substitute foods

Avoidance:

- School grounds routinely checked for wasp and bee nests; food and drink which would attract them removed from school grounds
- Attempt to create allergen safe area for food allergies (generally classroom for younger children, or a safe eating area)
- Attempt to reduce exposure to other allergens (e.g. Latex)
- Procedures established for out of school activities

Emergency response:

- Emergency plan on file for each anaphylactic student
- Auto-injectors carried by student and extra stored in safe, accessible place
- Rapid communication strategy in place
- Role playing session implemented