

## Anaphylaxis Allergy Aware Checklist for \_\_\_\_\_

(Student's name)

Allergy Aware means that we strive to keep allergic children protected from reactions and to inform our students and families about how they can participate in the well-being of their classmates with life threatening allergies. **EDUCATION, AWARENESS AND TRAINING ARE THE CORNERSTONES OF AN ALLERGY AWARE SCHOOL.**

**Principal:** The prevention and management of anaphylaxis is a shared responsibility with roles and responsibilities for parents/guardians, allergic students and the entire school community. This checklist can be used to help create an allergy aware environment in your school.

### Principal/Vice Principal Responsibilities

- Be aware of School District 61 Anaphylaxis Policy and Regulation 5141.21 and Regulation 5141.21 (a) attachment 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 and Regulation 5141.21 and Regulation 5141.21 (a) attachment
- Endeavour to contact parent/guardian prior to school starting in September when possible. See start of year letter on page
- Inform the parent/guradian of SD 61 Anaphylaxis Policy and Regulation 5141.21 and Regulation 5141.21 (a) attachment as well as the intent to provide an "allergy aware" environment for students with life threatening allergies.
- Provide parent/guardian with an Anaphylaxis Emergency Action Form. Request that parent/guradian and their physician complete the Form and return to the school.
- Complete an Anaphylaxis Emergency Action Plan with parent/guardian and student (if age appropriate).
- Inform parent/guardian that only an epinephrine auto-injector will be administered by school staff in the event of an anaphylactic reaction (no oral antihistamines).
- Request that parent/guardian provide two epinephrine auto-injectors.
- Meet with the parent/guardian and teacher(s) to complete/review the Anaphylaxis Allergy Aware Checklist and student's Anaphylaxis Emergency Action Plan or ensure parents/guardians and teachers have reviewed the documents.

### Develop the Anaphylaxis Emergency Action Plan:

- Ensure all of the information included on the Anaphylaxis Emergency Plan is correct and valid.
- Recommend to parent/guardian that their child wear a MedicAlert bracelet or necklet. Provide parent/guardian with a MedicAlert brochure and inform them of MedicAlert's free "No Child Without" program. All SD 61 elementary and middle schools are enrolled in the program. You can access information and order school brochures here [Medic Alert information.](#)

- Check to see parent/guardian have signed the Anaphylaxis Emergency Action Plan and that they have provided two epinephrine auto-injectors. \*This plan **does not need to be signed annually** by the physician or parent/guardian unless there is a change in the student's medical condition. This plan **does require** an annual review by parent/guardian and administrators.
- Request the teacher send a letter home to other classroom parent/guardian informing them of a student in the class at risk of anaphylaxis. Use the "Child in the Classroom with Life-Threatening Allergy letter.
- Provide a copy of the Anaphylaxis Emergency Action Plan to parent/guardian.
- Keep a copy of the Anaphylaxis Emergency Action Plan with the student's Permanent Student Record.

#### **Inform involved school staff:**

- Ensure the student's computer record indicates they have a life-threatening allergy.
- Provide a safe, unlocked, centrally located storage area for one of the student's epinephrine auto-injector and the school's additional one.
- Ensure staff are aware of the location of the epinephrine auto-injector, Medical Alert List and Anaphylaxis Emergency Action Plans.
- All school staff are to be responsible for administering an epinephrine auto-injector in an emergency.
- Post the Anaphylaxis Emergency Action Plan in appropriate, confidential, staff locations.
- Provide a copy of the Anaphylaxis Emergency Action Plan 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.
- Post Allergy Aware signs in relevant areas of the school as above.
- Public Health Nurse is available to consult regarding any concerns with the Anaphylaxis Emergency Plan

#### **TEACHER AND STAFF RESPONSIBILITIES**

- Be aware of school district Anaphylaxis Policy and Regulation 5141.21 and Regulation 5141.21 (a) attachment and your responsibilities for keeping students 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. Be familiar with student's Anaphylaxis Emergency Action Plan and location of the epinephrine auto-injector.
- Inform teacher-on-call of student at risk of anaphylaxis, location of Anaphylaxis Emergency Action Plan and location of the epinephrine auto-injector.

- Create a positive and helpful attitude toward student at risk of anaphylaxis.
- In consultation with parent/guardian and student provide students with age-appropriate “allergy awareness” education.
- In consultation with parent/guardian, student and school staff develop an “allergy aware” classroom.

**If student has food allergies:**

- Request parent/guardian 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.
- Arrange for desks to be washed with hot water and district provided cleaner after students eat (elementary-primary) or whenever possible in higher grades.
- Do not use identified allergen(s) in classroom activities.

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

- Take a copy of the Anaphylaxis Emergency Action Plan.
- Take an epinephrine auto-injector and ensure the student has their epinephrine auto-injector with them.
- Take a cell phone
- Be aware of the life threatening allergen exposure risk (food and insect allergies).
- Inform supervising adults of student at risk of anaphylaxis and indicated emergency treatment.
- Request supervising adults to sit near (elementary/middle) student in vehicle/bus.

**STUDENT RESPONSIBILITIES**

- 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.
- Wear a MedicAlert bracelet or necklet at all times.

**If you have food allergies:**

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

**PARENT RESPONSIBILITIES**

- In conjunction with your physician, complete the Anaphylaxis Emergency Action Plan and return to school.
- Arrange a time to meet with designated school staff to review the Anaphylaxis Emergency Action Plan \*This plan must be reviewed annually.
- 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.
- Ensure your child has their epinephrine auto-injector with them at all times
- Inform school staff and classroom teacher of your child's life threatening allergy.
- Ensure your child is aware of their 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 they are feeling unwell or having an allergic reaction.
- Teach your child to administer their own epinephrine auto-injector when age appropriate.
- Ensure your child wears 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.

**If your child has a food allergy:**

- Ensure your child knows only to eat food and drinks approved by parent/guardian.
- Remind your child to check that their epinephrine auto-injector is available before they eat.

**I have read/reviewed the Anaphylaxis Allergy Aware Checklist and understand my roles and responsibilities in the prevention and management of anaphylaxis at school.**

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Student (Age 8 years and up): \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Classroom teacher (elementary): \_\_\_\_\_ Date: \_\_\_\_\_