

Checklist

10 STEPS TO AN ALLERGY AWARE SCHOOL

- ☐ 1. *Administrator provides strong leadership*
- ☐ 2. *Each student at risk of anaphylaxis has a completed and signed (by parent and physician) Emergency Action Plan.*
- ☐ 3. *The Emergency Action Plan is on file in MyED. Hard copies are kept in well-known location(s) in the school.*
- ☐ 4. *Emergency Action Plan and Allergy Aware Checklist are reviewed annually with parents and students (age 8 years and up).*
- ☐ 5. *All staff are trained annually using the Anaphylaxis Online Course.*
- ☐ 6. *All school staff (TOC, volunteers, etc) are aware of students at risk for anaphylaxis and emergency protocol identified in their Emergency Action Plan*
- ☐ 7. *All students have been educated on anaphylaxis and how to respond in an emergency*
- ☐ 8. *Parents are involved in awareness and education when appropriate*
- ☐ 9. *Adequate supervision is provided at lunch and on field trips etc.*
- ☐ 10. *Day to day processes in place*
 - ✓ *Students carry epi-pens at all times*
 - ✓ *Desks are washed after lunch (primary grades only)*
 - ✓ *Field trip protocol is followed*
 - ✓ *We Are Allergy Aware and FAST (signs and symptoms) posters are posted in high visible areas of the school and classroom. This must include classrooms where there is a known anaphylaxis allergy (elementary and middle) and Foods/Home Economic classrooms (middle and secondary).*