

10 STEPS TO AN ALLERGY AWARE SCHOOL

Checklist

- 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 (when appropriate).
- 5. All staff are trained annually
- 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
 - ✓ Allergy Aware and FAST posters are posted in high visible areas of the school and classrooms.