

## Anaphylaxis Policy Checklist

**Use this checklist to help develop your school policy on anaphylaxis.**

### **Information and Awareness**

- Anaphylaxis Alert Form (Form D) on file in Main Office
- Consent to administer epinephrine (Administration of Medication EpiPen Injection - Form A) on file in the Main Office
- Child with anaphylaxis identified to all staff
- Anaphylaxis Alert Form (Form D) and Medical Care Plan(s) placed in key locations
- Instructions on use of auto-injector posted in child's classroom
- Information is placed in a visible location for supply teachers.

**Annual Health and Safety training related to Anaphylaxis ~~in-service~~, including training in the use of auto-injector, completed by:**

- Teaching staff
- Non-teaching staff
- Substitute teachers
- Bus drivers
- Volunteers
- Lunch Hour Supervisors
- Other

### **Letters asking for cooperation sent to**

- All parents/guardians in school

### **Other Safety Precautions**

- Avoidance
- Allergen-free areas established
- Safe lunchroom and eating area procedures established
- Staff alerted to non-food allergens in school
- \*Procedures for holidays and special celebrations established
- \*Procedures for field trips established
- \*School bus procedures established

\*Reviewing Medical Care Plan and newsletters/Twitter

### **Emergency Response**

- Medical Care Plan on file for each anaphylactic student
- Rapid communication strategy in place
- Auto-injectors stored in a safe and accessible location
- School bus emergency procedure in place
- Role-playing sessions planned
- Role-playing session implemented
- Review process in place