

## Anaphylaxis Policy Checklist

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

### Information and Awareness

- Allergy alert form on file in Main Office
- Consent to administer epinephrine on file in the Main Office
- Child with Anaphylaxis identified to all staff
- Allergy alert form placed in key locations
- Instructions on use of auto-injector posted in child's classroom
- Information placed in visible location for supply teachers.

### In-service, including training in use of auto injector, provided for

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

### Letters asking for cooperation sent to

- All parents 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

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