

# HCCSS ANAPHYLAXIS ACTION PLAN & RESPONSIBILITIES

## Principal's Responsibilities

- Be aware of Sabrina's Law. Share info with staff at initial staff meeting and through ishare. (pathname: gallant\Medical\Anaphylaxis\Anaphylaxis Background)
- Be aware of ALCDSB 'Pupils with Special Medical Care Needs and /or Emergency Medical Care' Policy for keeping students with anaphylactic allergies safe while at school and while participating in school- related activities. Share this information with all appropriate staff.
- Inform all staff of their responsibilities for student safety in classrooms, on school grounds and during field trips/extra-curricular activities.
- Train staff to use Epi-Pen and review training: [www.eworkshop.on.ca/edu/anaphylaxis](http://www.eworkshop.on.ca/edu/anaphylaxis)
- Contact / connect with students/parents prior to school starting in September re:
  - school policies for keeping students safe,
  - student/parent completion / submission Anaphylaxis Medical Forms,
  - to request current Epi-Pen® is provided for the office,
  - to request that the student wear a Medical Alert bracelet or necklace
  - to remind student/parent of the importance of the student keeping his/her Epi-Pen close at all times, and NOT in his/her locker.
  - Info provided through the school website, and through a synervoice message or live call: August 28<sup>th</sup>, 2017

## Teacher and Staff Responsibilities

- Review MoE eworkshop for Online Anaphylaxis training: [www.eworkshop.on.ca/edu/anaphylaxis](http://www.eworkshop.on.ca/edu/anaphylaxis)
- Be familiar with the names of students in your class with anaphylaxis. Be familiar with the student's emergency plan.
- Inform teacher-on-call of student with anaphylaxis, emergency treatment and location of Epi-Pen®.
- Create a positive and helpful attitude toward student with anaphylaxis.

On field trips/extra-curricular activities:

- Be aware of student's allergy, emergency treatment and location of the student's Epi-Pen®.
- Encourage supervising adults to be aware of student's allergy and emergency treatment.
- Take a cellular phone on all field trips/co-curricular/extra-curricular activities.

## Student Responsibilities

- Inform your teachers, coaches, bus drivers, supervising adults and friends of your allergy, emergency treatments and location of your Epi-Pen®.
- Keep your Epi-Pen® in a close location at all times, **NOT** in your locker.
- Take your Epi-Pen® with you on field trips.
- Be aware of anaphylactic exposure risk at school and on field trips and take measures to prevent anaphylaxis.
- Wear a Medical Alert bracelet or necklace at all times.
- Know the signs and symptoms of an anaphylactic reaction.
- Let someone know if you are having an anaphylactic reaction
- Encourage your friends to learn how to administer Epi-Pen®.
- If you carry a cell phone, pre-program it to dial "911" and inform your friends.

## Parent Responsibilities

- Ensure that the school staff, classroom teachers, coaches, bus drivers and supervising adults are informed of your child's allergy.
- Complete medical forms and return them to the office (& provide to bus driver if applicable)
- Provide a current Epi-Pen® for school use.
- Ensure your child wears a Medical Alert bracelet or necklace.
- Notify school staff if there is a change in your student's allergy condition or treatment