Elementary School	Elementary School Student – Anaphylaxis Action Form	Date developed: Date to be reviewed:	
Student's Picture (Recommended)	Student's Name:	Date of Birth:	
	Parent/Guardians:	Allergen: Do not include antibiotics or other drugs	o <b>ther drugs</b> □ Latex
	Emergency Contact:	other:	
	Physician Name:	Additional Information	
Anap	Anaphylaxis Prevention Strategies	SYMPTOMS: ALL CAN APPLY & VARY IN INTENSITY & SEVERITY FROM ATTACK TO ATTACK	FENSITY & SEVERITY
Parent/Student Responsib	Parent/Student Responsibilities: Inform teacher of allergy, emergency	Note that we have a second of the second	ighing
treatment and location of both • Finsure student wears	treatment and location of both single dose Epinephrine auto-injector such as EpiPen <ul> <li>Ensure student wears a MedicAlert bracelet or necklet</li> </ul>	wing	king
Ensure student with for	Ensure student with food allergies eats only food/drinks from home	cold, clatifity sweating skill flushed face or body	viezuig voice changes
Discuss appropriate location of both s	Discuss appropriate location of both single dose Epinephrine auto-injector	nsciousness	niting
Check expiry date on the contract of the contract on the contract of the	Such as Epiren with teacher/principal Check expiry date on the single dose Epinephrine auto-injectors	<ul> <li>dizziness or confusion</li> <li>diarrhea</li> <li>stomach cramps</li> </ul>	rrhea
Ieacner Kesponsibilities:	industry of the second structure of the second s	a other	
The consultation with parenty studenty a wareness" education for classmates	un consultation with parentystudenty rubits meaturi nuise, provide lairergy awareness" education for classmates	EMERGENCY PROTOCOL:	
Inform teacher on-call location of both single	Inform teacher on-call of student with anaphylaxis, emergency treatment and location of both single dose Fininenhrine auto-injector such as FuiPen	Administer a single dose Epinephrine auto-injector such as	-injector such as
When student has a food allergy		EpiPen.	
In consultation with Processory	In consultation with Public Health Nurse, develop an "allergy aware"	<ul> <li>Call 911 request an Advanced Life Support Ambulance</li> <li>Notify Parent/Guardian</li> </ul>	t Ambulance
Encourage students N	Encourage students NOT to share food, drinks or utensils	Administer second a single dose Epinephrine auto-injector such	ne auto-injector such
Encourage a non-isola     Encourage all students	Encourage a non-isolating eating environment for the student(s) Encourage all students to wash hands with soapy water before and after	<ul> <li>Burgen in to minutes in no improvement in symptoms</li> <li>Have ambulance transport to hospital</li> </ul>	t in symptoms
eating		A cincle doce Eninenhrine auto-iniector curch ac EniDen	c EniDen
Request all desks be v     Do not use the identifi	Request all desks be washed with soapy water after students eat Do not use the identified allargen(s) in classroom activities	A silific dose chilichillic addo-lijectol sacil as	s chircii.
• Do not use the rectinition and generation of the classic of the control of the	eu anei gen(s) in classi oon acumes ra-curricular activities:	#1 location:	
<ul> <li>Take both a single do: the Anaphvlaxis Form</li> </ul>	Take both a single dose Epinephrine auto-injector such as EpiPen a copy of the Anaphylaxis Form and a cellular phone (or appropriate portable phone)	A single dose Epinephrine auto-injector such as EpiPen.	s EpiPen.
Be aware of anaphyla:     Inform supervision add		#2 location:	
Request supervising a     Inform structed with for	Request supervising addits sit near student in bus (or vehicle) Toform strudent with food allergies on to eat on bus (or vehicle)		
	ממ מווכו ארא וואר גם במר און המש (או אבווומב)		

D1A – Elementary School Student – Anaphylaxis Action Form August 2011

# Elementary School - Anaphylaxis Action Plan for \_

#### (Student's name)

**Principal:** Use this checklist and the Anaphylaxis Action Form (AAF) to develop an Anaphylaxis Action Plan (AAP) for the above-named student. Check the boxes when items are completed. This process needs to be completed annually. Indicate on the AAF the date for the next review.

## Principal's Responsibilities

- Be aware of School District 63 Anaphylaxis policy, Guiding Principles and Administrative Procedures as well as your responsibilities for keeping students with anaphylaxis safe while at school and participating in school-related activities.
- Inform school staff of their responsibilities regarding school district Anaphylaxis policy, Guiding Principles and Administrative Procedures.
- □ Notify the Public Health Nurse of new students with a diagnosis of anaphylaxis.
- □ Endeavour to contact parents prior to school starting in September when possible.
- Inform the parent of SD 63 Anaphylaxis policy, Guiding Principles and Administrative Procedures as well as the intent to provide an "allergy aware" environment for students with life threatening allergies.
- Provide parents with an AAF and Medication Administration Card. Request that parent(s) and their physician complete the Medication Administration Card.
- Inform parent(s) that only a single dose Epinephrine auto-injector such as EpiPen will be administered in the event of an anaphylactic reaction by school staff (no oral antihistamines or Twinject).
- Request parent(s) to provide two single dose Epinephrine auto-injectors such as EpiPen.
- Meet with the parent(s), teacher(s) and Public Health Nurse to review the AAF and complete an AAP.

### Develop the AAP:

- Review responsibilities of the parent(s), student, teacher(s), principal and Public Health Nurse in developing and implementing the plan.
- Recommend to parent(s) that their child wear a MedicAlert bracelet or necklet. Provide parent(s) with a MedicAlert brochure and inform parent(s) of MedicAlert's "No Child Without" program.
- Check to see parent(s) have completed the AAF and that they have provided two single dose Epinephrine auto-injectors such as EpiPen.
- Check to see the physician has signed the Medication Administration Card and has indicated the use of a single dose Epinephrine auto-injector such as EpiPen to treat anaphylaxis.
- Request the teacher send a letter home to other classroom parents informing them of a student in the class with anaphylaxis. Use the "Child in the Classroom with Anaphylaxis" letter.
- □ Request parents' permission to use student's picture on the AAF.
- □ Provide a copy of the AAP to parent(s).
- □ Keep a copy of the AAF with the student's Permanent Student Record.

### Inform involved school staff:

- Activate the student's computer record to indicate the student has a life-threatening health condition.
- Provide a safe, <u>unlocked</u>, centrally located storage area for one of the student's single dose Epinephrine auto-injector such as EpiPen and the school's additional one.
- Ensure staff and Public Health Nurse are aware of the location of the single dose Epinephrine auto-injector such as EpiPen, Medication Administration Card, Medical Alert List and AAF.

- All school staff are to be responsible for administering a single dose Epinephrine autoinjector such as EpiPen in an emergency.
- □ Post the AAF in appropriate, confidential, staff locations.
- □ Provide a copy of the AAF to the teacher and involved school staff.
- □ Inform involved staff of their responsibilities for student safety in the classroom, on school grounds and during field trips, co-curricular, or extra-curricular activities.
- Post signs and symptoms of anaphylaxis and how to administer the single dose Epinephrine auto-injector such as EpiPen in relevant areas in the school. This may include classrooms, office, staff room, lunch room, cafeteria, multipurpose and any common room areas.

Request assistance from the Public Health Nurse to:

- Review the completed AAF and Medication Administration Card.
- Review the single dose Epinephrine auto-injector such as EpiPen to ensure they are current.
- Provide anaphylaxis training for involved school staff as soon as possible each school year and review single dose Epinephrine auto-injector such as EpiPen DVD.
- □ Review "allergy aware" classroom procedures with teacher.
- □ Assist with "allergy awareness" education of classmates.
- Provide MedicAlert brochures.

#### **Teacher and Staff Responsibilities**

- Be aware of school district Anaphylaxis policy, Guiding Principles and Administrative Procedures and your responsibilities for keeping students with anaphylactic allergies safe while at school and while participating in school-related activities.
- Be familiar with students in your class with anaphylaxis. Be familiar with student's AAF, emergency treatment and location of the single dose Epinephrine auto-injector such as EpiPen.
- □ Inform teacher-on-call of student with anaphylaxis, location of AAF, emergency treatment and location of the single dose Epinephrine auto-injector such as EpiPen.
- Create a positive and helpful attitude toward student with anaphylaxis.
- □ In consultation with parent(s)/student/Public Health Nurse, provide students with ageappropriate "allergy awareness" education.

For student with food allergies:

- In consultation with the Public Health Nurse, develop an "allergy aware" classroom.
- □ Request parent(s) to consult with the teacher before bringing food into the classroom.
- □ Encourage students NOT share food, drinks or utensils.
- Encourage a non-isolating eating environment for the student with a food allergy (the student should eat in the classroom with classmates when possible).
- Encourage all students to eat their food on a napkin rather than directly on the desk or table.
- Encourage all students to wash their hands with soapy water before and after eating.
- □ Wash desks with soapy water after students eat.
- Do not use identified allergen(s) in classroom activities.

On field trips/co-curricular/extra-curricular activities:

- Take a copy of the AAF.
- Take a single dose Epinephrine auto-injector such as EpiPen or ensure the student has his/her a single dose Epinephrine auto-injector such as EpiPen.
- Take a cellular (or appropriate portable) phone.
- Be aware of anaphylaxis exposure risk (food and insect allergies).
- □ Inform supervising adults of student with anaphylaxis and emergency treatment.

□ Request supervising adults to sit near student in vehicle (or bus).

### **S**TUDENT RESPONSIBILITIES

- Be aware of risks for anaphylactic reactions and take responsibility to avoid them.
- □ Know the signs and symptoms of anaphylaxis.
- □ Notify an adult if you are having an anaphylactic reaction.
- Carry a single dose Epinephrine auto-injector such as EpiPen at all times.
- Wear a MedicAlert bracelet or necklet at all times.
- □ If you have food allergies:
  - Eat only food and drinks brought from home.
  - Do not share utensils.
  - Do not eat food that has had direct contact with a desk or table.

#### **PARENT RESPONSIBILITIES**

- □ Inform school staff and classroom teacher of your child's allergy.
- □ Ensure your child is aware of his/her allergy and the signs and symptoms of an anaphylactic reaction.
- □ Inform your child of ways to avoid anaphylactic reactions.
- □ Inform your child to notify an adult if he/she is having an anaphylactic reaction.
- Complete the AAF and return it to the principal. Set up a time to meet with designated school staff to develop the AAP.
- □ In conjunction with your physician, complete the Medication Administration Card.
- Provide two current single dose Epinephrine auto-injectors such as EpiPen for school use: one to be kept with your child; the second one to be kept in a central unlocked location at school.
- □ Ensure your child knows where his/her single dose Epinephrine auto-injector such as EpiPen are kept.
- Teach your child to administer his/her own single dose Epinephrine auto-injector such as EpiPen.
- □ Ensure your child wears a MedicAlert bracelet or necklet.
- Notify school staff and Public Health Nurse if there is a change in your child's allergy condition.
- Check Expiry date of a single dose Epinephrine auto-injector such as EpiPen.

### If your child has a food allergy:

- □ Ensure your child knows only to eat food and drinks from home.
- Remind your child to check that his/her single dose Epinephrine auto-injector such as EpiPen is available before he/she eats.

### I give permission for my child's photo to be placed on the Anaphylaxis Action Form.

Parent/Guardian Name	Parent Guardian Signature	Date
I have read the Anaphylaxis Action	on Plan.	
Parent/Guardian:	Date:	
Student (Optional):	Date:	
Principal:	Date:	

D2A - Elementary School - Anaphylaxis Action Plan - June 2011

Middle School Stude	Middle School Student – Anaphylaxis Action Form	Date developed:
Student's Picture (Recommended)	Student's Name:	Date of Birth: Male
	Parent/Guardians:	Allergen: Do not include antibiotics or other drugs
	Daytime Phone #:	Additional Information (Parents complete)
Ana	Anaphylaxis Prevention Strategies	SYMPTOMS: ALL CAN APPLY & VARY IN INTENSITY & SEVERIT FROM ATTACK TO ATTACK
Parent/Student Responsibilities  • Inform teacher of allergy, en	/Student Responsibilities Inform teacher of allergy, emergency treatment and location of both single dose	<ul> <li>swelling (eyes, lips, face, tongue)</li> <li>difficulty breathing or swallowing</li> </ul>
Epinephrine auto-injector such as EpiPens	tor such as EpiPens	cold, clammy sweating skin
Discuss appropriate loc	Discuss appropriate location of both single dose Epinephrine auto-injectors such	<ul> <li>flushed face or body</li> <li>fainting or loss of consciousness</li> <li>vomiting</li> </ul>
<ul> <li>Ensure student keeps a single do</li> </ul>	as Epiren. wur teacher/principal Ensure student keeps a single dose Epinephrine auto-injector such as EpiPen in	<ul> <li>dizziness or confusion</li> <li>atomach cramps</li> </ul>
<ul> <li>a close location at all times, NOI in locker</li> <li>Ensure a single dose Epinephrine auto-inje</li> </ul>	a close location at all times, NOT in locker Ensure a single dose Epinephrine auto-injector such as EpiPen are taken on field	□ other
<ul> <li>Ensure student wears</li> </ul>	trips Ensure student wears MedicAlert bracelet or necklet	EMERGENCY PROTOCOL:
Check expiry date on the For students with food allergies:	Check expiry date on the single dose Epinephrine auto-injectors ents with food allergies:	<ul> <li>Administer a single dose Epinephrine auto-injector such as</li> </ul>
Ensure student knows     Encourage washing of	Ensure student knows to eat only food and drinks brought from home Encourage washing of the student's desk and/or writing surface with soapy	<ul> <li>EpiPen.</li> <li>Call 911 request an Advanced Life Support Ambulance</li> </ul>
water prior to the student using the desk	lent using the desk	<ul> <li>Noury ParentyGuardian</li> <li>Administer second a single dose Epinephrine auto-injector such as EniDen in 10 minutes if no improvement in</li> </ul>
Icacher/Coach/Supervising Adult Responsibilities     In consultation with parent/student/Public Health     Discrements for classification for classification	In consultation with parent/student/Public Health Nurse, provide "allergy	<ul> <li>Symptoms</li> <li>Have ambulance transport to hospital</li> </ul>
Inform teacher-on-call     Inform teacher-on-call     Incation of hoth single	awareness equication for classinates Inform teacher-on-call of student with anaphylaxis, emergency treatment and location of both single dose Fininenhrine auto-injector such as Fnipen	A single dose Epinephrine auto-injector such as EpiPen.
Take a single dose Epi		#1 location:
<ul> <li>Anapnylaxis Actions PI</li> <li>Be aware of anaphylas</li> <li>Inform supervising adt</li> </ul>	Anapnyiaxis Actions Plan and a cell pnone (or appropriate portable pnone) Be aware of anaphylaxis exposure risk (food, latex and insect allergies) Inform supervising adults of student with anaphylaxis and emergency treatment	A single dose Epinephrine auto-injector such as EpiPen. #2 location:

D1B – Middle School Student – Anaphylaxis Action Form August 2011

# Middle School - Anaphylaxis Action Plan for

## (Student's name)

**Principal:** Use this checklist and the Anaphylaxis Action Form (AAF) to develop an Anaphylaxis Action Plan (AAP) for the above-named student. Check the boxes when items are completed. This process needs to be completed annually. Indicate on the AAF the date for the next review.

## Principal's Responsibilities

- Be aware of School District 63 Anaphylaxis Policy, Guiding Principles and Administrative Procedures and your responsibilities for keeping students with anaphylaxis safe while at school and participating in school-related activities.
- Inform school staff of their responsibilities regarding school district Anaphylaxis policy, Guiding Principles and Administrative Procedures.
- □ Notify the Public Health Nurse of new students with a diagnosis of anaphylaxis.
- □ Endeavour to contact parents prior to school starting in September when possible.
- Inform the parent of SD 63 Anaphylaxis Policy, Guiding Principles and Administrative Procedures as well as the intent to provide an "allergy aware" environment for students with life threatening allergies.
- Provide parents with an AAF and Medication Administration Card. Request that parent(s) and their physician complete the Medication Administration Card.
- Inform parent(s) that only a single dose Epinephrine auto-injector such as EpiPen will be administered in the event of an anaphylactic reaction by school staff (no oral antihistamines or Twinject).
- □ Request parent(s) to provide two single dose Epinephrine auto-injectors such as EpiPen.
- Meet with the parent(s), teacher(s) and Public Health Nurse to review the AAF and complete an AAP.

Develop the AAP:

- Review responsibilities of the parent(s), student, teacher(s), principal and Public Health Nurse in developing and implementing the plan.
- Recommend to the parent(s) that their child wear a MedicAlert bracelet or necklet. Provide parent(s) with a MedicAlert brochure and inform parent(s) of MedicAlert "No Child Without" program.
- Check to see parent(s) have completed the AAF and that they have provided two single dose Epinephrine auto-injectors such as EpiPen.
- Check to see the physician has signed the Medication Administration Card and has indicated the use of a single dose Epinephrine auto-injector such as EpiPen to treat anaphylaxis.
- Request the teacher send a letter home to other classroom parents informing them of a student in the class with anaphylaxis when appropriate. Use the "Child in the Classroom with Anaphylaxis" letter.
- □ Request parents' permission to use student's picture on the AAF.
- □ Provide a copy of the AAP to parent(s).
- □ Keep a copy of the AAF with the student's Permanent Student Record.

Inform involved school staff:

- Activate the student's computer record to indicate the student has a life-threatening health condition.
- Provide a safe, <u>unlocked</u>, centrally located storage area for one of the student's single dose Epinephrine auto-injector such as EpiPen and the school's additional one.
- □ Ensure staff and Public Health Nurse are aware of the location of the single dose Epinephrine auto-injector such as EpiPen, Medication Administration Card, Medical Alert List and AAF.

- All school staff are to be responsible for administering the single dose Epinephrine auto-injector such as EpiPen in an emergency.
- □ Post the AAF in appropriate, confidential, staff locations.
- □ Provide a copy of the AAF to the teacher and involved school staff.
- □ Inform involved staff of their responsibilities for student safety in the classroom, on school grounds and during field trips, co-curricular, or extra-curricular activities.
- Post signs and symptoms of anaphylaxis and how to administer the a single dose Epinephrine auto-injector such as EpiPen in relevant areas in the school. This may include classrooms, office, staff room, lunch room and the cafeteria.

Request assistance from the Public Health Nurse to:

- □ Review the completed AAF and Medication Administration Card.
- □ Review a single dose Epinephrine auto-injector such as EpiPen to ensure they are current.
- Provide anaphylaxis training for involved school staff as soon as possible each school year and show a single dose Epinephrine auto-injector such as EpiPen DVD.
- □ Review "allergy aware" classroom procedures with teacher.
- □ Assist with "allergy awareness" education of classmates.
- Provide MedicAlert brochures.

#### **Teacher and Staff Responsibilities**

- Be aware of school district Anaphylaxis policy and regulations and your responsibilities for keeping students with anaphylactic allergies safe while at school and while participating in school-related activities.
- Be familiar with students in your class with anaphylaxis. Be familiar with student's AAF, emergency treatment and location of A single dose Epinephrine auto-injector such as EpiPen.
- □ Inform teacher-on-call of student with anaphylaxis, location of AAF, emergency treatment and location of a single dose Epinephrine auto-injector such as EpiPen.
- □ Create a positive and helpful attitude toward student with anaphylaxis.
- □ In consultation with parent(s)/student/Public Health Nurse, provide students with ageappropriate "allergy awareness" education.

For student with food allergies:

- □ In consultation with the Public Health Nurse, develop an "allergy aware" classroom.
- □ Encourage students NOT share food, drinks or utensils.
- □ Encourage a non-isolating eating environment for the student with a food allergy (the student should eat in the classroom with classmates when possible).
- □ Encourage all students to eat their food on a napkin rather than directly on the desk or table.
- □ Encourage all students to wash their hands with soapy water before and after eating.
- Do not use identified allergen(s) in classroom activities.

On field trips/co-curricular/extra-curricular activities:

- □ Take a copy of the AAF.
- □ Take a single dose Epinephrine auto-injector such as EpiPen and ensure the student has his/her single dose Epinephrine auto-injector such as EpiPen.
- □ Take a cellular phone (or appropriate portable phone).
- □ Be aware of anaphylaxis exposure risk (food and insect allergies).
- □ Inform supervising adults of student with anaphylaxis and emergency treatment.

#### **STUDENT RESPONSIBILITIES**

- □ Inform your teachers, coaches, supervising adults and friends of your allergy, emergency treatment and location of your single dose Epinephrine auto-injector such as EpiPen.
- □ Carry a single dose Epinephrine auto-injector such as EpiPen with you at all times.

- □ Be aware of risks for anaphylactic reactions and take responsibility to avoid them.
- □ Know the signs and symptoms of anaphylaxis.
- □ Notify an adult if you are having an anaphylactic reaction.
- □ Wear a MedicAlert bracelet or necklet at all times.
- □ If you have food allergies:
  - Eat only food and drinks brought from home.
  - Do not share utensils.
  - Do not eat food that has had direct contact with a desk or table.

#### PARENT RESPONSIBILITIES

- □ Inform school staff and classroom teacher of your child's allergy.
- Ensure your child is aware of his/her allergy and the signs and symptoms of an anaphylactic reaction.
- □ Inform your child of ways to avoid anaphylactic reactions.
- □ Inform your child to notify an adult if he/she is having an anaphylactic reaction.
- Complete the AAF and return it to the principal. Set up a time to meet with designated school staff to develop the AAP.
- □ In conjunction with your physician, complete the Medication Administration Card.
- Provide two current single dose Epinephrine auto-injectors such as EpiPen for school use: one to be kept with your child; the second one to be kept in a central unlocked location at school.
- □ Inform school staff of your child's ability to administer his/her single dose Epinephrine autoinjector such as EpiPen.
- Ensure your child knows where his/her single dose Epinephrine auto-injector such as EpiPen is kept.
- Teach your child to administer his/her own single dose Epinephrine auto-injector such as EpiPen
- □ Ensure your child wears a MedicAlert bracelet or necklet.
- In consultation with classroom teacher and Public Health Nurse determine your role in providing "allergy awareness" education for classmates.
- □ Notify school staff and Public Health Nurse if there is a change in your child's allergy condition.
- □ Check Expiry date of a single dose Epinephrine auto-injector such as EpiPen.

If your child has a food allergy:

- □ Ensure your child knows only to eat food and drinks from home.
- Remind your child to check that his/her single dose Epinephrine auto-injector such as EpiPen is available before he/she eats.

# I give permission for my child's photo to be placed on the Anaphylaxis Action Form.

Parent/Guardian Name	Parent Guardian Signature	Date

### I have read the Anaphylaxis Action Plan.

Parent/Guardian:	Date:
Student (Optional):	Date:
Principal:	Date:

 Date of Birth: Male	Do not include antibiotics or other	Peanuts Duts Dairy Linsects Latex other:		Additional Information (Parents complete)		SYMPTOMS: ALL CAN APPLY & VARY IN INTENSITY & SEVERITY FROM ATTACK TO ATTACK			<ul> <li>difficulty breathing or swallowing</li> <li>cold clammy sweating clip</li> <li>cold clammy sweating clip</li> </ul>	Use of the second se	□ fainting or loss of consciousness	dizziness or confusion			EMERGENCY PROTOCOL:	<ul> <li>Administer a single dose Epinephrine auto-injector such as</li> </ul>	EpiPen.	Call 911 request an Advanced Life Support Ambulance     Notify Decode/Custon	<ul> <li>Administer a second single dose Epinephrine auto-injector</li> </ul>	such as EpiPen in 10 minutes if no improvement in symptoms	<ul> <li>Have ambulance transport to hospital</li> </ul>	A single dose Eninenhrine auto-injector such as EniDen	#1 location:		A single dose Epinephrine auto-injector such as EpiPen.		Daroot/Cinridian _ Othor _
Student's Name:	Parent/Guardians:	Daytime Phone #:	Emergency Contact:	Daytime Phone #:	Physician Name:	Anaphylaxis Prevention Strategies	bilities	Inform teacher of allergy, emergency treatment and location of both single	dose Epinephrine auto-injectors such as EpiPen Know ananhvlaxis risks and take measures to nrevent ananhvlaxis	Discuss appropriate location of both single dose Epinephrine auto-injectors such	ier/principal	Ensure student keeps a single dose Epinephrine auto-injector such as EpiPen in	a close location at all unles, NOT in locker Ensure the single dose Epinephrine auto-injector such as EpiPen is taken on	-	Ensure student wears MedicAlert bracelet or necklet	Check expiry date on the single dose Epinephrine auto-injectors	Final word and greated and drinks brought from home	Encourage washing of the student's desk and/or writing surface with soapy	water prior to the student using the desk	ina Adult Responsibilities	In consultation with parent/student/Public Health Nurse, provide "allergy	n for classmates	Inform teacher on-call of student with anaphylaxis, emergency treatment and Incation of both cincle doce Eninenbrine auto-intertore curch as EniDen	ocation of both single dose Epinephinic auto injections such as Epinen. Take a single dose Fininenhrine auto-injector such as FniPen, a conv of the	Anaphylaxis Action Plan and a cell phone (or appropriate portable phone)	Be aware of anaphylaxis exposure risk (food, latex and insect allergies)	עווטווו אין איז
Student's Picture (Recommended)						An	<b>Parent/Student Responsibilities</b>	Inform teacher of all	<ul> <li>dose Epinephrine au</li> <li>Know anaphylaxis ris</li> </ul>	Discuss appropriate	as EpiPen with teacher/principal	Ensure student keep	<ul> <li>Ensure the single do.</li> </ul>	field trips	Ensure student wear	Check expiry date on the	<ul> <li>Ensure student know</li> </ul>	<ul> <li>Encourage washing (</li> </ul>	water prior to the st	Teacher/Coach/Supervis	In consultation with	awareness" education for classmates	Inform teacher on-content on teacher on-content on teacher on the second s	Take a single dose F	Anaphylaxis Action P	Be aware of anaphyl	

D1C – Secondary School Student – Anaphylaxis Action Form August 2011

Secondary School Student – Anaphylaxis Action Form

Date developed: \_\_\_\_\_ Date to be reviewed:

# Secondary School - Anaphylaxis Action Plan for

### (Student's name)

**Principal:** Use this checklist and the Anaphylaxis Action Form (AAF) to develop an Anaphylaxis Action Plan (AAP) for the above-named student. Check the boxes when items are completed. This process needs to be completed annually. Indicate on the AAF the date for the next review.

## Principal's Responsibilities

- Be aware of School District 63 Anaphylaxis policy, Guiding Principles and Administrative Procedures as well as your responsibilities for keeping students with anaphylaxis safe while at school and participating in school-related activities.
- Inform school staff of their responsibilities regarding school district Anaphylaxis policy, Guiding Principles and Administrative Procedures.
- □ Notify the Public Health Nurse of new students with a diagnosis of anaphylaxis.
- $\hfill\square$  Endeavour to contact parents prior to school starting in September when possible.
- Inform the parent of SD 63 Anaphylaxis policy, Guiding Principles and Administrative Procedures as well as the intent to provide an "allergy aware" environment for students with life threatening allergies.
- □ Request that parent(s) and their physician complete the Medication Administration Card.
- Inform parent(s) that only single dose Epinephrine auto-injector such as EpiPen will be administered in the event of an anaphylactic reaction (no oral antihistamines or Twinject).
- □ Request parent(s) to provide two single dose Epinephrine auto-injector such as EpiPen.
- Meet with the parent(s), teacher(s) and Public Health Nurse when possible to review the AAF and complete an AAP.

Develop the AAP:

- Review responsibilities of the parent(s), student, teacher(s), principal and Public Health Nurse in developing and implementing the plan.
- □ Recommend to parent(s) that their child wears a MedicAlert bracelet or necklet.
- □ Check to see parent(s) have completed the AAF and that they have provided two single dose Epinephrine auto-injectors such as EpiPen to treat anaphylaxis.
- □ Check to see the physician has signed the Medication Administration Card and has indicated the use of a single dose Epinephrine auto-injector such as EpiPen to treat anaphylaxis.
- □ Confirm parents' permission and signature prior to using student's picture on the AAF.
- $\square$  Provide a copy of the AAP to parent(s) upon request.
- □ Keep a copy of the AAF with the student's Permanent Student Record.

Inform involved school staff:

- Activate the student's computer record to indicate the student has a life-threatening health condition.
- Provide a safe, <u>unlocked</u>, centrally located storage area for the student's single dose Epinephrine auto-injector such as EpiPen and the school's additional one.
- Ensure staff and Public Health Nurse are aware of the location of the single dose Epinephrine auto-injector such as EpiPen, Medication Administration Card, Medical Alert List and AAF.
- □ All school staff are directed to administer a single dose Epinephrine auto-injector such as EpiPen in an emergency.
- □ Post the AAF in appropriate, confidential, staff locations.
- □ Inform involved staff of their responsibilities for student safety in the classroom, on school grounds and during field trips, co-curricular, or extra-curricular activities.

Post signs and symptoms of anaphylaxis and how to administer the single dose Epinephrine auto-injector such as EpiPen in relevant areas in the school. This may include classrooms, office, staff room, lunch room, cafeteria, multipurpose and any common room areas.

Request assistance from Public Health Nurse to:

- □ Review the completed AAF and Medication Administration Card.
- □ Review the single dose Epinephrine auto-injector such as EpiPen to ensure they are current.
- Provide anaphylaxis training for involved school staff as soon as possible in the school year and review single dose Epinephrine auto-injector such as EpiPen DVD.
- $\hfill\square$  Review "allergy aware" classroom procedures with teacher.
- □ Assist with "allergy awareness" education of classmates.
- Provide MedicAlert brochures.

## **Teacher and Staff Responsibilities**

- Be aware of school district Anaphylaxis policy Guiding Principles and Administrative Procedures and your responsibilities for keeping students with anaphylactic allergies safe while at school and while participating in school-related activities.
- Be familiar with students in your class with anaphylaxis. Be familiar with associated allergens and symptoms, emergency treatment as well as the location of the single dose Epinephrine auto-injector such as EpiPen.
- Inform teacher-on-call of student with anaphylaxis, associated allergens and symptoms, emergency treatment as well as the location of the single dose Epinephrine auto-injector such as EpiPen.
- □ Create a positive and helpful attitude toward student with anaphylaxis.
- □ In consultation with parent(s)/student/Public Health Nurse, provide students with ageappropriate "allergy awareness" education.

For student with food allergies:

- □ Encourage students NOT share food, drinks or utensils.
- □ Encourage a non-isolating eating environment for the student with a food allergy (the student should eat in the classroom with classmates when possible).
- Encourage all students to eat their food on a napkin rather than directly on the desk or table.
- $\hfill\square$  Encourage all students to wash their hands with soapy water before and after eating.
- □ Do not use identified allergen(s) in classroom activities.

On field trips/co-curricular/extra-curricular activities:

- □ Take a copy of the AAF.
- □ Take a single dose Epinephrine auto-injector such as EpiPen and ensure the student has his/her single dose Epinephrine auto-injector such as EpiPen.
- □ Take a cellular phone (or appropriate portable phone).
- □ Be aware of anaphylaxis exposure risk (food and insect allergies).
- □ Ensure supervising adults are aware of student with anaphylaxis and emergency treatment.

## **STUDENT RESPONSIBILITIES**

- □ Inform your teachers, coaches, supervising adults and friends of your allergy, emergency treatment and location of your single dose Epinephrine auto-injector such as EpiPen.
- $\hfill\square$  Carry a single dose Epinephrine auto-injector such as EpiPen with you at all times.
- □ Be aware of risks for anaphylactic reactions and take responsibility to avoid these.
- □ Know the signs and symptoms of anaphylaxis.
- □ Let an adult know if you are having an anaphylactic reaction.
- □ Wear a MedicAlert bracelet or necklet at all times.
- Work with the Public Health Nurse to develop and provide "allergy awareness" education to your classmates.