



**Mission
Public Schools**

**Anaphylaxis
Responsibility Checklists**

February 2023

School - Anaphylaxis Responsibility Checklists

Principal: Use this checklist and the Anaphylactic Student Emergency Procedure Plan form (ASEPP) to develop an Anaphylaxis Management Plan (AMP) for each anaphylactic student. Check the boxes when items are completed.

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Principal’s Responsibilities

- Be aware of the Mission Public Schools Anaphylaxis Procedure and your responsibilities for keeping students with anaphylactic allergies safe while at school and while participating in school-related activities. Please share this form with all appropriate staff.
- Inform the parent of the Anaphylaxis Procedure and intent to provide a safe environment for students with life-threatening allergies.
- Request parent pick up and complete anaphylaxis student package including:
 - 13.4.2 – Anaphylaxis Procedure (for information)
 - 13.4.2 – Anaphylactic Student Emergency Procedure Plan form (to be completed by parent/ guardian and family physician).
- Set up a time to meet with the parent, teacher and public health nurse to review the ASEPP and complete an AMP.
- Acquire information on ambulance response time to their particular school.

Develop the Anaphylaxis Management Plan (AMP):

- Review the responsibilities of the parent, student, teacher, principal and public health nurse in developing and implementing the plan.
- Request parent to ensure student wears a Medical Alert bracelet or necklace.
- Encourage the parent to return the completed ASEPP and provide two current single-dose auto-injectors.
- Determine when the AMP should be reviewed and write this date on the ASEPP.
- For students with food allergies, determine if a “Child in Classroom with Anaphylaxis” letter should be sent to other classroom parents informing them of a student in the class with anaphylaxis. These letters should be sent out as early as possible in the school year.
- Request parent’s permission to use student’s picture on the Anaphylaxis Student Information.**
- Obtain signatures from parent, student (optional), teacher and principal on the AAP.
- Provide everyone with a signed copy of the AAP.

- Consult with the Public Health Nurse as needed.

Inform involved school staff:

- Activate the student's computer record with a medical alert which indicates the student has a life-threatening health condition.
- Provide a safe unlocked storage area for single dose auto-injectors.
- Inform staff and public health nurse of the location of single dose auto-injectors, and the ASEPP.
- Place a copy of the ASEPP in appropriate classrooms, staff room and central designated areas (consult the parent/guardian before posting the child's plan – it should be kept in areas which are accessible to staff, while respecting the privacy of the child – e.g. staff room, lunch room or cafeteria. Older children are often more reluctant to have their plan posted in the classroom where it is visible to all).
- Provide a copy of the ASEPP as well as the Anaphylaxis Management Plan to teacher(s) 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/extra-curricular activities.

Request assistance from Public Health Nurse to:

- Review the completed ASEPP and use of single dose auto-injectors.
- Provide allergen avoidance and anaphylaxis management education including a demonstration on the use of single dose auto-injectors to school staff and persons reasonably expected to have supervisory responsibility of school-age students (e.g. food service staff, volunteers, bus drivers, custodians). The entire student population should be educated on the seriousness of anaphylaxis and be taught how to help their peers (also include that bullying and teasing students at risk of anaphylaxis is unacceptable).
- Assist with development of an "allergy safe" classroom.
- Assist with "allergy awareness" education of classmates.

Teacher/Staff/Supervising Adult Responsibilities

- Be familiar with the names of, and be able to recognize, anaphylactic students in your class and school. Be familiar with the student's ASEPP, emergency treatment and location of single dose auto-injectors.
- Inform teacher on-call of student with anaphylaxis, emergency treatment and location of single dose auto-injectors.
- Create a positive and helpful attitude toward student with anaphylaxis.
- In consultation with parent/student/public health nurse, provide students with age-appropriate "allergy awareness" education.

For student with food allergies:

- In consultation with the public health nurse, develop an "allergy safe" classroom for student with food allergies.

- Encourage students TO NOT share food, drinks or utensils.
- Encourage a non-isolating eating environment for student with food allergy (student should eat in classroom with classmates).
- Encourage all students to wash their hands before and after meals/snacks with soap and running water.
- Encourage the washing of desks after meals/snacks with soapy water.
- Do not use foods in crafts (*e.g. some tempera paints may contain egg, peanut butter feeders. See School Activities and Food Allergens Resource Document for more examples*).

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

- Take a copy of the ASEPP.
- Take back-up single dose auto-injectors and ensure anaphylactic students are also carrying their single dose auto-injector with them (if they have demonstrated maturity to do so, as defined by their parent).
- Take a cellular 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).

Student Responsibilities

- 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 think you might be having an anaphylactic reaction.
- If you carry a single dose auto-injector, keep it with you at all times (students should be encouraged to carry their own single dose auto-injector when age appropriate).
- Wear a Medical Alert bracelet or necklace at all times.
- Tell friends about your allergy and be sure they know where your single dose, single-use auto-injector is kept.
- If you have food allergies
 - Eat only food and drinks brought from home.
 - Do not share utensils, cups or straws.
 - Do not share lipsticks or lip moisturizers.
 - Review your school's avoidance strategies document.

Parent Responsibilities

- Inform school staff and classroom teacher of your child's allergy.
- Ensure your child is aware of their allergy.
- Inform your child of their allergy and ways to avoid anaphylactic reactions.

- Ensure your child is aware of signs and symptoms of an anaphylactic reaction.
- Encourage your child to tell an adult if they are having an allergic reaction.
- Complete the ASEPP and return it to the principal. Set up a time to meet with designated school staff to develop the Anaphylaxis Management Plan (AMP).
- In conjunction with your physician, complete the ASEPP.
- In consultation with principal, teacher and public health nurse, develop a plan (AMP) to keep your child safe from anaphylactic reactions while in school.
- Provide two current single dose auto-injectors for school use. Consult with the teacher/principal to determine where the primary and back-up single dose auto-injectors will be located.
- Inform school staff of your child's ability to carry his/her single dose auto-injector on his/her person (if they have demonstrated maturity).
- If your child is not able to carry their single dose auto-injector on his/her person, in consultation with teacher/principal, determine where the primary single dose auto-injector should be located.
- Provide consent which allows school staff to use a single dose auto-injector when they consider it necessary in an allergic emergency.
- Ensure your child knows where their single dose auto-injector is kept.
- Teach your child to administer their own single dose auto-injector.
- Ensure your child wears a Medical Alert bracelet or necklace.
- In consultation with the classroom teacher and public health nurse determine your role in providing "allergy awareness" education for classmates.
- Notify the principal if there is a change in your child's allergy condition or treatment.

If your child has a food allergy:

- Ensure your child knows to only eat food and drinks brought from home.
- Provide the school with non-perishable foods (in case child's lunch is forgotten at home) and safe snacks for special occasions.
- Be informed of strategies in place for developing an "allergy safe" classroom.
- Should communicate with school staff about field trip arrangements.
- Should meet with food service staff to inquire about allergen management policies and menu items, if their child is to eat foods prepared at school.

If your child has a dual diagnosis of anaphylaxis and asthma, ensure they are educated to:

- Learn the importance of keeping their asthma under control.
- Always carry their asthma medication.
- If they are unclear as to whether they are experiencing an anaphylactic reaction or an asthma attack, the single dose auto-injector should be used first.