



Anaphylaxis Policy Implementation Checklist for Schools

Student: _____ Date: _____

Use this checklist to determine that policy and guidelines have been addressed. Complete with parents, classroom teachers and administration.

Information and Awareness

| | |
|--------------------------|---|
| <input type="checkbox"/> | Request for Administration of Medical/Emergency Medication Forms is completed and filed in the office. |
| <input type="checkbox"/> | Copies of policy distributed to parents of children with Anaphylaxis. |
| <input type="checkbox"/> | Policy, procedure and guidelines reviewed/distributed to parents/staff. |
| <input type="checkbox"/> | In-service, including training in the use of auto-injector (epipen is provided). |
| <input type="checkbox"/> | Custodian is advised of the student's condition in order to make arrangement for classroom cleaning if needed. |
| <input type="checkbox"/> | Classroom teachers and administration respond to incidents 'bullying' aimed at students due to their condition. |

Communication

| | |
|--------------------------|---|
| <input type="checkbox"/> | Letters are sent home to ask for cooperation to parents of children in the class. |
| <input type="checkbox"/> | Information is communicated to all parents regarding the concerns through letters, newsletters, PAC, etc. Regular reminders should be sent throughout the school year. (quarterly). |
| <input type="checkbox"/> | Information regarding alternate lunch ideas are circulated to parents and available at the office on request. |
| <input type="checkbox"/> | Parents provide anaphylactic students with medic alert. |

Emergency Procedures

| | |
|--|---|
| | Colored picture of the student is attached to the Medical Alert Planning Form and posted in appropriate locations (parent permission required). |
| | Anaphylaxis Medical Alert Planning Form is completed. |
| | Copies of Anaphylaxis Medical Alert Planning Form (must include emergency response plan) are given to all personnel connected with the student and posted in the medical room and staff room and provided to Transportation Department. |
| | Instructions on the use of the auto-injector are posted in the student's classroom and medical room and staff room. |
| | Auto-injectors (epipens) are checked for expiry date |
| | Parents are requested to provide back-up injectors (epipens) |
| | Describe recommended location for epipen (e.g. on person) |
| | Backup Auto-injectors (epipens) are stored in safe and UNLOCKED accessible locations. |

Classroom Procedures

| | |
|--|--|
| | Safe eating area procedures are established. |
| | Alternate eating arrangements are made for students bringing food that endangers student(s) with anaphylaxis. |
| | Appropriate information is shared with classroom peers. |
| | Procedures for holidays and special celebrations are established (see guidelines.) |
| | Procedures for field trips are established including transportation, extra medication, food, activities, availability of cell phone, etc. (guidelines) |
| | Hand washing procedures are established. |
| | Information is placed in a visible location for TOCs. |
| | Custodian is advised of the student's condition in order to make arrangement for classroom cleaning if needed. |
| | Classroom teachers and administration respond to incidents 'bullying' aimed at students due to their condition. |