

Sample Anaphylaxis Responsibility Checklists

December 2007

Elementary School - Anaphylaxis Responsibility Checklists

Principal: Use this checklist and the Student Emergency Procedure Plan (SEPP) to develop an Anaphylaxis Action Plan (AAP) for each anaphylactic student. Check the boxes when items are completed.

Principal's Responsibilities

- Be aware of School District ___'s Anaphylaxis Policy 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 SD___ Anaphylaxis Policy and intent to provide a safe environment for students with life threatening allergies.
- Request parent pick up and complete SEPP.
- Set up a time to meet with the parent, teacher and public health nurse to review the SEPP and complete an AAP.
- Acquire information on ambulance response time to their particular school.

Develop the Anaphylaxis Action Plan (AAP):

- Review 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 parent to return completed SEPP and provide two current single dose, single-use auto-injectors.
- Determine when the AAP should be reviewed and write this date on the SEPP.
- 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 SEPP.
- 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 "MEDI" screen, which indicates the student has a life-threatening health condition.
- Provide a safe unlocked storage area for single dose, single-use auto-injectors.
- Inform staff and public health nurse of the location of single dose, single-use auto-injectors, and the SEPP.

- Place a copy of the SEPP 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 SEPP to 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/extra-curricular activities.

Request assistance from Public Health Nurse to:

- Review the completed SEPP and use of single dose, single-use auto-injectors.
- Provide allergen avoidance and anaphylaxis management education including a demonstration on the use of single dose, single-use 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 SEPP, emergency treatment and location of single dose, single-use auto-injectors.
- Inform teacher on-call of student with anaphylaxis, emergency treatment and location of single dose, single-use 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 SEPP.
- Take back-up single dose, single-use auto-injectors and ensure anaphylactic students are also carrying their single dose, single-use 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, single-use auto-injector, keep it with you at all times (students should be encouraged to carry their own single dose, single-use 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 his/her allergy.
- Inform your child of his/her 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 he/she is having an allergic reaction.
- Complete the SEPP 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 SEPP.
- In consultation with principal, teacher and public health nurse, develop a plan (AAP) to keep your child safe from anaphylactic reactions while in school.
- Provide two current single dose, single-use auto-injectors for school use. Consult with the teacher/principal to determine where the primary and back-up single dose, single-use auto-injectors will be located.
- Inform school staff of your child's ability to carry his/her single dose, single-use auto-injector on his/her person (if they have demonstrated maturity).
- If your child is not able to carry his/her single dose, single-use auto-injector on his/her person, in consultation with teacher/principal, determine where the primary single dose, single-use auto-injector should be located.
- Provide consent which allows school staff to use a single dose, single-use auto-injector when they consider it necessary in an allergic emergency.
- Ensure your child knows where his/her single dose, single-use auto-injector is kept.
- Teach your child to administer his/her own single dose, single-use auto-injector.
- Ensure your child wears a Medical Alert bracelet or necklace.
- In consultation with 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, single-use auto-injector should be used first.

Middle School - Anaphylaxis Responsibility Checklists

Principal: Use this checklist and the Student Emergency Procedure Plan (SEPP) to develop an Anaphylaxis Action Plan (AAP) for each anaphylactic student. Check the boxes when items are completed.

Principal's Responsibilities

- Be aware of School District ____'s Anaphylaxis Policy 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 SD__ Anaphylaxis Policy and intent to provide a safe environment for students with life threatening allergies.
- Request parent pick up and complete SEPP.
- Set up a time to meet with the parent, teacher, public health nurse, and student (if applicable) to review the SEPP and complete an AAP.
- Acquire information on ambulance response time to their particular school.

Develop the AAP:

- Review 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.
- Request parent to return completed SEPP and provide current single dose, single-use auto-injectors. *Best practice suggests that students should carry their own single dose, single-use auto-injector, and that the parents should provide an additional back-up single dose, single-use auto-injector in a central, accessible and safe location.*
- Determine the location of all single dose, single-use auto-injectors
- Determine when the AAP should be reviewed and write this date on the SEPP.
- Request the parent's permission to use the student's picture on the SEPP.
- 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 "MEDI" screen, which indicates the student has a life-threatening health condition.
- Provide a safe unlocked storage area for the student's back-up single dose, single-use auto-injectors.

- Inform staff and public health nurse of the location of single dose, single-use auto-injectors, and SEPP.
- Place a copy of the SEPP 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 SEPP to school staff.
- Inform 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 SEPP and use of single dose, single-use auto-injectors.
- Provide allergen avoidance and anaphylaxis management education including a demonstration on the use of single dose, single-use auto-injectors to involved 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 teachers in developing “allergy safe” classrooms.
- Assist with “allergy awareness” education of classmates.

Teacher/Staff/Coach/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 SEPP, emergency treatment and location of single dose, single-use auto-injectors.
- Inform teacher on-call of student with anaphylaxis, SEPP and location of single dose, single-use 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.
- Do not use allergenic foods in foods class or classroom activities.
- Establish routines for washing of the desk and/or writing surface with soapy water prior to the student with anaphylactic allergies using the desk/writing surface.

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

- Take a copy of the SEPP.
- Take back-up single dose, single-use auto-injectors and ensure student is carrying single dose, single-use auto-injector.
- Take a cellular phone.
- Be aware of anaphylaxis exposure risk (food and insect allergies).
- Inform supervising adults of student with anaphylaxis and emergency treatment.
- Identify nearest medical facilities

Student Responsibilities

- Inform your teachers, coaches, supervising adults and friends of your allergy, emergency treatment and location of your single dose, single-use auto-injector.
- Keep your single dose, single-use auto-injector with you at all times, **NOT** in your locker.
- Know where your back-up single dose, single-use auto-injectors are kept.
- 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.
- Wear a Medical Alert bracelet or necklace at all times.
- Work with the Public Health Nurse to develop and provide ‘allergy awareness’ education to your classmates.
- Take your single dose, single-use auto-injectors or ensure they are taken on all field trips.
- If you carry a cell phone, pre-program it to dial “911” and inform your friends.
- Wash hands before and after eating.
- If you have food allergies
 - Eat only food and drinks brought from home.
 - Ensure your desk or writing surface in each classroom is washed with warm soapy water before you use the desk/writing surface.
 - 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 teachers of your child's allergy
- Ensure your child is aware of his/her allergy.
- Ensure your child knows how 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 he/she is having an allergic reaction.
- Complete the SEPP 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 SEPP.
- In consultation with principal, teacher, public health nurse, and your child (if applicable) develop a plan to keep your child safe from anaphylactic reactions (AAP) while in school.
- Provide two current single dose, single-use auto-injectors for school use. Consult with the teacher/principal to determine where the primary and back-up auto-injectors will be located.
- Inform school staff of your child's ability to carry his/her single dose, single-use auto-injector on his/her person.
- If your child is not able to carry his/her single dose, single-use auto-injector on his/her person, in consultation with teacher/principal, determine where the primary single dose, single-use auto-injector should be located.
- Provide consent which allows school staff to administer a single dose, single-use auto-injector when they consider it necessary in an allergic emergency.
- Ensure your child knows where his/her single dose, single-use auto-injectors are kept.
- Teach your child to administer his/her own single dose, single-use auto-injector.
- Ensure your child wears a Medical Alert bracelet or necklace.
- In consultation with 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.
- Ensure your child and teachers know that your child's desk/writing surface in each classroom must be cleaned with warm soapy water prior to you child using it.
- Communicate with school staff about field trip arrangements, food classes and outdoor education.

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, single-use auto-injector should be used first.

Secondary School - Anaphylaxis Responsibility Checklists

Principal: Use this checklist and the Student Emergency Procedure Plan (SEPP) to develop an Anaphylaxis Action Plan (AAP) for each anaphylactic student. Check the boxes when items are completed.

Principal's Responsibilities

- Be aware of School District ____'s Anaphylaxis Policy 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 and student of SD ____ Anaphylaxis Policy and intent to provide a safe environment for students with life threatening allergies.
- Request parent pick up and complete SEPP.
- Set up a time to meet with the parent, student, teacher and public health nurse to review the SEPP and complete an AAP.
- Acquire information on ambulance response time to their particular school.

Develop the AAP:

- Review responsibilities of the parent, student, teacher, principal and public health nurse in developing and implementing the plan.
- Request the student wear a Medical Alert bracelet or necklace.
- Request parent to return completed SEPP and provide current single dose, single-use auto-injectors. *Best practice suggests that students should carry their own auto-injector, and that the parents should provide an additional back-up auto-injector in a central, accessible and safe location.*
- Discuss with the parent/student the importance of the student keeping his/her single dose, single-use auto-injector close at all times. Ensure student knows NOT to keep the single dose, single-use auto-injector in his/her locker.
- Determine when the AAP should be reviewed and write this date on the SEPP.
- Request the parent's/student's permission to use the student's picture on the SEPP.
- Obtain signatures from parent, student, 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 "MEDI" screen, which indicates the student has a life-threatening health condition.
- Provide a safe unlocked storage area for the student's back-up single dose, single-use auto-injectors.

- Inform staff and public health nurse of the location of single dose, single-use auto-injectors and the SEPP.
- Provide a copy of the SEPP to school staff.
- Inform staff of their responsibilities for student safety in classrooms, on school grounds and during field trips/co-curricular/extra-curricular activities.

Request assistance from Public Health Nurse to:

- Review the completed SEPP and use of single dose, single-use auto-injectors.
- Provide allergen avoidance and anaphylaxis management education including a demonstration on the use of single dose, single-use 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).
- Provide anaphylaxis management education including a demonstration on the use of single dose, single-use auto-injectors to the student's friends.

Teacher/Staff/Coach/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 SEPP, emergency treatment and location of single dose, single-use auto-injectors.
- Inform teacher on-call of student with anaphylaxis, emergency treatment and location of single dose, single-use auto-injectors.
- Create a positive and helpful attitude toward student with anaphylaxis.

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

- Be aware of student's allergy, emergency treatment and location of the student's single dose, single-use auto-injector.
- Take back-up single dose, single-use auto-injectors.
- 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.
- Ensure volunteer supervisors on field trips have anaphylaxis awareness and emergency training when identified anaphylactic students are participating on such field trips.
- Identify nearest medical facilities

Student Responsibilities

- Inform your teachers, coaches, supervising adults and friends of your allergy, emergency treatment and location of your Single dose, single-use auto-injector.
- Keep your single dose, single-use auto-injector with you at all times, **NOT** in your locker.
- Take your single dose, single-use auto-injector with you, and ensure your back-up auto-injectors are taken, on field trips.
- Be aware of anaphylactic exposure risk at school and on fieldtrips 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 think you might be having an anaphylactic reaction.
- Encourage your friends to learn how to administer a single dose, single-use auto-injector.
- If you carry a cell phone, pre-program it to dial “911” and inform your friends.

If you have a dual diagnosis of anaphylaxis and asthma, ensure you:

- Learn the importance of keeping your asthma under control.
- Always carry your asthma medication.
- If you are unclear as to whether you are experiencing an anaphylactic reaction or an asthma attack, the single dose, single-use auto-injector is your first line of defense.
- Review your school’s avoidance strategies document.

Parent Responsibilities

- Ensure school staff, classroom teachers, coaches and supervising adults are informed of your child's allergy.
- Complete the SEPP 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 SEPP.
- In consultation with principal, your child, teacher and public health nurse, develop a plan (AAP) to keep your child safe from anaphylactic reactions while in school.
- Provide two current single dose, single-use auto-injectors for school use. Consult with the teacher/principal to determine where the primary and back-up auto-injectors will be located.
- Provide consent which allows school staff to use a single dose, single-use auto-injector when they consider it necessary in an allergic emergency.
- Ensure your child wears a Medical Alert bracelet or necklace.
- Notify the principal if there is a change in your student's allergy condition or treatment.
- Consult with food and outdoor education teachers about your child's allergies.