

Anaphylaxis Policy Checklist

Use this checklist to help develop your school policy on anaphylaxis.

Information and Awareness

- G Allergy alert form on file in Main Office
- G Consent to administer epinephrine on file in the Main Office
- G Anaphylactic child identified to all staff
- G Allergy alert form placed in key locations
- G Instructions on use of auto-injector posted in child's classroom
- G Information placed in visible location for supply teachers.

In-service, including training in use of auto injector, provided for

- G Teaching staff
- G Non-teaching staff
- G Substitute teachers
- G Bus drivers
- G Volunteers
- G Others

Information sharing in place for

- G Students
- G Parents
- G Parent Organizations

Letters asking for cooperation sent to

- G Parents of children in class
- G All parents in school
- G Avoidance
- G Allergen-free areas established
- G Safe lunchroom and eating area procedures established
- G Staff alerted to non-food allergens in school
- G Procedures for holidays and special celebrations established
- G Procedures for field trips established
- G School bus procedures established

Emergency Response

- G Emergency Plan on file for each anaphylactic student
- G Rapid communication strategy in place
- G Auto-injectors stored in safe and accessible location
- G School bus emergency procedure in place
- G Role-playing sessions planned
- G Role-playing session implemented
- G Review process in place