

## ANAPHYLAXIS PLANNING CHECKLIST

As per Administrative Procedure 316, the classroom teacher/advisor, the parents, the Principal and the Public Health Nurse (PHN), if appropriate, shall develop a Health Plan for the student. This checklist will assist in the development of the plan.

Student Name \_\_\_\_\_

- The Principal will ensure that all staff and parental helpers who are in contact with the student(s) are aware of the child's allergic/anaphylactic condition.
- The Principal will make everyone involved with food product preparation for school-wide sponsored activities and school community functions aware so that exposure to these allergens may be mitigated.
- Through staff meetings and classroom newsletters, staff and parents will be requested to cooperate in seeking to mitigate exposure life-threatening allergens within the school environment.
- The staff, student(s) and the parent community will be educated on Anaphylaxis and the use of the Epi-pen by Public Health Nursing, parents and/or other trained personnel (e.g. First Aid Designate).
- Custodial staff will be informed by the administration so that proper cleaning routines are in place.
- Emergency procedures and preparation for such procedures to be followed when a dangerous allergen is introduced to the classroom are to be in place, (i.e. if a child brings a peanut butter sandwich to a classroom where there is a child with a severe peanut allergy, that child and a friend will eat outside of the classroom, wipe off the table and wash his/her hands before entering back in to the classroom.)
- Parents are responsible for instructing their child(ren) on how to avoid contact with allergic substances, to eat only foods prepared by the parents, to wear a medical alert device and where appropriate, how to self-administer medication.
- Parents will provide all medication, making sure that such medication has not passed the expiry date. Office staff will ensure that medications are kept in an unlocked location known to all supervising adults. Children are to carry an Epi-pen with them and the office

is to have a back up.

- Parents will also provide the school with three up-to-date pictures that will be visibly located throughout the school in appropriate locations such as the office, staffroom, and staff work rooms.
- Through a newsletter, the entire school parent community will be informed of life-threatening allergies. The student(s)' names are not to be identified.
- Where a parent refuses to cooperate, the school procedures shall be followed and the family is to be referred to the Superintendent.
- Instructions on the use of the Epi-pen are to be posted in clearly visible locations, along with a list of symptoms and emergency procedures.

Medications, including Epi-pens, for individual students are available. In the elementary schools, this involves storage in the @Risk Rescue kit. In the secondary schools, the student is responsible to carry his/her Epi Pen as appropriate.

Reference: Sections 7, 17, 20, 22, 65, 84, 85, 95 School Act  
School Regulation 265/89  
Anaphylaxis Protection Order M232/07  
Anaphylaxis: A Handbook for School Boards, Canadian School Boards Association  
British Columbia Anaphylactic and Child Safety Framework

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