



AP Appendix 3205 A: Anaphylaxis Action Plan Form

Principal: Use this checklist and the AP Appendix 3205 B Anaphylaxis Student Form (ASF) to develop an Anaphylaxis Action Plan (AAP) for the above-named student. Check the boxes when items are completed. This process needs to be completed annually. Indicate on the ASF the date for the next review.

Principal's Responsibilities:

- Be aware of the District's [Policy 240: Anaphylaxis](#) and [Administrative Procedure 3205: Anaphylaxis](#); as well as your responsibilities for keeping students with anaphylaxis safe while at school and participating in school-related activities.
- Inform school staff of school district Anaphylaxis policy and regulations and their responsibilities.
- Notify the public health nurse of new students with a diagnosis of anaphylaxis.
- Inform parents of SD8's Policy 240: Anaphylaxis, Administrative Procedure 3205: Anaphylaxis, and intent to provide an "allergy aware" environment for students with life threatening allergies.
- Direct the parents to and request that parent(s) and their physician complete [Administrative Procedure Appendix 3204: Request for Medication at School Form](#).
- Inform parent(s) that only EpiPens (no oral antihistamines or Twinject) will be administered in the event of an anaphylactic reaction by school staff.
- Request parent(s) to provide two EpiPens.
- Meet with the parent(s), teacher(s) and public health nurse to review AP Appendix 3204: Request for Medication at School Form.

Develop the Anaphylaxis Action Plan (AAP):

- Review responsibilities of the parent(s), student, teacher(s), principal and public health nurse in developing and implementing the plan.
- Request parent(s) to ensure their child wears a Medic Alert bracelet or necklace.
- Check to see parent(s) have completed the AP Appendix 3205 B Anaphylaxis Student Form (ASF) and that they have provided two EpiPens.
- Check to see the physician has signed the AP Appendix 3204: Request for Medication at School Form and has indicated the use of EpiPen to treat anaphylaxis.
- For students with food allergies, inform their parent(s)/guardian(s) that a letter will be sent home to other classroom parents outlining that there is a student with anaphylaxis in the classroom. The letter should identify the specific allergy, but not the identity of the child.
- Request parents' permission to use student's picture on the Anaphylaxis student form.
- Obtain signatures from parent, student (optional), teacher and principal on the AAP.
- Provide a signed copy of the AAP to parent(s).
- Keep a copy of the ASF with the student's Permanent Student Record.

Inform involved school staff:

- Activate the student's computer record to indicate the student has a life-threatening health condition.
- Provide a safe, unlocked, centrally located storage area for the student's EpiPen.
- Ensure staff and public health nurse are aware of the location of the EpiPen, Medication Administration Card, Medical Alert List and ASF.

- Designate school staff to be responsible for administering EpiPen in an emergency.
- Post the ASF in appropriate, and confidential staff locations.
- Provide a copy of the ASF to the 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, or extra-curricular activities.
- Post signs and symptoms of anaphylaxis and how to administer the EpiPen in relevant areas in the school. This may include classrooms, office, staff room, lunchroom and the cafeteria.

Request assistance from the Public Health Nurse to:

- Review the completed ASF and Medication Administration Card.
- Review the EpiPens to ensure they are current.
- Provide anaphylaxis training and view EpiPen DVD for involved school staff as soon as possible each school year.
- Review “allergy aware” classroom procedures with teacher.
- Assist with “allergy awareness” education of classmates.
- Provide Medic Alert brochures (if available/applicable)

Teacher and Staff Responsibilities:

- Be aware of District Policy 240: Anaphylaxis, AP 3205: Anaphylaxis and Appendices, and your responsibilities for keeping students with anaphylactic allergies safe while at school and while participating in school-related activities.
- Be familiar with students in your class with anaphylaxis. Be familiar with student’s ASF, emergency treatment, and location of EpiPens.
- Inform teacher on-call of student(s) with anaphylaxis, location of ASF, emergency treatment, and location of EpiPens.
- Create a positive and helpful attitude toward student with anaphylaxis.
- In consultation with parent(s)/student/public health nurse, provide students with age-appropriate “allergy awareness” education (if appropriate)

For student with food allergies:

- In consultation with the public health nurse, develop an “allergy aware” classroom.
- Request parent(s) to consult with the teacher before bringing food into the classroom.
- Encourage students NOT share food, drinks, or utensils.
- Encourage a non-isolating eating environment for the student with a food allergy (the student should eat in the classroom with classmates).
- Encourage all students to eat their food on a napkin rather than directly on the desk or table.
- Encourage all students to wash their hands with soapy water before and after eating.
- Request students wash all desks with soapy water after eating. (Request all desks be washed with soapy water after students eat.)
- Do not use identified allergen(s) in classroom activities.

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

- Take a copy of the ASF.
- Take EpiPens or ensure the student has his/her EpiPens.
- Take a cellular phone.
- Be aware of anaphylaxis exposure risk (food, latex, and insect allergies).
- Inform supervising adults of student(s) with anaphylaxis and emergency treatment.
- Request supervising adults to sit near student in vehicle (or bus).

Anaphylaxis Action Plan for _____
(Student's name)

Student Responsibilities:

- Be aware of risks for anaphylactic reactions and take responsibility to avoid them.
- Know the signs and symptoms of anaphylaxis.
- Notify an adult if you are having an anaphylactic reaction.
- Carry an EpiPen at all times.
- Wear a Medic Alert bracelet or necklace at all times.
- If you have food allergies, eat only food and drinks brought from home and do not share utensils.

Parent Responsibilities:

- Inform school staff and classroom teacher of your child's allergy.
- Ensure your child is aware of his/her allergy and the signs and symptoms of an anaphylactic reaction.
- Inform your child of ways to avoid anaphylactic reactions.
- Inform your child to notify an adult if he/she is having an anaphylactic reaction.
- Complete AP Appendix 3204: Request for Medication at School Form and return it to the Principal. Set up a time to meet with designated school staff to complete both the AFP and AAP.
- In conjunction with your physician, complete AP Appendix 3204: Request for Medication at School Form.
- Provide two current EpiPens for school use: one to be kept with your child; the second one to be kept in a central unlocked location at school.
- Inform school staff of your child's ability to administer his/her EpiPen.
- Ensure your child knows where his/her EpiPens are kept.
- Teach your child to administer his/her own EpiPen.
- Ensure your child wears a Medic Alert bracelet or necklace.
- Notify school staff and public health nurse if there is a change in your child's allergy condition or treatment.
- If your child has a food allergy:
 - Ensure your child knows only to eat food and drinks from home.

I give permission for my child's photo to be placed on the Anaphylaxis Student Form.

Parent/Guardian Name

Parent Guardian Signature

Date YY/MM/DD

I have read the Anaphylaxis Action Plan:

Parent/Guardian: _____

Date: YY/MM/DD _____

Student (Optional): _____

Date: YY/MM/DD _____

Principal: _____

Date: YY/MM/DD _____