

## PROTOCOL

### LIFE-THREATENING ALLERGIES [ANAPHYLAXIS]

STEP	✓	ACTION
STEP 1		Student or parent notifies school that student has a life-threatening (anaphylaxis) allergy.
STEP 2		Principal (and other staff as necessary) meet with parent/guardian and student
STEP 3		<b>Parent/student immediately provides:</b>
		<ul style="list-style-type: none"> <li>• <i>Medical diagnosis/physician's instructions</i></li> </ul>
		<ul style="list-style-type: none"> <li>• <i>A list of foods, substances or activities which trigger an anaphylactic reaction</i></li> </ul>
		<ul style="list-style-type: none"> <li>• <i>Information on any changes in the student's condition from previous years or since last report</i></li> </ul>
		<ul style="list-style-type: none"> <li>• <i>Permission to post photographs + key information in appropriate locations in the school</i></li> </ul>
STEP 4		Principal (and other staff as necessary) + parent and/or student completes and signs forms as appropriate, including the <i>Anaphylaxis Emergency Plan</i> and <i>School Medical Plan (including physician signature as required)</i>
STEP 5		Parent supplies two doses of current (not expired) epinephrine auto-injectors (2 EpiPen® or 1 Twinject®).
STEP 6		Student required to carry one auto-injector on his/her person at all times and to wear MedicAlert® or information bracelet. <b>Second auto-injector to be kept in a secure, accessible (not locked) area, in its original [labeled] case.</b>
STEP 7		Principal (or designate) informs ALL staff members, <b>including bus driver(s)</b> as soon as possible (e.g. first day of school) that a student with anaphylaxis is attending school and/or riding the bus, <b>and where to access the student's second auto-injector.</b>
STEP 8		Principal or designate ensures emergency plan, with up-to-date photo and student information, is posted in visible locations (e.g. office, staff room, school bus, classroom, with student's 2nd emergency auto-injector).
STEP 9		Principal contacts <b>public health nurse</b> and arranges for auto-injector/anaphylaxis training for ALL staff, including bus driver(s). <i>[Where school has not previously had a student with anaphylaxis, and staff members have not previously been trained, this should be done ASAP. Training should also be arranged on <u>at least</u> an annual basis when a student with anaphylaxis is attending school. [If feasible, involve parent/student to assist with training].</i>
STEP 10		Principal ensures allergy awareness actions and avoidance strategies implemented with students and staff (e.g. communications home; posters; education & awareness activities; mealtime safety messages).

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**PLEASE REFER TO THE DEPARTMENT OF EDUCATION'S ANAPHYLAXIS POLICY & GUIDELINES FOR MORE DETAILED INFORMATION.**