



<b>SECTION:</b>	<b>Student Management and Welfare</b>	<b>APPROVAL DATE:</b>
<b>SUBSECTION:</b>	<b>Student Health</b>	<b>June 9, 2008</b>
<b>POLICY NAME:</b>	<b>Anaphylaxis Management</b>	<b>LAST REVISED:</b>
<b>POLICY NUMBER:</b>	<b>APP.D.SMW.F.2</b>	<b>June 9, 2008</b>

CHECKLIST: ANNUAL TIMELINE FOR SCHOOLS WITH ANAPHLACTIC PUPILS

Principals:

- Distribute all class materials, folders, files to receiving teacher.
- Meet with and brief receiving staff.
- Check with parent/guardian regarding changes over the summer.
- Check EpiPen and other medications re: expiry dates and location.
- Post emergency allergy alert form (see Appendix B)
- Identify all pupils at initial staff meeting of all staff or hold special meeting re: all anaphylactic pupils.
- Review administration of EpiPen including practice EpiPen.
- Review emergency procedures for each staff member.
- Review 911 procedures and locations of all medications.
- Review and up-date literature/emergency folders/student photos.
- Teacher ensures presence of emergency file for anaphylactic student.

Teachers:

- Review Emergency Plan.
- Review key components of student file.
- Review occasional teacher folder.
- Review location of all medications.
- Establish class cleanup routines (wipe down desks).