



Principal's Name Here  
School Name Here  
School Address Here  
City, State, Zip Here  
Phone Number Here

### Principal Checklist for Students with Anaphylactic Allergies

Anaphylaxis is a sudden, severe allergic response that produces breathing difficulties, collapse, and possible death. Symptoms usually occur within 30 minutes following contact with the allergen and proceed rapidly. Anaphylactic reactions tend to be faster and more severe with each exposure to the allergen. Students with asthma are known to be at higher risk for anaphylactic reactions.

Students who have an anaphylactic reaction to an allergen must be treated immediately, or the reaction could turn fatal. The proper procedure for dealing with an anaphylactic reaction is:

- **Administer the student's Epi-pen (in the upper thigh; hold for 10 seconds);**
- **Call 911 and state that a student is having an anaphylactic reaction to (nuts, for example), and that you have administered an Epi-pen, and that the student needs to be transported to the hospital;**
- **Contact the parents and tell them what has happened.**

If the medics (911) determine that they will not transport the student to the hospital, the parent/guardian/emergency contact should be contacted and told that the Epi-pen has been administered. The parent/guardian/emergency contact then has the opportunity to come to school to transport the student to the hospital, or to ask the school to call for an ambulance. If the school cannot contact the parent/guardian/emergency contact, the school should contact an ambulance service and transport the student to the hospital.

There are \_\_\_\_\_ students with anaphylactic allergies in this school.

Each student who has a health concern that may affect the school, including those students who have anaphylactic allergies, has an Individual Health Care Plan. The plan includes information on where the student's medication is kept, known allergens and reactions, and emergency contact information. My copies of the health care plans are kept: \_\_\_\_\_.

As principal, I have ensured that:

- I have undergone Epi-pen training;
- All necessary staff members have undergone Epi-pen training;
- All teachers, staff, and regular volunteers have a copy of this management strategy;
- All students with anaphylactic allergies have been identified to teachers, staff, and regular volunteers who have responsibility for those students;
- The lunchroom has a list of the anaphylactic students and their allergens;
- The lunchroom has contacted Food Services to learn about prevention strategies for food allergies;
- Transportation will ensure that the "no-eating rule" is enforced on all buses, although exceptions will be made for students with a medical need for food on the bus;
- The school nurse has sent each parent of an anaphylactic student a copy of the Parent Checklist.