



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

Teacher Checklist for Students with Anaphylactic Allergies

This sheet, and all Individualized Health Care Plans, should be kept in an easily referenced place. All substitutes must be informed of this information. All regular classroom volunteers should also be informed of this information.

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), that you have administered an Epi-pen, and that the student needs to be transported to the hospital;**
- **Contact the parents (or emergency contact) and tell them what has happened.**

If the medics (911) determine that they will not transport the student to the hospital, the parent should be contacted and told that the Epi-pen has been administered. The parent 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, the school should contact an ambulance service to transport the student to the hospital.

I have _____ anaphylactic students in my classroom.

Each student with medical needs has an Individualized Health Care Plan. The school nurse will provide you with a copy of your students' plans as soon as possible. Please put this information sheet and your students' health care plans into your substitute folder. The Plan for an anaphylactic student includes the following information:

- Where the student's Epi-pen is kept;
- The student's emergency contact information;
- The known allergens and reactions.

Field trips are a time to be especially careful for anaphylactic students. At the beginning of the school year, you should discuss field trips with the family of the anaphylactic student to create appropriate strategies for managing the allergy during the field trip. Please ensure that if you are ordering sack lunches you take the student's food restrictions (if any) into account. Before you go on a field trip make a plan to bring the student's Epi-pen on the trip. Ensure that at least one person who has had Epi-pen training is on the trip, and ensure that the student knows who that person is. Encourage the student to alert an adult as soon as he or she feels symptoms of a reaction starting. Remind all adults on the trip to take a student's complaint of illness very seriously.

Please see other side for substitute information . . .

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To Substitutes:

In this school, you can contact the office and the school nurse by:

In this school, the following people have had Epi-pen training:

Other information about the school or this classroom that is important:

This form was completed on _____