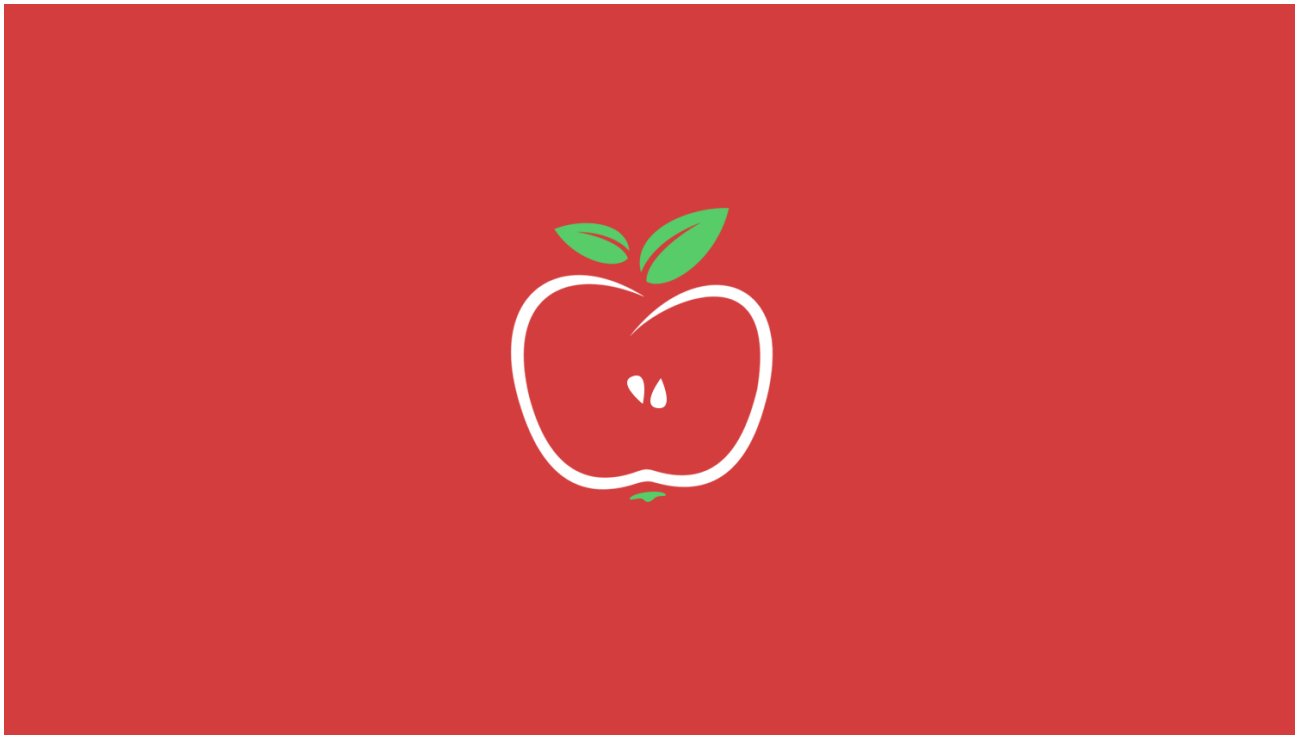
Preschool Allergy and Emergency Checklist

Follow these procedures to prevent an allergy attack and what to do if an allergy attack happens in your classroom.



- [ ] Every child with a life-threatening food allergy should have an Individual Health Care Plan (IHCP) that spells out how to avoid exposures to their food allergens and manage food-allergy emergencies at school
- [ ] Every school with a child at risk for anaphylaxis should have a full-time school nurse or licensed teachers who are responsible for overseeing the development of the IHCP for each student diagnosed with a life-threatening allergic condition
- [ ] Each classroom/school office should have documentation and description of the food allergy, signed by a licensed health care provider
- [ ] All medication orders must be renewed at least annually and should be from an asthma/allergy specialist
- [ ] Each classroom should have a minimum of 2 up-to-date epinephrine auto-injectors
- [ ] Parent's signed consent to administer all medications
- [ ] Parent's signed consent to share information with other school staff. A description of the child's past allergic reactions, including symptoms and the child's emotional response to the condition and need for support
- [ ] The name/telephone number of the child's primary-care provider and allergist
- [ ] The parent's emergency contact number
- [ ] All areas, including classrooms, buses, gymnasiums, and outdoor or after-school events should be equipped with a communication device such as a cell phone or walkie-talkie for emergencies
- [ ] Allergen foods should not be used for class projects, parties, holidays and celebrations, arts and crafts, science experiments
- [ ] If a student inadvertently brings a restricted food to the classroom, he/she must not be allowed to eat that snack in the classroom

- [ ] Parents of the student with food allergies are responsible for providing safe classroom snacks for their child. These snacks should be kept in a separate snack box or chest
- [ ] Tables should be washed with soap and water in the morning if an event has been held in the classroom the night before
- [ ] Proper hand washing technique by adults and children should be taught and required before and after the handling/consumption of food. If hand washing is not possible, vigorously rubbing the hands with hand-sanitizing gel or wipes

If an allergy attack should occur please do the following

- [ ] Remain with the student
- [ ] Refer to the student's Allergy Action Plan
- [ ] Immediately administer the epinephrine
- [ ] Notify the school nurse
- [ ] Notify local Emergency Medical Services and direct them to the student
- [ ] Notify the parent/guardian
- [ ] Notify school administration
- [ ] Notify the student's primary care provider and/or allergy specialist
- [ ] Attend to student's classmates
- [ ] Assist in follow-up and managing the student's re-entry into school following [illegible]

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