

FORM: 500-3 ANAPHYLAXIS RESPONSIBILITY CHECKLIST



Principal/Vice-Principal Responsibilities	
☐	Be familiar with SD27 Policy 500 – Anaphylaxis , AP 500 Anaphylaxis and AP 503 Medical Alert and ensure staff awareness of this information.
☐	Inform parent/guardian/caregiver of district anaphylaxis policy and procedures and shared responsibility for student safety.
☐	Inform District Principal – Inclusive Education and the Manager of Transportation of students with anaphylaxis each September and January 30 th and for any new students to the school.
☐	Inform bus drivers of any students with anaphylaxis. Students who ride the bus MUST carry an autoinjector in their backpack or on their person.
☐	Provide and collect the following forms: 1. Request for Administration of Medication at School Form -annually, file 2. 500-2 Anaphylactic Student Emergency Procedure Plan (ASEPP) -annually, file 3. 503-1 Medical Alert Information (upon registration), file & update MyEducation BC
☐	Meet with parent/caregivers and teacher(s) or any applicable school staff to discuss the plan.
☐	Physician completes the ASEPP and Request for Administration of Medication at School Form annually.
☐	Confirm ambulance response time for the school.
☐	Maintain and annually update the Medical Alert List for your school and make available to all staff.
☐	Ensure annual staff training on anaphylaxis recognition and use of autoinjectors.
☐	Ensure awareness posters and information are available in staff areas.

Develop the ASEPP	
☐	Review roles and responsibilities of parent/caregiver, student, school staff.
☐	Confirm if student wears a Medical Alert bracelet or necklace.
☐	Confirm two current single-dose auto-injectors (primary and backup). Primary autoinjectors should be kept in the school and accessed for field trips etc.; backup autoinjectors should be kept in the student's backpack (this is mandatory for students who ride the school bus).
☐	Determine need for a "Child in Classroom with Anaphylaxis" parent notification letter and/or poster (food allergy).

Medication Storage & Access

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| ☐ | Ensure 1 backup autoinjector is stored in a central, unlocked, clearly labelled location at school such as the office. Mandatory. |
| ☐ | Ensure 1 autoinjector is kept in the student's backpack, or for older students, the autoinjector may be on their person if they do not carry a backpack. Mandatory |
| ☐ | Ensure auto-injector medication is current, labelled, and transportable during evacuations. |
| ☐ | Store a copy of the ASEPP with student autoinjector/medication(s). |

Classroom & Daily Practices

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| ☐ | Implement allergy-safe classroom strategies: <ul style="list-style-type: none">• Reinforce no food sharing.• Maintain inclusive eating with peers.• Ensure handwashing before/after eating and cleaning of surfaces.• Avoid food-based crafts or allergen-containing materials.• Provide age-appropriate allergy awareness and anti-bullying education. |
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Transportation (Bus to and From School)

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| ☐ | Ensure bus drivers are informed of students with anaphylaxis who ride their route. |
| ☐ | Ensure bus drivers are aware of signs and symptoms of anaphylaxis and emergency response procedures. |
| ☐ | Confirm bus drivers know how to access emergency auto-injector medication as outlined in the ASEPP . All students auto-injectors must be in their backpacks or on their person. |

Field Trips / Co-Curricular / Extra-Curricular Activities

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| ☐ | Bring ASEPP , Medical Alert List, and auto-injector medications. |
| ☐ | Ensure continuous adult supervision. |
| ☐ | Ensure lead teacher has a communication plan in case of emergency. |
| ☐ | Inform all supervising adults and field trip bus drivers of the student's anaphylaxis, emergency procedures, and autoinjector/medication location. |
| ☐ | Monitor food and insect exposure risks. |

Student Responsibilities

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| ☐ | Learn basic signs and symptoms of anaphylaxis. |
| ☐ | Inform an adult immediately if symptoms occur. |
| ☐ | Wear Medical Alert identification (family decision) if available. |
| ☐ | Follow adult guidance related to food and/or insect safety. |

Parent / Guardian Responsibilities

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| ☐ | Provide accurate, current medical information, notify school of any changes to allergy. |
| ☐ | Complete required forms annually. |
| ☐ | Provide current auto-injector medication and consent for emergency use. |
| ☐ | Support allergy awareness and classroom safety planning. |