



Medical Checklist for Severe Allergies

Student:	Date of Birth:	
Today's Date:	Teacher:	
Grade:	Teacher:	
Parent/Guardian:		
Address:		
1 st Contact:	Phone:	Email:
2 nd Contact:	Phone:	Email:
Allergies:		
Epi-pen (Y/N):		

REQUIRED ACTIONS

COMPLETED

Parent/Guardian:

- Review EGR School Board Policy 4460-R (Found on EGRPS website)
 - Notify the school of your child(ren)'s allergies.
 - Provide written medical documentation, instructions, and medication as directed by a physician. Include a photo of the child on written form.
 - Work with the school team to develop a plan to accommodate the child(ren)'s needs to include time in the classroom and cafeteria, as well as an emergency action plan.
 - Replace medications after use or upon expiration. As needed
 - Educate the child in the self-management of their food allergy including:
 - Safe and unsafe foods;
 - Strategies for avoidance of exposure to unsafe foods;
 - Symptoms of allergic reactions;
 - How and when to tell an adult they may be having an allergy-related problem; and
 - How to read food labels (if age appropriate).

Administrator:

- School is notified of child's allergies and it is placed in Skyward by the parent
- Parent provides properly labeled medication (if any)
- Parent provides supplies:
 - *Alternative snacks (optional)*
 - *EpiPen/Auvi Q*
 - *Benadryl or Other Allergy Medication*
 - *Inhaler*
- If life-threatening allergy, individualized EGRPS Medical Protocol may be written by school
- Building administrator communicates allergy to students' teachers:



- *Classroom Teacher, Specials, Spanish, Para-Educators, Front Office Staff, Kitchen Staff*
- *Any food provided in school outside of the lunchroom must be communicated to parent ahead of time*
- Building administrator adds the student's information to the Health Alert document shared with staff
 - *Placed in recess bag and lunchroom bag*
- Building administrator discusses lunchroom procedures (table assignment) with parents
 - *Open Seating* *Assigned Seat*
- Office staff develops medical bag with a generic Epinephrine Injector (EpiPen or Auvi Q) for recess and lunchroom

Classroom Teacher:

- Teacher communicates with parent of student who has food allergy
 - *Decision is made whether or not to address allergy in a classroom meeting*
- Teacher sends out parent communication regarding allergies and appropriate snacks.
 - *If student is in grades 3-5, whole grade level follows the same snack and party policy*
 - *Inform parents of snack and party policy prior to the first week of school and review at Parent Information Night*
- School Safety Checklist (completed by September of school year)
- Teacher communicates any known food restrictions to Room Parent
- Teacher ensures that student with food allergy has safe locker space (if applicable)

Ongoing Teacher Responsibilities (check off when discussed)

- Instructional Kitchen: Teacher shares recipe and ingredients with parent prior to cooking day
- Field trips: Copies of the medication form and medications picked up before field trip
- Sub plans: Must include Medical Protocols, known allergens, special notes, etc.
- Classroom parties: Teacher monitors food in the classroom to avoid contaminants

Other Considerations: _____

PRINCIPAL SIGNATURE: _____ Date: _____

PARENT SIGNATURE: _____ Date: _____

PARENT SIGNATURE: _____ Date: _____

TEACHER SIGNATURE: _____ Date: _____