

**PROCEDURES FOR HANDLING SEVERE ALLERGIC REACTION
(Anaphylaxis)**

Anaphylaxis is a severe allergic reaction that may be triggered by certain foods, an insect sting or medication.

1. All staff shall receive basic education on anaphylaxis and designated staff shall be trained in the use of epinephrine auto-injectors (Epipens) annually.
2. Staff shall receive a student health database that informs them of students with allergies/students with health plans.
3. Staff/coaches in charge of athletics or extracurricular activities shall be responsible for reviewing student health needs, using field trip forms and carrying Epipens if indicated by a student's health plan.
4. Epipens for emergency use shall be kept in the office. Epipens shall be available to take on field trips/outings as needed.
5. If a student/staff person with a known history of severe allergic reaction is exposed to a known allergen, the following procedures shall be followed:
 - a. Someone shall go with the student/staff person to the health room or school office where Epipens are located.
 - b. Someone shall find the School Nurse, Health Aide and/or designated person to provide care.
 - c. The student/staff person should lie flat, face up, with feet raised eight to 12 inches.
 - d. If a bee stinger is noted in skin, the skin shall be scraped to remove the stinger. An ice pack shall be applied.
 - e. The student/staff person should be kept warm, but not overheated.
 - f. Nothing should be administered to the student/staff member by mouth.
 - g. The student's/staff person's airway should be monitored and kept open. As needed, secretions or vomitus should be removed and ventilation should be assisted.
 - h. The School Nurse, Health Aide and/or designated person shall consult the individual's health plan for specific instructions. He/she/they are not to wait for symptoms to develop. He/she/they shall provide care as directed in the health plan. If the individual is unable to access the health plan and/or an Epipen given, he/she/they shall call 911.
 - i. The School Nurse, Health Aide or designated person shall call the student's parent/guardian or emergency contact person or the staff person's family.
 - j. The incident and treatment shall be documented.

The student's/staff person's health plan shall be updated based on information obtained and reviewed as needed.

6. Symptoms of anaphylaxis include itching of the skin and raised rash (hives); flushing, swelling of the tissues of the lips, throat, tongue, hands or feet; wheezing, shortness of breath, coughing or hoarseness; headache; nausea, vomiting or abdominal cramps; or sense of impending doom or loss of consciousness. The severity of symptoms can quickly change and may occur from 15 minutes to several hours after exposure.

If a student/staff member with no known history of severe allergic reaction develops symptoms of anaphylaxis listed above, the following procedures shall be followed:

- a. Someone shall go with the student/staff person to the health room or school office where EpiPens are located.
 - b. 911 shall be called.
 - c. Someone should find the School Nurse, Health Aide or designated person to provide care.
 - d. The student/staff person should lie flat, face up, with feet raised eight to 12 inches.
 - e. If a bee stinger is noted in skin, the skin shall be scraped to remove the stinger. An ice pack shall be applied.
 - f. The student/staff person should be kept warm, but not overheated.
 - g. Nothing should be administered to the student/staff member by mouth.
 - h. The student's/staff person's airway should be monitored and kept open. As needed, secretions or vomitus should be removed and ventilation should be assisted.
 - i. The School Nurse, Health Aide or designated person may administer an EpiPen.
 - j. The School Nurse, Health Aide or designated person shall call the student's parent/guardian or emergency contact person or the staff person's family.
 - k. The incident and treatment shall be documented.
 - l. A health plan shall be developed for the student/staff person and reviewed as needed.
7. The procedures specified in #5 and #6 above shall be evaluated at the end of the school year by the school administration and School Nurse. The School Nurse shall review information with the medical advisor and obtain a standing order on an annual basis. Changes and updates shall be made as needed.

APPROVED: June 13, 2001