Linton Hall School

Allergy Action Plan

Dear Parent or Guardian,

Please provide the information requested below to help us care for your child's life-threatening allergy while at school.

Instructions for keeping lifesaving medication at Linton Hall School:

- The parent must bring the medication to the school office and give to a school representative.
- Unless an authorization to self-carry/self-administer has been submitted to LHS, medications are not to be left in the classroom, on the teacher's desk, in the student's lunch box, or in a backpack. *This applies to grades 5-8th only.*
- One "Medication Authorization for Prescription and Non-prescription Medications" (part 5 of this packet) form needs to be completed for each medication left at the school.
- The medication must be in the original container/packaging, including the pharmacist's/manufacturer's administration instructions.
- A completed Allergy Action Plan (attached) must be on file. This plan includes 6 parts:

Part 1 – Provides contact information for parents, emergency contacts and doctor. **To be completed by parent/guardian.**

Part 2 – Provides parent/guardian authorization to provide care. **To be completed by parent/guardian.**

Part 3 – Provides medical history as well as specific instructions/details for keeping the student safe while at school. **To be completed by parent and school representative.**

Part 4 – Provides healthcare provider authorization to administer medication during an allergic reaction. **To be completed by healthcare provider.**

Part 5 – Provides medication authorization for **EACH** medication to be administered. This section will need to be completed for each medication being left at school. **To be completed by healthcare provider and parent/guardian.**

Part 6 – Provides authorization when a student is to self-carry and self-administer epinephrine. **To be completed by healthcare provider, parent/guardian, and student.** *This applies to grades 5-8th only.*

Please note: Allergy Action Plans must be submitted annually at the beginning of each school year and whenever modifications are made to this plan.

Place child's photo here

Allergy Action Plan

Student Name: _____ DOB:_____Class:_____

Allergy to: _____

PART 1: To be completed by Parent/Guardian

1. Parent: _____ Phone Number: 1. _____ 2. _____

   Parent: _____ Phone Number: 1. _____ 2. _____

2. Emergency Contacts:
   Name/Relationship Telephone Numbers

a. _____ 1. _____ 2. _____

b. _____ 1. _____ 2. _____

3. Dr. _____ Phone Number: _____

PART 2: To be completed by Parent/Guardian

Parent/guardian request for administration of medication for allergic reactions

Schools must obtain specific written parental/guardian authorization before any medical treatment including medication administration can be provided. When signed by the parent/guardian this written informed consent gives trained school staff authorization to implement the medical order. When parents/guardians authorize a medical treatment for their child in school such authorization includes permission for appropriate communications between the school health professional and the medical prescriber related to the specific treatment ordered. Health treatment plans not signed and dated by the parent/guardian will not be implemented until all signatures have been obtained. Legally appropriate school health professional-medical prescriber communications based on the medical orders generally include the following:

• The prescription of treatment itself (e.g., questions regarding dosage, method of administration, potential drug interactions);
• Implementation of the treatment in school (e.g., questions regarding safety concerns, infection control, issues, or modifications in the treatment order related to the school setting or student's academic schedule); and
• Student outcomes from the treatment (e.g., questions regarding observed side effects, possibly untoward reactions, observation of behavior in the classroom).

Student may not attend school until the written parental/guardian authorization has been signed and returned to the school. In accordance with the Virginia Code § 22.1-274, I agree to the following:

I will not hold the School Board or any of its employees liable for any negative outcome resulting from the self-administration of said emergency medication by the student.

Release of Liability / Hold Harmless

In consideration of Linton Hall School administering the above requested medication to my child _____, I hereby acknowledge that the school, its faculty and staff are not responsible for reactions to the medication, an improper dosage in the medication, etc., and will only be responsible for injuries relating to negligent physical administration of the medication.

I understand that the person administering this medication or treatment may or may not be trained or experienced in the administration of medications or treatments. I knowingly consent to these procedures and request that the medication/treatment be administered.

Print Parent's/Guardian's Name Date _____ _____

Parent's/Guardian's Signature Date _____ _____

PART 3: <u>To be completed by Parent and School Representative</u>

Medical History:

What is your child allergic to?	
What age was your child when diagnosed?	
Has your child ever had a life-threatening reaction?	
Has your child ever received an Epi-Pen injection?	
What is your child's typical allergic reaction?	
Does your child have asthma?	
Does your child know what food/allergens to avoid?	
What is the severity of the allergy? Ingestion? Tactile? Inhalation?	
What are initial reactions/symptoms we should watch for?	
Is child on any other type of medications or supplements?	

Ways to keep student safe while at school:

Will you be providing safe snacks to be kept at school?	
Will you be providing safe treats to be kept at school in the event of a special occasion?	
For field trips, will you be transporting your child and staying to participate in the field trip?	
Are there classroom supplies that need to be eliminated from daily activity?	
Does the classroom need to completely exclude the specific allergen from the classroom?	
Does your child need to eat at a separate table to eliminate exposure to the allergen?	
Is your child able to eat items that are processed in the same manufacturing plant as allergen?	
Can items that are processed in the same manufacturing plant as allergen be in the classroom?	
Are there additional prevention steps that we need to take or other instructions/details you would like to share regarding your child's allergy that will help us to keep your child safe while at school?	

As a school, we will:

- Advise you in advance of classroom activities that will include food, so that you can address any risk of allergen exposure.
- Receive pre-approval before giving any food to your child.
- Store any food provided by you to keep on hand for emergencies or special occasions.
- Review classroom projects/supplies to make sure there is no concern due to an allergen.
- Carry life-saving medication in locked bag at all times with your child.
- Notify you in advance of field trips, so you can address any risk of allergen exposure.
- Clean tables and chairs to reduce exposure to allergens.
- Restrict food from being consumed on the playground to reduce exposure to allergens.

Parent/Guardian' Signature _____ Date _____

School Representative's Signature _____ **Date** _____

PART 4: To be completed by Health Care Provider

Student Name: _____ DOB: _____ Class:_____

Extremely reactive to: _____ , **therefore:**

☐ If checked, give epinephrine immediately for any symptoms if the allergen was likely eaten or injected (bee).

☐ If checked, give epinephrine immediately if the allergen was definitely eaten/injected, even if no symptoms are noted.

☐ If checked, student has asthma and is at higher risk for severe allergic reaction.

SEVERE SYMPTOMS – one or more of the following after suspected or known ingestion or contact
Mouth: significant obstructive swelling (tongue and/or lips)
Skin: many hives, itchy rash, swelling of face or extremities, widespread redness
Gut: abdominal cramping pain, repetitive vomiting, severe diarrhea
Throat: Tightening of throat, hoarseness, hacking cough, trouble breathing/swallowing*
Lung: Shortness of breath, repetitive coughing, wheezing*
Heart: Weak pulse, low blood pressure, fainting, pale, blueness*
Other: overall feeling something bad is about to happen, anxiety, confusion, etc.
Combination: mild and severe symptoms from different body areas
Additional:

**Potentially life threatening – severity of symptoms can quickly change*

- **INJECT EPINEPHRINE IMMEDIATELY**
- **Call 911, *request ambulance with epinephrine***
- Begin monitoring student for decrease or increase in symptoms
- Call parents/emergency contact
- Lay student flat and raise legs, if breathing difficult or vomiting, lay student on side
- If symptoms do not improve or symptoms return, epinephrine can be given again about 5 minutes or more after the first dose.
- Give additional medications as ordered below by physician (like Antihistamine or Inhaler if asthma)

MILD SYMPTOMS ONLY
Nose: itchy/runny nose, sneezing
Mouth: itchy mouth or tongue
Skin: few hives, mild itch
Gut: mild nausea, abdominal cramping/discomfort
Other:

- **GIVE ANTIHISTAMINES, IF ORDERED BY PHYSICIAN**
- Stay with student
- Alert parents/emergency contacts
- Watch student closely for changes. If symptoms worsen, **GIVE EPINEPHRINE.**
- ***When in doubt*, GIVE EPINEPHRINE.**

****Even if PARENT/GUARDIAN cannot be reached, do not hesitate to medicate or take child to medical facility!****

Medication Dosage

Epinephrine: inject intramuscularly

Antihistamine: give _____
(include medication/dose/route)

Other: give_____
(include medication/dose/route)

IMPORTANT: Asthma inhalers and/or antihistamines cannot be depended on to replace epinephrine in anaphylaxis.

Parent/Guardian' Signature _____ **Date** _____

Physician's Signature _____ **Date** _____

PART 5: <u>To be completed by Health Care Provider and Parent/Guardian</u>

Medication Authorization for Prescription and Non-prescription Medications

<u>Section A</u> - Completed by the parent/guardian for ALL medication authorizations.
<u>Section A & B</u> - Completed for any long-term medication (*those lasting longer than 10 working days*) authorizations or for any medications required to be on hand daily for life threatening emergencies (*ie., epinephrine/ albuterol*). Section B is to be completed/signed by physician.

- The parent must bring the medication to the school office. Medications are not to be left in the classroom, on the teacher's desk, in the student's lunch box, or in a backpack.
- One form (front and back) needs to be completed for EACH medication left at the school.
- The medication must be in the original container/packaging, including the pharmacist/manufacturer's administration instructions. Children's anti-histamine must be in the unopened original container.
- **The medication must be accompanied by this completed and signed form.**

<u>Section A</u>: To be completed by parent/guardian (must be completed by the parent/guardian for **ALL** medication authorizations)

Medication authorization for: _____

(Child's name)

Linton Hall School has my permission to administer the following medication:

Medication name: _____

Dosage and times medication is to be administered: _____

Special instructions (if any): _____

This authorization is effective for the _____ school year or _____ to _____.

(Start date) **(End date)**

Parent's or Guardian's Signature: _____ **Date**: _____

<u>Section B</u>: The child's physician must sign this form for any long-term medication authorizations (*those lasting longer than 10 working days*) or for any medications required to be on hand daily for life threatening emergencies (*ie., epinephrine/ albuterol*))

I, _____ certify that it is medically necessary for the medication(s) listed above in

(Name of Physician)

Section A to be administered to:_____ for a duration that exceeds 10 work days.

(Child's name)

Special instructions (if any): _____

_____

Physician's Signature: _____ **Phone:** _____ **Date**: _____

PART 6: <u>To be completed by Health Care Provider, Parent/Guardian and Student</u> *(applies to 5-8th grades only)*

PERMISSION FOR STUDENT TO CARRY AND/OR SELF-ADMINISTER EPINEPHRINE &/OR ALBUTEROL

Student Name: _____ DOB:_____

I, as the healthcare provider, certify that this child has a medical history of severe allergic reaction or asthma and has been trained in the use of the prescribed medication and is judged to be capable of carrying and self-administering epinephrine and/or albuterol. The nurse or designated school staff should be notified anytime the medication/injector is used. This child understands the hazards of sharing medication with others and has agreed to refrain from this practice. I understand that the school may withdraw permission to possess and self-administer the said emergency medication at any point during the school year if it is determined the student has abused the privilege of possession and self-administration or that the student is not safely and effectively self-administering the medication. Please indicate what authorization is being given:

Self-carry ☐
Self-administer ☐

Prescribed Medication/Dosage _____

Before allowing student to carry the prescribed medication, the healthcare provider will review proper use with the student. The physician must complete PART 5 of this packet "Medication Authorization for Prescription and Non-prescription Medications" for specific information concerning dosage and delivering the medication.

I DO _____ DO NOT _____believe that this student has received adequate education and has clear understanding on how and when to use the prescribed life-saving medication and is capable of safely carrying the medication on their person while in school.

Healthcare Provider Signature/Print Healthcare Provider Name/ Date _____

_____

I DO _____ DO NOT _____request that Linton Hall School permit the identified student to carry prescribed life-saving medication on his/her person in school or at school related events and be allowed to use it as soon as a severe allergic reaction or asthmatic attack begins. I agree to release, indemnify and hold harmless Linton Hall School, staff and agents from lawsuit, claim demand or action related to this medication use.

In order for all school staff to be aware of where to find the life-saving medication in the case of an emergency, the

*medication will be kept*_____.

Parent's/Guardian's Signature/Print Parent Name/Date _____

Student Signature /Print Student Name/Date _____

Principal or Designee Signature/Date_____