

Administrative Directive Title: Emergency Allergy Response Plan	AD Number: 6.412.1	Adopted: June 2007 Former Descriptor: STU14
Policy References: Board Policy 6.412 - Emergency Allergy Response Plan		Revised: 3/14, 6/14, 7/19, 11/24

1 This procedure aims to address the safety and well-being of students with known allergies by outlining
 2 clear steps for recognizing, responding to, and managing allergic reactions, including anaphylaxis, in the
 3 school setting. This plan applies to all school staff, including teachers, administrators, and support
 4 personnel, and ensures prompt and effective emergency care for students with allergies.

5 **PREVENTION PROCEDURES**

6 To minimize the risk of allergic reactions at school, the district shall utilize the following prevention
 7 measures:

- 8 1. Parent/Guardian Notification: At the time of enrollment, parents/guardians must be prompted to
 9 inform the school of any known allergies their child has, including allergic reactions. This will
 10 be accomplished by requesting this information from the parent/guardian as part of the
 11 enrollment application.
- 12 2. Emergency Action Plan: The school nurse will work with the parent/guardian to create an
 13 emergency action plan or emergency care plan, if necessary. The EAP/ECP is used by non-
 14 medical staff who may respond to an emergency and should be written in language that non-
 15 medical staff can understand, including clear action steps that non-medical staff follow when
 16 responding to an emergency.
- 17 3. Allergy Awareness Training: All staff members, including teachers, administrative staff,
 18 cafeteria workers, and bus drivers, will receive annual training on recognizing and responding to
 19 allergic reactions. Training will include signs and symptoms of allergic reactions, proper
 20 administration of epinephrine auto-injectors and other emergency medications, and emergency
 21 response procedures, including when and how to call for medical assistance.
- 22 4. Designated Personnel: In each school, a core team of staff members will be trained and
 23 designated to respond to allergic reactions, particularly those involving anaphylaxis. This team
 24 will include the school nurse (if available), administrators, and other key personnel.
- 25 5. Food Safety: Each school will implement protocols to prevent exposure to known allergens in
 26 the cafeteria, classrooms, and during school events (e.g., allergen-free zones, handwashing
 27 protocols, cleaning of surfaces, monitoring food labels).
- 28 6. Classroom Management: Teachers will work with school nurses and parents to create safe
 29 environments for students with allergies, including allergy awareness education and managing
 30 food or environmental allergens in classroom activities.

31 7. Field Trips and Extracurricular Activities: Staff responsible for field trips or extracurricular
32 activities must ensure that emergency medications are readily accessible and that trained
33 personnel are present to respond to allergic reactions.

34 **RECOGNIZING SYMPTOMS OF AN ALLERGIC REACTION**

35 School staff should be aware of the common symptoms of an allergic reaction, which may include:

- 36 1. Skin reactions (hives, redness, swelling)
- 37 2. Respiratory symptoms (wheezing, difficulty breathing, coughing)
- 38 3. Gastrointestinal symptoms (vomiting, diarrhea, abdominal pain)
- 39 4. Swelling of the face, lips, ears, or throat
- 40 5. Dizziness or loss of consciousness

41 In cases of severe reactions (anaphylaxis), symptoms can escalate quickly. If any of the above symptoms
42 are exhibited, a staff member should bring the individual to the front office *immediately*.

43 **STOCK EPINEPHRINE PROGRAM**

44 Pursuant to Tennessee Code Annotated § 49-50-1602, each school is authorized to maintain at least two
45 epinephrine auto-injectors in two unlocked, secure locations so that the epinephrine may be administered
46 in the event of a life-threatening allergic or anaphylactic reaction.

47 **EMERGENCY RESPONSE PROTOCOL**

48 If a student exhibits symptoms of an allergic reaction:

- 49 1. Assess the Situation: Determine if the staff/student is showing signs of a mild allergic reaction
50 (hives, itchy skin) or a severe reaction (anaphylaxis).
- 51 2. Administer Emergency Medication: If a severe allergic reaction or anaphylaxis is suspected,
52 immediately administer the staff/student's prescribed epinephrine auto-injector (e.g., EpiPen®)
53 according to the Allergy Action Plan. Do not wait for symptoms to worsen.
 - 54 a. If the staff/student does not have an epinephrine auto-injector but is showing signs of
55 anaphylaxis, trained personnel should administer a district-stocked epinephrine auto-
56 injector, if available, and follow the district's protocol for its use.
- 57 3. Call 911: After administering the epinephrine, immediately call 911 to request emergency
58 medical assistance, even if symptoms appear to improve. Inform emergency responders that
59 epinephrine has been given.
- 60 4. Monitor the Student: Stay with the student and monitor them closely while waiting for emergency
61 services. If symptoms worsen or return, administer a second dose of epinephrine if available,
62 pursuant to the EAP or district protocol.
- 63 5. Notify Parents/Guardians: Contact the student's parent/guardian as soon as possible to inform
64 them of the situation and actions taken.
- 65 6. Incident Report: The school nurse will file a report of an EpiPen administration and will provide
66 a copy to the district's nursing supervisor.