

- Procedure Number: 535
  - Procedure Name: Life Threatening Allergies in the School
  - Date of Revision: 2009 01 14
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The Board will report annually to the Ministry of Education with respect to their anaphylaxis policy and implementation (Ministerial Order M232/07).

The principal of the school is responsible for developing an individual school plan (based on the Anaphylaxis Action Plan) that creates and maintains as safe, healthy, and inclusive an environment as possible for students that may suffer from life-threatening allergies that can result in an anaphylactic reaction. All members of the school community must collaborate to create such an environment.

The following checklist should be used as a guideline for the development of a school plan:

- The parent(s)/guardian(s) will inform the principal of the student's allergy and have the child's physician/specialist complete a "**Request for Administration of Medication at School**" card. This card must be updated as required.
  - An **Anaphylaxis Action Plan** will normally be completed and in place prior to a student attending school. Kindergarten registrants and other newly registered students with life-threatening allergies will be referred to the Public Health Nurse as soon as possible, thereby allowing the **Action Plan** to be completed prior to the child's attendance at school.
  - In consultation with parent(s), and when appropriate, students in the class of the student with anaphylaxis should be given general information about allergies and information specific to the context of their classroom in that school year. Where deemed appropriate, this information will be supplemented with further classroom-based education presented by the Public Health Nurse.
  - All staff in schools with responsibility for students with life-threatening allergies shall receive in-service, presented by the Public Health Nurse, in a timely manner. Appropriate school-level procedures will be put in place to educate teachers-on-call, substitute teaching assistants, secretaries, playground supervisors, custodians and volunteers.
  - All staff members will take reasonable steps, consistent with Board of Education policy, to create as safe as an environment as possible, both in the classroom and in unstructured settings throughout the school and grounds, for students with life threatening allergies.
  - Parent(s)/guardian(s) will provide at least one suitable Epinephrine auto-injector (i.e. an EpiPen), which will be stored according to the **Action Plan**.
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**1. Responsibilities of the Principal:**

- Arrange meetings as necessary with the parent(s)/guardian(s) of the student with life-threatening allergies and consult with the Public Health Nurse to devise/revise the **Anaphylaxis Action Plan (AAP)**, as early as possible and preferably before the first day of attendance at the school.
- Ensure that the parent(s)/guardian(s) have completed, signed and updated all necessary forms, that the **Anaphylaxis Action Plan** is implemented and that all medical information is updated.
- Ensure that in-service is provided annually to school personnel and others who are in regular contact with children with anaphylaxis as a part of their role in or related to the school. In-service should focus on how to recognize and treat an anaphylactic reaction, a review of school policies and procedures that are designed to protect children with allergies, and school protocol for responding to emergencies.
- Post anaphylaxis alert forms in appropriate classrooms, in the staff room and in the main office. (Please consult with parents before posting children's pictures)
- Maintain an up-to-date list of emergency contacts and phone numbers.
- Where appropriate, inform all parent(s)/guardian(s) that a student with life-threatening allergies is attending the school/class and outline the support required of them to help ensure that student's safety.
- Ensure that Epinephrine auto-injectors (e.g. EpiPens) are stored in at least one safe but unlocked and easily accessible location, and that staff has been informed of that/those locations.
- With teachers, coaches, bus drivers, and other involved staff or volunteers, establish safe procedures for daily transportation, out-of-school experiences, and extra-curricular activities.
- With teachers, develop a school procedure for reducing risk in classrooms and common areas at school.

**2. Responsibilities of Parent/Guardian of Student With Life Threatening Allergies:**

- Inform the school of the child's allergies and make an appointment to meet with the principal, prior to attendance in school.
  - Meet with the principal or designate to participate in the development of an **Anaphylaxis Action Plan**.
  - Provide the school with current Epinephrine auto-injector(s) (e.g. EpiPen) and ensure the good condition of the auto-injector and its contents.
  - Consider a Medic Alert bracelet for the child.
  - Consider authorizing the sharing of information with other parents in the school, in consultation with principal.
  - Teach awareness and coping skills to the child with allergies, and to recognize and how to communicate the first signs of an anaphylactic reaction.
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- Know where medication is kept.
- Ensure that student:
  - ▶ Carries EpiPen (e.g. in a fanny pack) while at school.
  - ▶ Wears a Medic Alert bracelet at all times.
  - ▶ Eats only food approved from home.
  - ▶ Knows to wash hands before and after eating.
  - ▶ Takes as much responsibility for their own safety as possible.
  - ▶ Takes medication home at end of school year, or when leaving the school.

**3. Responsibilities of the Classroom Teacher:**

- Follow all school and district procedures regarding students with life-threatening allergies.
- Discuss allergies and anaphylaxis in age-appropriate terms, using Public Health Nurse or videos as a resource. The goal is to create an inclusive and safe experience for the student with allergies.
- Through education, create a positive attitude among all students towards an allergen-safe classroom/school to increase the sense of inclusion and to decrease risk.
- Discourage the sharing of food, drink, and utensils.
- Discuss with parent/guardian plans for alternate food from home when food plays a role in a special occasion in the class. (e.g. birthday, holiday celebration)
- Reinforce regular hand washing, especially before and after eating.
- Ensure desks and food preparation areas are washed with warm soapy water after eating. (This may become a classroom project and might be completed by students in an effort to maintain a clean and safe classroom environment.)
- Leave information in an organized, obvious, accessible format for Teachers-On-Call according to the **AAP** and ensure that the Teacher-On-Call knows to look for the information.
- Help ensure that student carries her/his auto injector, according to **Anaphylaxis Action Plan**
- Follow plan developed by principal and parent to ensure a safe environment that does not isolate the child.

**4. Responsibilities of Students With Anaphylaxis:**

The student should:

- Know where the EpiPen is kept.
  - Take as much responsibility as possible to avoid allergens.
  - Eat only food permitted from home.
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- Be responsible for reading food labels (older students).
- Wash his/her hands before and after eating.
- Know the signs and symptoms of an anaphylactic reaction.
- Tell an adult as soon as an accidental exposure occurs or symptoms appear.

**5. Precautions for Teachers Outside the Classroom/School:**

- A cell phone, the **AAP** and student's Epinephrine auto-injector should be taken on all school outings.
  - In the event of an anaphylactic reaction, administer Epinephrine auto-injector and call 911.
  - All adults accompanying students on a school outing should know who has anaphylaxis and where the auto-injector is kept.
  - Students must not eat or drink on the bus at anytime.
  - Students should only eat foods approved from home.
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## APPENDIX 'A'

### Anaphylaxis-Emergency Protocol (to be posted in school)

1. Anaphylaxis is a sudden and severe allergic reaction, which can be fatal, requiring immediate medical emergency measures.
  2. An anaphylactic reaction can involve any of the following symptoms, which may appear alone or in any combination:
    - **Skin:** hives, swelling, itching, warmth, redness, rash
    - **Respiratory** (breathing): wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing
    - **Gastrointestinal** (stomach): nausea, pain/cramps, vomiting, diarrhea
    - **Cardiovascular** (heart): pale/blue colour, weak pulse, passing out, dizzy, lightheaded, despondent
    - **Other:** anxiety, feeling of impending doom, headache, uterine cramps in females
  3. The most dangerous symptoms involve:
    - breathing difficulty
    - dizziness, light-headedness, feeling faint, weak
  4. Do not ignore early symptoms, especially if the person has had an anaphylactic reaction in the past.
  5. Anaphylaxis can occur without hives.
  6. When a reaction begins respond immediately.
  7. If you think a child is experiencing an anaphylactic reaction:
    - a) Administer single dose Epinephrine auto-injector such as EpiPen
    - b) Follow the emergency protocol on the Anaphylaxis Action Form developed for this person
    - c) Call an ambulance and ask for Advanced Life Support
    - d) Contact the school principal or school first aide person
    - e) Contact the student's parent/guardian
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