

# SEVERE ALLERGIES (students and school-based staff)

## Background

The Division recognizes the responsibility that it shares with students, parents and staff to minimize the risk of exposure of students or individuals with severe allergies to potentially life-threatening allergens without depriving them of normal peer interactions, or placing unreasonable restrictions on the activities of other students in the school.

## Definitions

In this administrative procedure:

Allergen means a substance which provokes an allergic response and includes bee or wasp venom, certain foods, animal dander (eg. dogs see [AP314 – Service Dogs for Students with Special Needs](#)) and latex and other chemicals.

Injector means a syringe and needle which contain a premeasured dose of epinephrine or adrenaline and includes EpiPens® and other pre-loaded auto-injectors.

Parent means a parent as defined in the School Act.

Severe allergy means a severe allergic reaction or anaphylactic response to an allergen which, if left untreated, can lead to sudden death.

## Procedures

### 1. Responsibilities of Parents

- 1.1 Parents of students with severe allergies share responsibility for minimizing the risk of exposure of students with severe allergies to potentially life-threatening allergens.
- 1.2 Parents of students with severe allergies must:
  - 1.2.1 Advise the Principal, the home-room teacher and, where appropriate, Transportation Services about the student's severe allergy when the allergy is diagnosed, at the beginning of each school year, or when the student changes schools by providing the following:
    - 1.2.1.1 Current emergency information.
    - 1.2.1.2 Severe Allergy Alert Form ([Form 117-1](#)) completed by a medical doctor.
    - 1.2.1.3 Completed Consent to Administer Medication [Form 117-2](#)

- 1.2.1.4 Recent photograph of the student.
    - 1.2.1.5 Medic Alert bracelet or other suitable identification for the student.
  - 1.3 Provide the student with a case containing at least one (1) unexpired auto-injector or other medication as prescribed by a physician.
  - 1.4 Ensure that the student has the injector or medication readily available, while at school, on off-campus programs, off-site activities or at other school events and activities.
  - 1.5 It is strongly recommended that students with severe allergies have two injectors available for off campus or outdoor education trips when emergency services are not readily available.
  - 1.6 Check expiry dates of medication and injectors and replace them as necessary.
  - 1.7 In the case of food allergies, provide snacks and lunches for the student.
  - 1.8 Be familiar with the school's severe allergies emergency response protocol.
  - 1.9 Assist the Principal in developing a Care Plan for the student and help school personnel understand the care plan and its use.
  - 1.10 Assist the Principal by supporting the provision of educational information about severe allergies to other parents and the school community.
2. Responsibilities of Students with Severe Allergies
- 2.1 Students with severe allergies share responsibility for minimizing their risk of exposure to potentially life threatening allergens.
  - 2.2 Students with severe allergies must:
    - 2.2.1 Eat only foods brought from home unless authorized by the parents in writing,
    - 2.2.2 Wash their hands before eating,
    - 2.2.3 Learn to recognize symptoms of a severe allergic reaction,
    - 2.2.4 Promptly inform a teacher or an adult as soon as accidental ingestion or exposure to an allergen occurs or symptoms of a severe allergic reaction appear,
    - 2.2.5 Keep an injector or medication handy or on their person at all times, and
    - 2.2.6 When age appropriate, know how to use an injector or take medication.
3. Responsibilities of the Principal and/or Site Supervisor
- 3.1 Principals and Site Supervisors share responsibility for minimizing the risk of exposure of students and staff with severe allergies to potentially life-threatening allergens.
  - 3.2 EpiPen training will be available in person for all staff where severe allergies are known to be present in the workplace.

- 3.2.1 Employees who take part in in person training will not be required to complete the training in Public School Works

## **STAFF**

- 3.3 All work related incidents (allergy related or not) must be reported to the Division, whether or not it occurs during regular school hours
- 3.3.1 A debrief will occur after every severe allergy incident to ensure we improve our practice where possible
- 3.4 Inform all staff of severe allergies of a staff member or staff members, only if the staff member(s) with severe allergies provides consent for this information to be shared.
- 3.4.1.1 Provide additional information about the allergy:
- 3.4.1.2 What they are allergic to
- 3.4.1.3 Where they carry their personal EpiPen(s)
- 3.4.1.4 Staff provided injectors which are not in the staff members possession are stored in the EpiPen storage container to be installed housed next to the First Aid Kit in the main office. and that all staff are aware of the location.
- 3.4.1.5 Division issued auto injectors are provided for student use per the Protection of Students With Life-Threatening Allergies Act, these should not be relied upon as a backup for staff.
- 3.5 Ensure the school/site allergy list is updated at beginning of the year and regularly throughout the year
- 3.6 Ensure staff understand the severity of severe allergies and how to respond with compassion and knowledge in case of anaphylactic shock
- 3.7 Ensure that photos of staff (given their consent) are posted in the staff room or office area outside of the view of the general public along with the allergy the person has.

## **STUDENTS**

- 3.8 The Principal is responsible for planning the coordination and management of students who have life-threatening allergies in coordination with parents, by ensuring that:
- 3.8.1 The parents of the student with severe allergies are advised of this administrative procedure and provided with a copy of it and the emergency response protocol.
- 3.8.2 Any provided injectors which are not in the student's possession are stored in a covered, secure and accessible location at the school.
- 3.8.3 Protection of *Students With Life-Threatening Allergies Act* requires boards to ensure that a minimum of one epinephrine auto-injector is maintained in accordance with regulations in each school by the board.

- 3.8.4 A Student Care Plan is developed including:
  - 3.8.4.1 Provision for the collection and storage of auto-injectors,
  - 3.8.4.2 Education of all parties,
  - 3.8.4.3 Procedures to be followed,
  - 3.8.4.4 Location of the medication,
  - 3.8.4.5 Photographs of students, and
  - 3.8.4.6 Off-campus, off-site, and lunch program procedures.
- 3.8.5 The Student Care Plan is to be kept in a readily accessible location at the school and include emergency contact information.
- 3.8.6 When a student with a severe allergy transfers to another school, the Principal shall assist the parent in communicating the student's severe allergies and care plan to the receiving Principal.

#### 4. Responsibilities of Teachers of Students with Severe Allergies

- 4.1 The classroom teacher of a student with severe allergies shares responsibility for minimizing the risk of exposure of students with severe allergies to potentially life threatening allergens.
- 4.2 Such teachers must:
  - 4.2.1 Discuss anaphylaxis with the class, in age-appropriate terms, making sure to include the following:
    - 4.2.1.1 Encourage students not to share or trade food,
    - 4.2.1.2 Hand-washing before and after eating,
    - 4.2.1.3 Encouraging an empathetic understanding of severe allergies and the seriousness of the consequences.
  - 4.2.2 Avoid allergenic foods and substances for classroom events.
  - 4.2.3 Facilitate communication with other parents.
  - 4.2.4 Leave the Student Care Plan in an organized, prominent and accessible format for substitute teachers.
  - 4.2.5 Ensure that the emergency response protocol and appropriate medication is taken on off-site activities.
  - 4.2.6 Know the school's emergency response protocol.
  - 4.2.7 Encourage the student with severe allergies to eat only what is brought from home.

#### 5. Educating all Members of the Site or School Community

- 5.1 The principal/supervisor shall ensure:
  - 5.1.1 that all staff and lunch program supervisors receive training annually, or more frequently if required, in the recognition of a severe allergic reaction and the use of injectors and the emergency response protocol.

- 5.1.2 that all members of the site or school community (such as substitute teachers, volunteers, bus drivers and FSD staff involved in student supervision) have appropriate information about severe allergies including background information on allergies, anaphylaxis and safety procedures;
- 5.1.3 that all off-site activity service providers are notified of the individual's severe allergy, if necessary.

## 6. School-based employees with severe (anaphylactic) allergies

6.1 Response plans shall be in place in the event of potential anaphylactic reactions in the school. Primary responsibility for the management of an anaphylactic allergy rests with the employee and/or appropriate medical personnel.

- 6.1.1 It is the decision of each employee to choose to inform their principal/supervisor of their allergy. Employees are strongly encouraged to self-identify if they have an anaphylactic condition by completing [Form 117-3](#).
- 6.1.2 The degree to which this information is shared with others in the school should be determined by the employee with the medical condition.
- 6.1.3 Where appropriate, information to reduce the risk of exposure to anaphylactic causative agents in classrooms and common areas of the school shall be shared with all staff and students.
- 6.1.4 Emergency response training shall be provided to all staff members who are in direct contact with an anaphylactic employee on a regular basis, including the use of epinephrine auto-injectors such as Epi-pens.
- 6.1.5 For employees who have self-identified, [Form 117-3](#) Severe Allergy Alert Form should be resubmitted at the beginning of each school year.
- 6.1.6 It is the obligation of the employee to ensure that the allergy plan information disclosed in 117-3 is kept up-to-date with the current medications that the employee is taking.
- 6.1.7 For any individual experiencing an anaphylactic reaction call 911.
- 6.1.8 Employees are encouraged to contact Employee Services with any concerns or questions regarding a health issue that may affect their work with the Division.
- 6.1.9 Employees are encouraged to provide a "spare" epinephrine auto-injector such as an Epi-pen device to the workplace.

## 7. Responsibilities of the School Division

7.1 The School Division will ensure the following are made available to all schools and employees.

- 7.1.1 All employees will be required to take Epi-pen and severe allergy training either made available through first aid training or via Public School Works

- 7.1.2 EpiPen training kits will be made available to every school and will be stored with the First Aid Kits in the main office at each school or site
- 7.2 Provide each school with an EpiPen storage container to be housed next to the First Aid Kit in the main office.
- 7.3 Develop standard documents for every school or site to list students and staff with allergies, what the allergies are, where they keep their personal EpiPen, and when the expiry date is.
  - 7.3.1 These forms will be shared with each point of service, updated regularly, and secured with the First Aid Kit/EpiPen storage container to be installed housed next to the First Aid Kit in the main office.
- 7.4 Embed severe allergy training as part of operational days before first day of student attendance where possible

Reference: Relevant Legislation & Guidelines