

## EMPLOYEE HEALTH AND SAFETY - SEVERE ALLERGIES

### Background

The Division recognizes the responsibility that it shares with staff to minimize the risk of exposure 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 individuals

### 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.

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 the Principal and/or Site Supervisor
  - 1.1 Principals and Site Supervisors share responsibility for minimizing the risk of exposure of staff with severe allergies to potentially life-threatening allergens.
  - 1.2 EpiPen training will be available in person for all staff where severe allergies are known to be present in the workplace.
    - 1.2.1 Employees who take part in in person training will not be required to complete the training in Public School Works

### STAFF

- 1.3 All work related incidents (allergy related or not) must be reported to the Division, whether or not it occurs during regular school hours
  - 1.3.1 A debrief will occur after every severe allergy incident to ensure we improve our practice where possible

- 1.4 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.
  - 1.4.1.1 Provide additional information about the allergy:
  - 1.4.1.2 What they are allergic to
  - 1.4.1.3 Where they carry their personal EpiPen(s)
  - 1.4.1.4 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.
  - 1.4.1.5 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.
- 1.5 Ensure the school/site allergy list is updated at beginning of the year and regularly throughout the year
- 1.6 Ensure staff understand the severity of severe allergies and how to respond with compassion and knowledge in case of anaphylactic shock
- 1.7 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**

1.8 See [AP 315 – Student Health and Safety](#)

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

2.1 The principal/supervisor shall ensure:

- 2.1.1 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.
- 2.1.2 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;
- 2.1.3 that all off-site activity service providers are notified of the individual's severe allergy, if necessary.

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

- 3.1 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.
  - 3.1.1 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 159-1](#)
  - 3.1.2 The degree to which this information is shared with others in the school should be determined by the employee with the medical condition.
  - 3.1.3 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.
  - 3.1.4 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.
  - 3.1.5 For employees who have self-identified, [Form 159-1](#) Severe Allergy Alert Form should be resubmitted at the beginning of each school year.
  - 3.1.6 It is the obligation of the employee to ensure that the allergy plan information disclosed in [159-1](#) is kept up-to-date with the current medications that the employee is taking.
  - 3.1.7 For any individual experiencing an anaphylactic reaction call 911.
  - 3.1.8 Employees are encouraged to contact Employee Services with any concerns or questions regarding a health issue that may affect their work with the Division.
  - 3.1.9 Employees are encouraged to provide a “spare” epinephrine auto-injector such as an Epi-pen device to the workplace.

#### 4. Responsibilities of the School Division

- 4.1 The School Division will ensure the following are made available to all schools and employees.
  - 4.1.1 All employees will be required to take EpiPen and severe allergy training either made available through first aid training or via Public School Works
  - 4.1.2 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
- 4.2 Provide each school with an EpiPen storage container to be housed next to the First Aid Kit in the main office.
- 4.3 Develop standard documents for every school or site to list staff with allergies, what the allergies are, where they keep their personal EpiPen, and when the expiry date is.

- 4.3.1 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.
- 4.4 Embed severe allergy training as part of operational days before first day of student attendance where possible

Reference: Relevant Legislation & Guidelines