



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: SCHOOL OPERATIONS
 TITLE: STUDENT HEALTH
 CODE: 5123 Life-Threatening Allergies

Reference Matrix	
Education Act	Sections 85, 87, 108, 109, 175, 190
Other Relevant Acts	<i>Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)</i>
Holy Family Related Procedures	OP 5121 General Services and Information OP 5122 Administering of Medication
Holy Family Related Manuals	
Resources (Ministry, SSBA, SCSBA, etc.)	Anaphylaxis Handbook (SSBA, 2001)
Date Reviewed	January 6, 2016

Background:

The Board recognizes health risks experienced by students with life-threatening allergies. While the Division cannot guarantee an allergen-free environment, the Board will require the schools to take reasonable steps to provide a safe environment for children with life-threatening allergies.

The responsibility for communicating concerns about students with life-threatening allergies or anaphylactic reactions to foods rests with the parent(s)/guardian(s) and the student themselves, depending on age and maturity.

Schools have a supportive role to play in helping parent(s)/guardian(s) of students with life-threatening allergies avoid exposure to pre-identified allergens while the student is in school.

Procedures:

1. Information and Awareness

- 1.1. It is the responsibility of the parent(s)/guardian(s) of children with a life-threatening allergy or anaphylaxis to identify their children annually or sooner if necessary to the Principal as required on the Student Registration Form [OP](#)

[5011 Appendix 1 Student Registration Form](#) and provide additional information regarding:

- 1.1.1. Documentation of current emergency information;
 - 1.1.2. The foods or stimulants that trigger the allergic or anaphylactic reaction;
 - 1.1.3. A treatment protocol, signed by the child's physician;
 - 1.1.4. Any changes in the child's condition from previous years or since last reported;
 - 1.1.5. Permission to post photographs and medical information in key locations such as classroom, school bus, staffroom, etc.
- 1.2. Parent(s)/guardian(s) are encouraged to have their children wear an allergy alert bracelet.
- 1.3. Students with life-threatening allergies should be identified during annual transitional meetings.
- 1.4. All staff members must be made aware that a student with a life-threatening allergy or anaphylaxis is attending their school and that child shall be identified, either individually or at a staff meeting before or immediately after the child registers for school.
- 1.5. An allergy-alert form, with photograph, description of the allergy, treatment, and action plan should be attached to the student's cumulative file and placed in key locations such as the office, staffroom, classroom, school bus, and wherever the epinephrine pen is stored.
- 1.5.1. Parent(s)/guardian(s) should be included in the decision about whether posters should also be placed in public places such as the classroom and school bus.
- 1.6. Students are expected to refrain from exchanging lunches or items in their lunches due to life-threatening allergies.
- 1.7. The Principal shall see that appropriate in-service and training is provided annually to school personnel.
- 1.7.1. Instructions on the use of the epinephrine pen, along with a list of symptoms and emergency procedures, should be posted in a clearly visible location in the child's classroom, whether or not the child's picture is posted.
 - 1.7.2. The classroom teacher should see that the information is kept in a place where it will be highly visible and readily understood by Substitute Teachers.

- 1.8. With the permission of the parent(s)/guardian(s), the school may identify students suffering life-threatening allergies to all students in the school and solicit their cooperation.
- 1.9. If parent(s)/guardian(s) identify their child to have a life-threatening allergy or anaphylactic reaction to specific foods, Principals shall ask other parent(s)/guardian(s) in that student's class to refrain from sending those foods to school.

2. Avoidance

- 2.1. The Principal shall develop procedures for the school to reduce the risk for students with life-threatening allergies. Such procedures may include, but are not restricted to:
 - 2.1.1. Avoiding use of the classroom(s) of children with food allergies as a lunchroom. If the classroom must be used for that purpose, it must be established as an "allergen-free" area.
 - 2.1.2. Identification of non-food allergens in school activities;
 - 2.1.3. Procedures for holidays and special celebrations;
 - 2.1.4. Procedures for Educational Excursions;
 - 2.1.5. Provision of information and access to assistance for Substitute Teachers;
 - 2.1.6. Strategies for monitoring 'allergen-free' areas and for identifying high-risk areas for anaphylactic students;
 - 2.1.7. Timely and efficient communication to all staff members of students who have threatening allergies.
- 2.2. Regular reminders shall be sent to staff, students, and parent(s)/guardian(s) regarding the problematic foods.

3. Emergency Response

- 3.1. A separate emergency plan shall be developed for each child with a life-threatening allergy, including:
 - 3.1.1. Procedure to communicate the emergency rapidly to a staff person who has current training in the use of an epinephrine pen;
 - 3.1.2. Administration of the epinephrine pen;
 - 3.1.3. Telephone 911 or an ambulance
 - 3.1.4. Transport the child to a hospital;
 - 3.1.5. Telephone the hospital to advise them the child is on the way;
 - 3.1.6. Telephone the parent(s)/guardian(s) of the child;
 - 3.1.7. Re-administer the epinephrine pen every 10 – 20 minutes while waiting for the ambulance and en route to the hospital if symptoms do not improve or reoccur;

- 3.1.8. Assign a staff person to take extra epinephrine pens and accompany the child to the hospital and stay with the child until a parent(s)/guardian(s) arrives.
 - 3.1.9. Ensure that the location epinephrine pen is known by those who have agreed to administer, and even to those who have not so that in the case of an emergency time is not wasted.
- 3.2. Epinephrine pens should be kept in a covered and secure area, but unlocked for quick access.
 - 3.3. Classmates should be made aware of the location of the epinephrine pen in the classroom at the start of the year, with location reviewed periodically.
 - 3.4. Parent(s)/guardian(s) shall communicate to the staff the signs of their child's anaphylactic shock.