

## Administrative Procedure 314

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# ALLERGIES

### Background

It is important to minimize the exposure risk of people with allergies without depriving them of normal peer interactions, or placing unreasonable restrictions on the activities of others in the school.

### Definitions

1. "Allergen" means a substance which provokes an allergic response and includes insect venom, certain foods, fur, feathers, moulds, dust mites and latex and other chemicals;
2. "Injector" means a syringe and needle which contain a pre-measured dose of epinephrine or adrenaline and includes EpiPens® and other pre-loaded auto-injectors;
3. "Anaphylaxis" means an allergic reaction that is rapid in onset and may cause death.
4. "Allergy" means an allergic reaction to an allergen that, if left untreated, can lead to rashes, hives, difficulty breathing, coughing, watering and swelling of eyes, severe itchiness etc. that causes distress..

### Guidelines

1. Schools should endeavor to provide an allergy safe environment at school while children learn the skills they need to live a healthy life with their allergy.
2. Educating the school community is vital for schools to become allergy aware and allergen safe.
3. The Principal is encouraged to involve parents, students and staff in all phases of the response plan.
4. Where new schools are being built or existing schools renovated, the District shall actively seek to minimize building materials that are known to cause or promote allergic reactions.

### Procedures

1. Parents are responsible for:
  - 1.1 Advising the Principal about their child's anaphylaxis and/or allergies;
  - 1.2 Providing and keeping emergency contact information current;

- 1.3 Assisting the Principal if their child has anaphylaxis and/or allergies by;
  - 1.3.1 Asking their child's medical doctor to complete the Severe Allergy Alert Form;
  - 1.3.2 Providing the Principal with a recent photograph of their child;
  - 1.3.3 Providing the student with a Medic Alert bracelet or other suitable identification;
  - 1.3.4 Providing the student with a case containing at least one unexpired injector or other medication as prescribed by a physician and ensuring that the student has the case or medication readily available; while at school, on field trips or at other school events and activities;
  - 1.3.5 Checking expiry dates of medication and injectors and replacing them as necessary;
- 1.4 Providing necessary snacks and lunches for the student;
- 1.5 Assisting the Principal by supporting the provision of educational information about anaphylaxis and/or allergies to other parents and the school community;
- 1.6 Advising the school bus driver of the student's anaphylaxis and/or allergies; and
- 1.7 Advising the teacher of allergies as soon as possible at the beginning of a school year.

2. Staff with allergies are responsible for:

- 2.1 Advising the Principal or supervisor about their anaphylaxis and/or allergies upon commencement of work;
- 2.2 Providing and keeping emergency contact information current;
- 2.3 Completing and submitting a Severe Allergy Alert Form if applicable;
- 2.4 Wearing a Medic Alert bracelet or other suitable identification for anaphylaxis and/or allergies as necessary;
- 2.5 Having a case containing at least one unexpired injector or other medication as prescribed by a physician and ensuring that they have the case or medication readily available, while at school, on field trips or at other school events and activities;
- 2.6 Checking expiry dates of medication and injectors and replacing them as necessary;
- 2.7 Assisting the Principal by supporting the provision of educational information about anaphylaxis and/or allergies to the school community, and
- 2.8 Advising at least one accompanying adult of their anaphylaxis and/or allergies and the location of and use of an injector or medication, when they take students on a field trip.

3. Parents who are involved in school based activities and/or field trips and who have anaphylaxis and/or allergies shall inform the attending teacher/staff of their allergy, the location of and how to use their injector/medication and emergency contact information.
4. Students with anaphylaxis and/or allergies shall:
  - 4.1 Where allergies are food-based, eat only foods that are safe for them;
  - 4.2 Wash their hands before eating;
  - 4.3 Learn to recognize symptoms of anaphylaxis and allergic reactions;
  - 4.4 Advise teacher of any activity that could trigger an allergic reaction (e.g., running outside when moulds or pollens are in high enough concentrations to cause an allergic reaction);
  - 4.5 Promptly inform a teacher or an adult as soon as accidental ingestion or exposure to an allergen occurs or symptoms of a allergic reaction appear;
  - 4.6 Keep an injector or medication handy at all times; and
  - 4.7 When age appropriate, know how to use an injector or take medication.
5. The Principal is responsible for planning the coordination and management of students and staff who have anaphylaxis and/or allergies by:
  - 5.1 Advising all staff and the parents of students with anaphylaxis and/or allergies of this policy;
  - 5.2 Consulting with and advising the staff, the parents of the student with anaphylaxis and/or allergies, the school council of any procedures regarding allergies;
  - 5.3 Ensuring that all members of the school community have appropriate information about anaphylaxis and/or allergies including background information on allergies and safety procedures;
  - 5.4 Ensuring that a response plan is developed for the school, including collection and storage of injectors, handling medication, education of the school community, procedures to be followed, photographs of students, field trip and lunch room procedures;
  - 5.5 Requesting that the parents and staff complete and sign the severe allergy alert form;
  - 5.6 Advising all staff members regarding students who have anaphylaxis and/or allergies before the student attends the school and prior to the first day of class every year thereafter;
  - 5.7 Ensuring that an response plan is developed for each staff member and student with anaphylaxis and/or allergies, in cooperation with the parents, and where the Principal deems it necessary, the public health nurse; and the student's doctor;
  - 5.8 Ensuring, for anaphylaxis, that the response plan is kept in a readily accessible location at the school and includes emergency contact information;
  - 5.9 Ensuring, for allergies, that a response plan is readily available in the student's classroom and includes emergency contact information;

- 5.10 Posting, with the consent of the parent or guardian, a picture of the student with anaphylaxis, with a description of the allergy and the student's response plan, in a central but not a public location at the school;
  - 5.11 Ensuring that injectors and medication provided by parents and which are not in the student's possession are clearly labeled and stored in a covered, secure and accessible location at the school; and
  - 5.12 Ensuring that all staff and lunchroom supervisors are aware of the location of the injectors and medication.
  - 5.13 Ensuring that all school staff and lunchroom supervisors receive on-going training on a regular basis, in the recognition of a anaphylactic and/or allergic reaction and the use of injectors, medication, and the response plan;
6. With the consent of the parent, the Principal and the classroom teacher shall ensure that the student's classmates are provided with information on anaphylaxis and/or allergies in a manner that is appropriate for the age and maturity level of the students. Strategies to reduce teasing and bullying must be incorporated in this information.
  7. The classroom teacher of a student with anaphylaxis and/or allergies shall:
    - 7.1 Discuss allergies with the class, in age-appropriate terms;
    - 7.2 Endeavor to avoid all types of allergens (including those that cause mild allergies);
    - 7.3 Facilitate communication with other parents;
    - 7.4 Leave information about students with anaphylaxis and/or allergies in an organized prominent and accessible format for substitute teachers;
    - 7.5 Ensure that appropriate injectors and medication are taken on field trips, and;
    - 7.6 Ensure that adults who accompany field trips are made aware of students and staff who have severe and moderate allergies and how to deal with allergic reactions.
  8. The classroom teacher and any lunchroom supervisor of a student with anaphylaxis and/or allergies shall:
    - 8.1 Know the school's response plan;
    - 8.2 Encourage students not to share or trade food;
    - 8.3 Encourage the students with anaphylaxis and/or food-based allergies to eat only what they bring from home;
    - 8.4 Reinforce hand-washing before and after eating;
    - 8.5 Encourage an empathetic understanding of anaphylaxis and/or allergies and the seriousness of the consequences.

Reference: Section 45, 60, School Act

Additional Resource: Anaphylaxis: A Handbook for School Boards – this doesn't exist anywhere anymore

Additional Resource: Anaphylaxis in Schools & Other Settings (3<sup>rd</sup> Edition)

Cross-Reference: District Severe Allergy Alert Form