

SEVERE ALLERGIES

Background

The Division recognizes the responsibility that it shares with parents and students to minimize the risk of exposure of students 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 317-1](#)) completed by a medical doctor.
 - 1.2.1.3 Completed Consent to Administer Medication [Form 317-2](#)
 - 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

- 3.1 Principals share responsibility for minimizing the risk of exposure of students with severe allergies to potentially life-threatening allergens.
- 3.2 The Principal is responsible for planning the coordination and management of students who have life-threatening allergies in coordination with parents, by ensuring that:

- 3.2.1 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.
 - 3.2.2 Any provided injectors which are not in the student's possession are stored in a covered, secure and accessible location at the school.
 - 3.2.3 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.
 - 3.2.4 A Student Care Plan is developed including:
 - 3.2.4.1 Provision for the collection and storage of auto-injectors,
 - 3.2.4.2 Education of all parties,
 - 3.2.4.3 Procedures to be followed,
 - 3.2.4.4 Location of the medication,
 - 3.2.4.5 Photographs of students, and
 - 3.2.4.6 Off-campus, off-site, and lunch program procedures.
 - 3.2.5 The Student Care Plan is to be kept in a readily accessible location at the school and include emergency contact information.
 - 3.2.6 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.

Reference: Relevant Legislation & Guidelines