

Administrative Procedure 316

Anaphylaxis

Background

The district is committed to the principle of providing as safe learning and teaching environment as possible for its students, staff and volunteers. This includes a safer environment for all those who suffer from anaphylaxis, the term used to describe acute, severe, life-threatening allergic reactions that require immediate medical treatment.

The district is committed to implementing this administrative procedure through promotion of awareness of anaphylaxis and through adaptation and communication of procedures to promote safer environments for students who experience allergic reactions.

School staff, parent(s)/guardian(s) and students should always work together to create safe and healthy environments for all, within the limits created by legislation, school configuration and available staff. This is an additional challenge for schools attended by students with life-threatening allergies. For some students, anaphylactic reactions can be triggered by bee stings and not only by eating foods, but also by their touch and smell. This has implications for the whole school, not just individual classrooms.

Procedure

1. While it is impossible to create a risk-free environment, school staff and parent(s)/ guardian(s) can take important steps to minimize potentially fatal anaphylactic reactions. Accurate records, written protocols, staff education, parent(s)/guardian(s) support, and classroom and school rules shall be considered. Schools shall take realistic and practical actions that will be well supported by everyone involved. It is unrealistic and provocative to attempt to "ban/eliminate" allergens (e.g., peanuts, nuts, nut oils, fish, milk, eggs, and wheat). The goal is to minimize and control allergens through education. It is recommended that the word "ban" not be used in any communication.
2. It is important for staff members to review the school's use of foods, and to avoid making food the focus of all special events, especially if some foods pose a health risk. Processed foods contain hidden ingredients that cannot be enjoyed freely by all students. If at all possible, the school should not use food for fund-raising activities.
3. It is important to supervise common-use areas to ensure that traces of foods that pose a hazard are not found there.
4. The principal of the school is responsible for developing an individual school plan that creates and maintains as safe and healthy environment as possible for students that may suffer from anaphylactic shock. Parent(s)/guardian(s) of anaphylactic students are partners

in this process and shall receive a copy of this administrative procedure and the individual school plan.

5. It is important to ensure that the following checklist is used to develop and implement the school's plan, and that all the appropriate approved forms are used:
 - 1) The parent(s)/guardian(s) will inform the principal of the student's anaphylactic condition and have the allergist complete the Allergist Information Form for Anaphylaxis. This shall be updated yearly or as required.(F 316-3)
 - 2) The Emergency Allergy Protocol shall be used with the parent(s)/guardian(s) of the anaphylactic student, which will provide written permission from the parent(s)/guardian(s).(F 316-3)
 - 3) The anaphylactic student's parent(s)/guardian(s), accompanied by the student, shall meet with the student's teacher, principal and prior to the student's first day in school or anytime there is a change in the medical condition.
 - 4) It is mandated that other students in the anaphylactic student's class be given information as soon as possible and asked to be cooperative. This shall be followed up by-the principal. The parent(s)/guardian(s) is encouraged to participate.
 - 5) All employees in schools shall receive in-service at the beginning of each school year. All employees constitute an employee of a board who regularly works at the school, in the case of a school operated by the board. This includes bus drivers and volunteers.
 - 6) All parents of students in the classroom with the anaphylactic student are partners in providing a safer environment. It is suggested that the principal and staff gain the co-operation of parent(s)/ guardian(s) in the school by working with the parent(s)/ guardian(s) of the anaphylactic student, as set out in the approved form. (F 316-6)
 - 7) The classroom teacher shall take reasonable steps to create safer classrooms as set out in the approved form. (F 316-6)
 - 8) All staff shall take reasonable steps to create safer conditions outside the classroom as set out in the approved form. (F 316-6)
 - 9) It is recommended that a buddy system be arranged for the classroom, playground and the school bus.
 - 10) It is mandatory that parent(s)/guardian(s) provide a validated EpiPen and that it be stored in a safe, accessible location(s). These locations must be clearly identified by signs that are known to all staff. The student must also carry an EpiPen in a fanny pack at all times.

- 11) The principal shall inform the Director or designate about those students with life-threatening allergies and shall provide a copy of the plan for each such student in the school as required throughout the year.

Legal Reference

Education Act S. 264; S. 265;

Ontario Regulation 298—Operation of Schools S. 11; S. 12; S. 20

Sabrina's Law 2005