



STUDENT HEALTH SERVICES REQUIREMENTS PROCESS (ANAPHYLAXIS)

The following process is in place for those students who may require support for acute allergic reactions (anaphylaxis):

1. Information and Awareness

A. Identification of students who may urgently require medication/treatment to the school administration and staff

- It is the responsibility of parents/guardian whose children may urgently require medication/treatment to identify their children to the school administrator by completing the health information section of their School Registration Form, which includes a section for parental/legal guardian authorization for a Health Care Plan to be created.
- The principal/designate will collect the Health Care Information for each identified child and forward it to the URIS clerk.
- The URIS nurse accepts the URIS Group B Application and approves for support. The registered nurse will review Group B Health Care Procedures for each identified student in order to develop and maintain a written Individual Health Care Plan (*IHCP*) and/or Emergency Response Plan (*ERP*) for each child requiring assistance by school personnel for Group B health care procedures. For children who are able to independently accomplish their own Group B Health Care Procedure, the registered nurse will develop a child specific Emergency Response Plan . These plans are developed by the registered nurse in consultation with parents, school personnel and, if required, by the physician.
- All staff members will be made aware that a child who may urgently require medication/treatment is attending their school, and the child will be identified, either individually or at a staff meeting at the beginning of the school year.
- All students identified as having a life threatening allergy will have an "allergy alert" attached to their cumulative file. This "allergy alert" will remain on the cumulative file throughout the student's attendance in Sunrise School Division.
- The child's classroom teacher will ensure that a copy of the Individual Health Care Plan (*IHCP*) and/or Emergency Response Plan (*ERP*) is kept in a binder where it will be clearly marked, accessible and readily available to teachers.

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- It is recommended that students wear a medic-alert bracelet which identifies specific medical information.
- Medications will be clearly marked with the student's name.

B. In-service for Teachers and Other School Staff

- The administrator will ensure that group training is provided by a health care professional (i.e. registered nurse/doctor/pharmacist) and that this training occurs annually with school personnel, substitute teachers, bus drivers, lunch hour supervisors and volunteers in schools where children with life threatening medical conditions are enrolled.
- All staff who may be in a position of responsibility for children with life threatening medical conditions will receive child-specific training related to the medical condition which is provided by a registered nurse.
- Parents of the child with life threatening medical conditions will ensure that the specific information about their child is made available to school personnel to be included in training sessions. Parents are encouraged to attend/participate in training sessions.

C. Sharing Information with Other Students and Parents

- In consultation with parents and student, the school may identify a student with life threatening medical conditions to classmates who are in direct contact with the child and enlist their understanding and support. This will be done in a way that is appropriate to the student's age and maturity, without creating fear and anxiety.

D. Maintaining Open Communication between Parents and the School

- The school will maintain open lines of communication with the parents of students with life threatening medical conditions.
- Parents will be involved in establishing specific plans for their own children and may be involved in training staff in emergency procedures.

**2. Avoidance**

The greatest risk of exposure to allergens is in new situations, or when normal daily routines are interrupted, such as birthday parties, camping or school trips. Young children are at greatest risk of accidental exposure but many allergists believe that more deaths occur among teenagers due to their increased independence, peer pressure and reluctance to carry medication.

Avoidance of specific allergens is the cornerstone of management in preventing anaphylaxis. All of the following strategies will be considered in the context of the student's age and maturity as well as the organization and physical layout of the school and the properties of the allergen(s). As students mature, they will be expected to take increasing personal responsibility for avoidance of their specific allergen(s).

A. Establishing Safe Lunchroom and Eating Area Procedures

Students with life threatening allergies are dependent upon the school community to minimize the presence of substances to which the student is allergic.

- Strongly encourage students with life threatening allergies to eat only food prepared from home.
- Discourage the sharing of food, utensils and containers.
- Encourage the child with life threatening allergies to take the following precautions such as:
 - Placing food on wax paper or a paper napkin rather than directly on the desk or table; and
 - Taking only one item at a time from the lunch bag to prevent cross contamination.
- Establish a hand-washing routine before and after eating.
- Recommend that tables and other eating surfaces are washed clean after eating, using a cleansing agent approved for school use. This is particularly important for students with peanut allergies because of the adhesive nature of peanut butter.

**B. Allergens Hidden in School Activities**

Not all allergic reactions are a result of exposure at meal times.

Children with life threatening allergies may be at risk if involved in garbage disposal, recycling, yard cleanups, or other activities that could bring them into contact with food wrappers, containers or debris.

- Teachers will choose products that are safe for all children in the classroom.
- Teachers, particularly in the primary grades, will be aware of the possible allergens present in curricular materials such as:
 - Craft materials (play dough, egg cartons, etc.);
 - Pets and pet food;
 - Bean-bags, stuffed toys (peanut shells are sometimes used), counting aids (beans, peas);
 - Toys, books and other items which may have become contaminated in the course of normal use;
 - Science projects, participation in Home Economics special seasonal activities (Easter eggs and garden projects).
- Allow the child with life threatening allergies to keep the same locker and desk all year in order to help prevent accidental contamination, as foods are often stored in lockers and desks.

C. Holidays and Special Celebrations

Food is often associated with special occasions and events. The following procedures will help to protect the child with life threatening allergies:

- Require the child with life threatening allergies to eat food brought from his or her own home.
- Focus on activities rather than food to celebrate special occasions.

D. Field Trips/Excursions

In addition to the usual school safety precautions applying to field trips, the following procedures will be in place to protect the child with life threatening allergies:



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- Require all staff and volunteers to be aware of the identity of the child with life threatening allergies, the allergens, symptoms and treatment.
- Ensure that a staff member with training in the use of the auto-injector is assigned responsibility for the child with life threatening allergies. A copy of the Individual Health Care Plan and Emergency Response Plan will be carried by the person responsible for administration of the auto-injector.
- If the risk factors are too great to control, the child with life threatening allergies may be unable to participate in the field trip. Parents will be involved in this decision.
- Teachers/administrators will ensure that emergency response plans are in place when planning the trip.
- There will be reasonable and appropriate access to a telephone, cellular phone or radio communication during an excursion.

E. Anaphylaxis to Insect Venom

Avoidance is more difficult to achieve for this type of allergy, but certain precautions by the schools may be helpful:

- Request removal of insect nests from school property by calling the Maintenance Manager for northern schools at 268-6528.
- Allow students with life threatening allergies to insect stings to remain indoors for recess during bee/wasp season.
- Immediately remove a child with an allergy to insect venom from the room if a bee or wasp enters.
- During wasp season (August to October approximately) students should refrain from bringing food and drinks outdoors.
- Ensure proper storage of garbage in well-covered containers.

3. Emergency Response Protocol

Even when precautions are taken, a student with life threatening allergies may come into contact with an allergen while at school. A separate emergency plan will be developed for each child with life threatening allergies, in conjunction with the child's parents and registered nurse, and kept in a readily accessible location.

**A. Emergency Plans**

Epinephrine is the treatment for an anaphylactic reaction. There are no contradictions to the use of epinephrine for a life threatening allergic reaction. Epinephrine must be administered as early as possible after the onset of symptoms of severe allergic response.

- The emergency plan includes the following:
 - a) Communicate the emergency to a staff person who is trained in the use of the auto-injector;
 - b) Administer the auto-injector (NOTE: Although most children with life threatening allergies learn to administer their own medication by about age 8, individuals of any age may require help during a reaction because of the rapid progression of symptoms, or because of the stress of the situation. Adult supervision is required.);
 - c) Call 911 and inform the emergency operator that a child is having an anaphylactic reaction;
 - d) Transport the child to hospital at once by ambulance;
 - e) Provide a copy of the Individual Health Care Plan (*IHCP*) and/or Emergency Response Plan (*ERP*) (as well as the used auto-injector to the ambulance attendants);
 - f) Telephone the parent(s)/guardian(s) of the child;
 - g) Implement Procedures of Routine Practices as appropriate.

Note: *All hazardous materials should be stored in a special container and disposed of accordingly.

B. Location of Auto-injectors

- Students will carry their own Auto-Injectors on their person at all times with instructions for use.
- Where a question arises regarding the urgency of medication or the capability of a student, the registered nurse in consultation with the parent/guardian, physician and school personnel will develop an appropriate plan.
- Parents have the option of supplying an extra Auto-Injector to be kept in the school



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office for emergency situations. An optional back up auto-injector will be kept in a covered and secure area, but unlocked for quick access.

C. Review Process

School emergency response and general health care procedures for each student with life threatening allergies will be reviewed annually at the beginning of September with staff and parents. High schools need to provide information to staff before each semester. In the event of an emergency response, an immediate evaluation of the procedure will be undertaken.

4. Division Responsibilities

Ensuring the safety of children with life threatening allergies in a school setting depends upon the understanding and support of the entire school community. To minimize risk of exposure, and to ensure rapid response to emergency, parents, students and school personnel must all understand and fulfill their responsibilities.

A. Responsibilities of the Parent(s)/Legal Guardian(s) of a Child with Life Threatening Allergies

- Inform the school of their child's allergies.
- Provide the school with physician's instructions for administering medication by completing the Health Care Information section of the School Registration form.
- Sign the authorization for the development of a Health Care Plan
- Provide the child with a clearly labeled current (up-to-date) adrenaline auto-injector(s) and keep current.
- Provide support to the school and teachers as required.
- If possible and appropriate, supply information for school publications including:
 - Items to avoid that may contain allergens;
 - Resources.
- Provide safe foods for special occasions.
- Teach their child:
 - To recognize the first symptoms of an anaphylactic reaction;

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- To communicate clearly when he or she feels a reaction starting;
- To carry his/her own auto-injector;
- Not to share snacks, lunches or drinks;
- To understand the importance of hand-washing;
- To cope with teasing and being left out;
- To report bullying and threats to an adult in authority;
- To take as much responsibility as possible for his/her own safety.
- Consider a medic alert bracelet for their child.

B. Responsibilities of the Transportation Manager

- To ensure that all bus drivers are trained on the use of an adrenaline auto-injector.
- To ensure that a child with life threatening allergies has an individual transportation plan that includes the process for dealing with a potential anaphylactic reaction on a school bus.

C. Responsibilities of the School Administrator

- Assist with the development and implementation of policies and procedures for reducing risk in classrooms and common areas.
- Work as closely as possible with the parents of a child with life threatening allergies.
- Inform students about the nature of anaphylaxis at a student assembly.
- Ensure that the parents have completed authorization for the development of a Health Care Plan.
- Notify school staff about the child with life threatening allergies, their allergens and the avoidance and treatment strategies.
- Post allergy-alert information including a photo-poster that identifies each student in the staff room and/or office.
- Maintain up-to-date emergency contacts and telephone numbers (suggestions: red/orange sticker).
- Cumulative file is to contain the most current phone numbers.
- Establish a current list of public health nursing personnel for the school.
- Ensure that the "allergy alert" is attached to the cumulative file.



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- Ensure that all staff and, where appropriate, lunch hour supervisors, bus drivers and volunteers have received training related to life threatening allergies.
- Notify parents that training has been completed.
- Ensure that all substitute teachers are informed of the presence of a child with life threatening allergies and that appropriate support/response is available should an emergency occur.
- Discuss with parent/child the option of informing other parents that a child with life threatening allergies has direct contact with their child and ask for their support and cooperation.
- Establish safe procedures for field trips and extra-curricular activities.
- Develop a school plan for reducing risk in classrooms and common areas.
- Consult members of the Student Support Services Team at each school, for dealing with issues involving bullying and threats.

D. Responsibilities of the URIS Nurse

- Request and compile all Group B URIS Application and Authorization for the Release of Medical Information forms from all schools.
- Train and monitor personnel involved with a child with life threatening allergies, develop Individual Health Care Plan (*IHCP*) and/or Emergency Response Plan (*ERP*) on an annual basis.

E. Responsibilities of the Classroom Teacher

- Leave information in an organized, prominent and accessible format for substitute teachers.
- With permission of parent/legal guardian, display a photo-poster in the staffroom and office and in substitute's binder in the classroom.
- Discuss anaphylaxis with the class, in age-appropriate terms.
- Encourage students not to share lunches or trade snacks.
- Choose products that are safe for all children in the class.
- Encourage children with life threatening allergies to eat only what he/she brings from home.



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- Reinforce hand washing before and after eating.
- Where appropriate, facilitate communication with other parents.
- Follow the Sunrise School Division Anaphylaxis Policy for reducing risk of exposure to allergens.
- Consult with members of the Student Support Services Team at each school regarding issues of bullying and threats.
- Ensure that auto-injectors are taken on field trips and emergency response plans are in place when planning the trip.
- Consult with parents when planning activities such as field trips, art and home economics projects in order that alternate plans can be developed if necessary.

F. Responsibilities of the Registered Nurse

- Review URIS Group B Application forms which identify children with life threatening allergies after URIS approval has been received.
- Consult with and provide information to parents, students, school personnel and supervisor of transportation.
- Develop an Individual Health Care Plan (IHCP) and/or an Emergency Response Plan (ERP) for the child with known risk of anaphylaxis.
- Provide child specific training and ongoing monitoring to personnel involved with children with known risk of anaphylaxis.

G. Responsibilities of the Student with Life threatening Allergy

- Take as much responsibility as possible for avoiding allergens, including checking labels and monitoring intake as developmentally appropriate.
- Eat foods brought from home.
- Wash hands before and after eating.
- Learn to recognize symptoms of an anaphylactic reaction as developmentally appropriate.
- Promptly inform an adult, as soon as accidental exposure occurs or symptoms appear.
- Keep an auto-injector on his/her person at all times (fanny pack).



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- Know how to use the auto-injector as developmentally appropriate.

H. Responsibilities of All Parents

- Support requests from school to eliminate allergens from packed lunches and snacks and, if appropriate, participate in parent information sessions.
- Encourage children to respect the needs of children with life threatening allergies and the Sunrise School Division Anaphylaxis Policy.
- Inform the teacher prior to distribution of food products to any children in the school.

I. Responsibilities of All Children in the Class

- Avoid sharing food, especially with children with known risk of anaphylaxis.
- Follow school rules about keeping allergens out of the classroom and washing hands.
- Refrain from bullying or teasing a child with a known risk of anaphylaxis.

Cross Reference:		
Date Adopted: August 1, 2017	Date Amended:	Board Motion(s):
Procedure: JLC	Guidelines:	Exhibit: JLC-E1, JLC-E2