

Administrative Procedure 313

ANAPHYLAXIS STUDENTS

Background

Anaphylaxis is a severe, life-threatening form of allergic reaction. It may begin with severe itching of the eyes or face, a sense of constriction in the throat, then other symptoms such as vomiting, diarrhea and difficulty with breathing. Such complications may lead to coma and death.

Foods such as peanuts, other nuts, fish, shellfish, eggs, milk, and wheat as well as insect stings from bees and wasps, latex products and medication, are the most common allergies that produce anaphylaxis. Anaphylaxis requires immediate first aid response and immediate medical intervention.

The purpose of this Administrative Procedure is to minimize the risk of exposure of students with severe allergies to potentially life threatening allergens without depriving the student with severe allergies of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school.

Value and Core Commitment Link

“All God’s Children”

- “Our schools provide a welcoming safe and accepting sanctuary.”

Procedures

1. The following emergency response information must be known by all staff members within a school:
 - 1.1 Possible Symptoms of an Anaphylactic Reaction
 - 1.1.1 flushed face, hives, swelling or itchy lips, tongue, eyes
 - 1.1.2 tightness in throat, mouth, chest
 - 1.1.3 difficulty breathing or swallowing, wheezing, coughing, choking
 - 1.1.4 vomiting, nausea, diarrhea, stomach pains
 - 1.1.4 dizziness, unsteadiness, sudden fatigue, rapid heartbeat
 - 1.1.5 panic or sense of doom
 - 1.1.6 loss of consciousness
 - 1.1.7 coma

1.2 General Anaphylaxis Emergency Guidelines

1.2.1 When a person known to be at risk of anaphylaxis displays initial symptoms, then it must be presumed that the person is in need of the assistance outlined in the Severe Allergy Alert Form.

1.2.2 Immediate intervention is essential. No ill side effects will result from the administration of the person's medication if he / she is not experiencing an anaphylactic reaction. Unless otherwise agreed to, the following steps are to be followed when a student is experiencing an anaphylactic reaction:

- A. Get **EpiPen (epinephrine)** or other **Medication** and administer immediately.
 - B. **HAVE SOMEONE CALL AN AMBULANCE** and advise that a child is having an anaphylactic reaction.
 - C. Unless the student is resisting, lay student down, tilt head back and elevate legs.
 - D. Cover and reassure student.
 - E. Record the time at which **EpiPen (epinephrine)** was administered.
 - F. Have someone call the parent.
 - G. If the ambulance has not arrived in 10 – 15 minutes, and breathing difficulties are present, administer a second **EpiPen (epinephrine)**.
 - H. Even if symptoms subside, students require medical attention because there may be a delayed reaction. Take the student to hospital immediately in the ambulance.
 - I. Have the parent / guardian or a school staff member accompany the student to the hospital.
 - J. Provide ambulance and / or hospital personnel with a copy of the Severe Allergy Alert Form for the student and the time at which the **EpiPen (epinephrine)** or **Medication** was administered.
2. The parent, guardian, or independent student, is to inform the Principal in writing, that he / she or his / her child is at risk of anaphylaxis through the Part 1 of the Severe Allergy Alert Form, and to outline the expected symptoms and requested intervention by school staff, as outlined in Part 2 of the Severe Allergy Alert Form.
 3. The parent / guardian is to provide the required medication to the school, including the instructions for intervention.

4. The Severe Allergy Alert Form must be kept current, filed in the student record, and copies must be located in the areas designated by the Principal. The response plan must be readily available in the event of an emergency in a location that is known by staff and is accessible by staff.

5. Responsibilities of Parents:

- 5.1 Parents of students with severe allergies must:
 - 5.1.1 advise the Principal and homeroom teacher about the student's severe allergy when the allergy is diagnosed, at the beginning of each school year, or when the student changes schools,
 - 5.1.2 provide and keep emergency information current,
 - 5.1.3 assist the Principal by asking the student's medical doctor to complete the Severe Allergy Alert Form when the student is first registered or re-registered with Holy Spirit Catholic Schools, or when the student's severe allergies change,
 - 5.1.4 provide the Principal with a recent photograph of the student,
 - 5.1.5 provide the student with a Medic Alert bracelet or other suitable identification,
 - 5.1.6 provide the student with a case containing at least one unexpired injector or other medication as prescribed by a physician and 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,
 - 5.1.7 check expiry dates of medication and injectors and replace them as necessary,
 - 5.1.8 provide snacks and lunches for the student,
 - 5.1.9 assist the Principal by supporting the provision of educational information about severe allergies to other parents and the school community,
 - 5.1.10 advise the school bus driver of the student's severe allergies, and
 - 5.1.11 retain a copy of this Administrative Procedure.

6. Responsibilities of Students with Severe Allergies:

- 6.1 Students with severe allergies must:
 - 6.1.1 eat only foods brought from home unless authorized by the parents in writing,
 - 6.1.2 wash their hands before eating,
 - 6.1.3 learn to recognize symptoms of a severe allergic reaction,

- 6.1.4 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,
- 6.1.5 keep an injector or medication handy at all times, and
- 6.1.6 when age appropriate, know how to use an injector or take medication.

7. Responsibility of Principal:

- 7.1 The Principal is responsible for planning the coordination and management of students who have life threatening allergies.
- 7.2 The Principal must:
 - 7.2.1 advise the parents of the students with severe allergies of this regulation and provide them with a copy,
 - 7.2.2 consult with and advise the parents of the student with severe allergies, the school council and the school community of any schools specific procedures regarding severe allergies,
 - 7.2.3 request that the parents sign the authorization to administer medication,
 - 7.2.4 advise all staff members of students who have potentially life threatening allergies as soon as possible, and
 - 7.2.5 request the consent of parents to post the student's picture and display the emergency care plan.
- 7.3 The Principal is encouraged to involve parents in all phases of planning.
- 7.4 The Principal must ensure that an emergency plan:
 - 7.4.1 is developed for each student with severe allergies in cooperation with the parents, the student's physician and where the Principal deems it necessary, the public health nurse; and
 - 7.4.2 is kept in a readily accessible location at the school and includes emergency contact information.

8. Responsibility of Teachers:

- 8.1 The classroom teacher of a student with severe allergies must:
 - 8.1.1 discuss anaphylaxis with the class, in age-appropriate terms,
 - 8.1.2 avoid allergenic foods and substances for classroom events,
 - 8.1.3 facilitate communication with other parents,
 - 8.1.4 leave information about students with severe allergies in an organized, prominent, and accessible format for substitute teachers,

- 8.1.5 discuss anaphylaxis in appropriate terms with student teachers, guest speakers, and volunteers who are in the classroom, and explain the school rules and the school's emergency response protocol,
- 8.1.6 ensure that the emergency response protocol and appropriate medication is taken on off-site activities, and
- 8.1.7 ensure that appropriate and knowledgeable adults accompany off-site activities.

9. Responsibilities of Teachers and Lunchroom Supervisors:

- 9.1 The classroom teacher and any lunch program supervisor of a student with severe allergies must:
 - 9.1.1 know the school's emergency response protocol,
 - 9.1.2 encourage students not to share or trade food,
 - 9.1.3 encourage the student with severe allergies to eat only what they bring from home,
 - 9.1.4 reinforce hand-washing before and after eating,
 - 9.1.5 follow school policies for reducing risk in classrooms and common areas, and
 - 9.1.6 encourage an empathetic understanding of severe allergies and the seriousness of the consequences.

10. Educating the School Community:

- 10.1 The Principal must ensure:
 - 10.1.1 that all teaching staff, school-based non-teaching 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,
 - 10.1.2 that all members of the school community including substitute teachers, student teachers, and volunteers have appropriate information about severe allergies including background information on allergies, anaphylaxis and safety procedures, and
 - 10.1.3 that off-site activity service providers are notified of the student's severe allergy, if necessary.
- 10.2 With the consent of the parent, the Principal, and the classroom teacher must ensure that:
 - 10.2.1 the student's classmates are provided with information on severe allergies in a manner that is appropriate for the age and maturity level of the students, and that

- 10.2.2 strategies to reduce teasing and bullying are incorporated in this information.
- 10.3 Sample letters and communications are attached for the use of Principals.

11. Emergency Response Protocols:

- 11.1 The Principal must ensure that:
 - 11.1.1 a school severe allergies emergency response protocol is developed including provision for the collection and storage of injectors, education of all parties, procedures to be followed, location of the medication, photographs of students, and off-campus, off-site, and lunch program procedures,
 - 11.1.2 any injectors provided by parents and which are not in the students possession are stored in a covered, secure and accessible location at the school, and
 - 11.1.3 all teaching staff, including substitute teachers, and non-teaching staff and lunch program supervisors and staff, and student teachers are aware of the location of the injectors.
- 11.2 The Principal must ensure that an individual student emergency response protocol:
 - 11.2.1 is developed for each student with severe allergies in cooperation with the parents, the student's physician and where the Principal deems it necessary, the public health nurse,
 - 11.2.2 includes emergency contact information and procedures, and
 - 11.2.3 is kept in a readily accessible location at the school.