

## AP 3205: Anaphylaxis

The District will take steps to alter the environment to accommodate children and staff who are susceptible to anaphylaxis in the school setting. This Administrative Procedure shall set forth the procedures to meet these goals, including complying with the requirements of any applicable Ministerial Orders.

### 1. Information and Awareness

- 1.1 Parents/guardians will be required to identify students with a potential for anaphylaxis when they register their children or as conditions change.
- 1.2 Parents/guardians and staff members with a potential for anaphylaxis must be responsible for providing auto-injectors for their children or for themselves. The school will not be responsible for ensuring that such equipment is available.
- 1.3 In schools with student(s) or staff member(s) with a potential for anaphylaxis:
  - 1.3.2 All staff, including temporary replacement workers such as teachers-on-call and relief support staff, will be informed of the names and allergies of students and staff with a potential for anaphylaxis.
  - 1.3.3 Information about anaphylaxis management will be shared with students, parents/guardians and Parent Advisory Councils.
- 1.4 All staff will receive annual in-service and review in anaphylaxis, District Policy and the use of auto-injectors such as EpiPens®. Principals should have annual training and review with all staff.

### 2. Avoidance

- 2.1 The school will provide, as much as possible, an allergen aware zone within the school.
- 2.2 The school will provide, as much as possible, a safe area for students and staff with a potential for anaphylaxis.
- 2.3 The school will avoid, as much as possible, allergens hidden in school activities such as parties and similar extra-curricular activities.
- 2.4 Although it is the classroom teacher's responsibility to ensure, as much as possible, that classroom snacks are allergen-free, it is not possible for the classroom teacher to guarantee that this occurs. Children with a potential for anaphylaxis should not

be permitted to eat snacks provided by the teacher or other parents/guardians. It is the responsibility of the child's parent/guardian to provide allergen-free snacks.

- 2.5 The school will take special precautions during holiday and special celebrations and in planning field trips and extra-curricular activities.

### 3. Emergency Response

- 3.1 When accidental exposure triggers an anaphylactic reaction, a prompt response is critical. In cooperation with parents/guardians, the child's physician and the public health nurse, the Principal will establish a separate emergency plan for each student, including a rapid response procedure to:

- 3.1.2 administer single dose auto injector

- 3.1.3 call 911

- 3.1.4 call parent/guardian

- 3.1.5 administer second single dose auto inject 5 - 15 minutes after first dose if symptoms have not improved, unless the physician's recommended protocol for an individual differs

- 3.1.6 have ambulance transport student to hospital if possible

- 3.2 The Principal, in cooperation with the staff member(s) with a potential for anaphylaxis, will develop a similar emergency response procedure for staff.

- 3.3 The first-aid attendant should accompany a student or staff member who is transported to the hospital or nursing station.

### 4. Shared Responsibility

- 4.1 Ensuring the safety of children with a potential for anaphylaxis in a school depends on the cooperation of the entire school community. To minimize the risk of exposure and to ensure rapid response to emergency, parents/guardians, student and school personnel must all understand and fulfill their responsibilities. The specific responsibilities of each are.

- 4.2 Responsibilities of the parents/guardians of an anaphylactic child

- 4.2.1 Inform the school of their child's allergies.

- 4.2.2 Provide a medical alert bracelet for their child.
- 4.2.3 Provide the school with physician's instructions for administering medication.
- 4.2.4 Provide the school with 2 up-to-date single use single dose auto injectors, and keep them current.
- 4.2.5 Provide support to school and teachers, as requested.
- 4.2.6 Participate in in-service for staff, if requested.
- 4.2.7 Participate in parent/guardian advisory/support groups.
- 4.2.8 Assist in school communication plans.
- 4.2.9 Review the school action plan with school personnel.
- 4.2.10 Supply information for school publication:
  - recipes;
  - foods to avoid;
  - alternate snack suggestions; and
  - helpful resources.
- 4.2.11 Be willing to provide safe foods for special occasions.
- 4.2.12 Teach their child:
  - to recognize the first symptoms of an anaphylactic reaction;
  - to know where medication is kept and who can get it;
  - to tell an adult if they think they are having a reaction;
  - to carry his/her own auto-injector in a fanny-pack when they have demonstrated maturity;
  - 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; and
  - to take as much responsibility as possible for his/her own safety
- 4.2.13 Welcome other parents'/guardians' calls with questions about safe foods.

### 4.3 Responsibilities of the school Principal

- 4.3.1 Work as closely as possible with the parents/guardians of a child with the

potential for anaphylaxis.

- 4.3.2 Ensure that the parents/guardians have completed all the necessary forms.
- 4.3.3 Ensure that instructions from the child's physician are on file.
- 4.3.4 Notify the school community of the child with a potential for anaphylaxis, the allergens and the treatment, including the transportation department and bus driver.
- 4.3.5 Post allergy-alert forms in the staff room and office.
- 4.3.6 Maintain up-to-date emergency contacts and telephone numbers.
- 4.3.7 Ensure that all staff and volunteers have received instruction with the auto-injector.
- 4.3.8 Ensure that all teachers-on-call are informed of the presence of a child with the potential for anaphylaxis and have been adequately trained to deal with an emergency.
- 4.3.9 Inform all parents/guardians that a child with life-threatening allergies is attending the school and ask for their support.
- 4.3.10 Arrange for annual in-service.
- 4.3.11 Develop an emergency protocol for each child with the potential for anaphylaxis.
- 4.3.12 Store auto-injectors in easily accessible unlocked locations.
- 4.3.13 Establish safe procedures for field trips and extra-curricular activities.
- 4.3.14 Develop a school policy (or implement the Board Policy) for reducing risk in classrooms and common areas.
- 4.3.15 Provide the parents of the student with a copy of these Procedures

#### 4.4 Responsibilities of the classroom teacher

- 4.4.1 Display a photo-poster in the classroom, with parent/guardian approval.
- 4.4.2 Discuss anaphylaxis with the class, in age-appropriate terms.

- 4.4.3 Encourage students not to share lunches or trade snacks.
- 4.4.4 Choose allergy-free foods for classroom events.
- 4.4.5 Establish procedures to ensure that the anaphylactic child eats only what he/she brings from home.
- 4.4.6 Reinforce hand washing before and after eating.
- 4.4.7 Facilitate communication with other parents/guardians
- 4.4.8 Follow the school policies for reducing risk in classrooms and common areas.
- 4.4.9 Enforce school rules about bullying and threats.
- 4.4.10 Leave information in an organized, prominent and accessible format for substitute teachers.
- 4.4.11 Ensure that auto-injectors are taken on field trips.
- 4.5 Responsibilities of the school nurse
  - 4.5.1 Consult with and provide information to parents/guardians, students and school personnel.
  - 4.5.2 Participate in designing or planning school avoidance strategies.
  - 4.5.3 Participate in in-service and auto-injector training.
  - 4.5.4 Assist in developing student level emergency plans.
  - 4.5.5 Refer names of children known to be prone to anaphylaxis to the school Principal.
- 4.6 Responsibilities of students with a potential for anaphylaxis
  - 4.6.1 Take as much responsibility as possible for avoiding allergens.
  - 4.6.2 Eat only foods brought from home.
  - 4.6.3 Take responsibility for checking labels and monitoring intake (older students).
  - 4.6.4 Wash hands before and after eating.

- 4.6.5 Learn to recognize symptoms of an anaphylactic reaction.
- 4.6.6 Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- 4.6.7 Stay in proximity to adults when accidental exposure occurs or symptoms appear.
- 4.6.8 Keep an auto-injector on person at all times.
- 4.6.9 Know how to use the auto-injector.
- 4.7 Responsibility of all parents/guardians
  - 4.7.1 Respond cooperatively to requests from school to eliminate allergens from packed lunches and snacks.
  - 4.7.2 Participate in parent/guardian information sessions.
  - 4.7.3 Encourage children to respect anaphylactic child and school policies.
- 4.8 Responsibilities of all students
  - 4.8.1 Learn to recognize symptoms of anaphylactic reaction.
  - 4.8.2 Avoid sharing food, especially with children with a potential for anaphylaxis.
  - 4.8.3 Follow school rules about keeping allergens out of the classroom and washing hands.
  - 4.8.4 Refrain from “bullying” or “teasing” a child with a food allergy.