



SCHOOL DISTRICT #49 (CENTRAL COAST)

Administrative Procedures Manual

Administrative Procedure: S-8 Anaphylaxis/Life-Threatening Medical Conditions

Date: June 25, 2009 Updated: November 30, 2018

The district is committed to providing a safe learning environment for its students. This includes a safe environment for all those who have been identified as having the potential for an anaphylaxis event or other life threatening medical emergency.

Anaphylaxis is the term used to describe a sudden and severe allergic reaction, which can be fatal, requiring immediate medical emergency measures be taken. 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.

Parents are responsible for providing the Principal with a proposed emergency procedures plan for the student. The Principal and parents will work in partnership to create a school based emergency procedures plan that maintains as safe and healthy an environment as is reasonably possible for students who may experience anaphylaxis or any other life threatening medical emergency. The Principal of the school is responsible for implementing the emergency procedures plan.

1. The parent(s)/guardian(s) have the primary duty to inform the Principal of the student's anaphylactic or other life threatening medical condition and complete a Request for Administration of Medication form if medication is required (procedure S-2 refers).
2. The student's parent(s)/guardian(s) must meet with the Principal prior to the student's first day in a school or any time there is a change in the medical condition. This meeting shall detail information related to the condition including: causal factors including specific allergies, severity of allergy, past incidents of anaphylactic reactions, other health considerations and safety planning.
3. Avoidance/Prevention

Individuals at risk of anaphylaxis must learn to avoid specific triggers. While the key responsibility lies with the students at risk and their families, the school community must participate in creating an "allergy-aware" environment. Special care is taken to avoid exposure to allergy-causing substances.

Given that anaphylaxis can be triggered by minute amounts of an allergen when ingested, students with food allergies must be encouraged to follow certain guidelines:

- 3.1. eat only food which they have brought from home unless it is packaged, clearly labelled and approved by their parents (elementary schools);
- 3.2. if eating in a cafeteria, ensure food service staff understands that life-threatening nature of their allergy. When in doubt avoid the food item in question;
- 3.3. wash hands before and after eating;
- 3.4. not share food, utensils or containers;
- 3.5. place food on a napkin or wax paper rather than in direct contact with a desk or table;
- 3.6. not leave food unattended; and
- 3.7. wear Medic-Alert identification.

4. Awareness/Training

The Principal shall ensure that:

- 4.1. All members of the school community including casual/on-call employees, student teachers and volunteers have appropriate information about severe allergies including background information on allergies, anaphylaxis and safety procedures.
 - 4.2. All school staff and persons reasonably expected to have supervisory responsibility of students or children participating in early learning programs receive training annually regarding emergency procedures plans.
 - 4.3. Posters which describe signs and symptoms of anaphylaxis and how to administer a single dose, single-use auto-injector are to be placed in relevant areas. These areas may include classrooms, office, staff room, the bus and/or the cafeteria.
 - 4.4. With the consent of the parent, the Principal and the classroom teacher must ensure that the student's classmates and busmates are provided with information on severe allergies in a manner that is appropriate for the age and maturity level of the students, and that strategies to reduce teasing and bullying are incorporated into this information.
5. Once an emergency procedures plan is finalized a school based meeting with staff will be arranged. The emergency procedures plan shall be reviewed annually and updated as required. At any point, Public Health may be consulted for assistance.
 6. It is vital that students with anaphylaxis or other life threatening medical conditions be easily identified. A child specific emergency procedures plan shall be developed and will include a description of the medical condition, the emergency treatment and visual identification of the student. The plan shall be posted at various locations used on a regular basis by the student and shall address emergency response while on school trips.

7. The student(s) must carry their emergency medication with them at all times, including while on school trips. In the case of anaphylaxis, the parent(s)/guardian(s) should provide the school with a second epipen, which will be stored in a safe, accessible location. This location will be made known to all staff.

7.1. Staff will ensure that back-up medications are available on all trips and are in the care of an adult.

8. Where a student is identified as anaphylactic or having another life threatening medical condition, a training session will be held for all school staff and persons reasonably expected to have supervisory responsibility of school-age students or preschool age children participating in early learning programs. The training sessions will include:

8.1. signs and symptoms;

8.2. common allergens;

8.3. avoidance strategies;

8.4. emergency procedures;

8.5. use of single dose, single-use epinephrine auto-injectors;

8.6. identification of at-risk students (as outlined in the individual student emergency procedures plan); and

8.7. a method of communication with and strategies to educate and raise awareness of parents, students, employees and volunteers about anaphylaxis.

9. Principals shall report information about anaphylactic incidents to the Superintendent of Schools as they occur.