

Administrative Procedures Manual	Administrative Procedure 317
	Protection of Those with Life Threatening Allergies
	APPROVED: September 2013
Page 1 of 6	AMENDED/REVIEWED: December 2019, September 2019
LEGAL REFERENCE:	Section 3, 11, 31, 32, 33, 52, 53, 196, 197, 222 Education Act Protection of Students with Life-Threatening Allergies Act Emergency Medical Aid Act Occupational Health and Safety Act Anaphylaxis: A Handbook for School Boards, CSBA https://www.foodallergyCanada.ca/

Background

We live in a world that is contaminated with potential allergens. While the key responsibility lies with the anaphylactic individual and his/her family to learn to avoid specific triggers, in the case of an anaphylactic student, the school community must also be aware of the student’s needs and assist the student as necessary. The approach is to regularly educate the community, solicit the cooperation of families and set in place procedures that are designed to create a safe and caring environment for all students and staff.

Parents may ask that peanuts and peanut products, or other allergens be banned from the school as part of a prevention plan; however, such a request cannot be reliably implemented. The Division cannot assume responsibility for providing a ‘peanut-free’ (or other allergen-free) environment. It would be impractical to have an allergen free school as the Division cannot control with one hundred percent (100%) certainty what allergens come into our schools or when a sensitivity to an allergen would affect a member of the community.

If anyone is suspected to be experiencing a life-threatening emergency such as a severe asthma attack or anaphylaxis, 911 will be called and the cost of the ambulance will be the responsibility of the parent/person. In these instances, the staff may be required to administer epinephrine auto injectors or assist with inhalers. This includes staff/students who have not been preauthorized to receive prescribed medication. An epinephrine auto injector (eg Epi Pen®) may be used for those that are suspected to be showing signs of anaphylactic reaction.

Procedures

Ensuring the safety of students in a school setting depends on the cooperation of the entire school community. To minimize risk of exposure, and to ensure rapid response to an emergency, parents, students and school personnel must understand and fulfill their responsibilities.

The School

1. In schools where students are identified with a life threatening allergy, the Principal or designate will develop, communicate and maintain record of:
 - 1.1 School procedures for responding to emergency situations associated with life threatening conditions;

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- 1.2 Any agreements which may be necessary between home and school to ensure a student’s well-being, in the absence of a person(s) designated to administer an epinephrine auto injector or inhaler;
 - 1.3 School procedures for making all staff members (including teachers, substitute teachers and support staff) aware of the identity of students with serious, or life threatening allergies, who are attending the school;
 - 1.4 An annual in-service plan for all regular staff members (including both teaching and support staff) and others who may be in a position of responsibility for students with serious or life threatening allergies;
2. The Principal or designate, through registration procedures and in consultation with parents, shall attempt to identify students who are subject to medical reactions which may be life threatening and who, therefore may require specific care or intervention.
 - 2.1 Parents are responsible for informing the Principal if their child is known to have a life threatening or serious allergy.
 - 2.2 Parents are also responsible for ensuring that each year, the school receives a copy of the [Form 316-1 Administration of Medication and Medical Treatment to Students](#) completed and signed by their child’s physician and the [Form 317-1 Risk Reduction Plan and Anaphylaxis Emergency Plan](#).
 3. The Principal or designate shall provide a paper copy of Administrative Procedure 317 – Life Threatening Allergies to the parent/guardian.
 4. In any case where the school has been notified of a student with a life threatening allergy or ailment, the Principal or designate shall attempt to ensure that all who may be involved with the student (e.g. school staff, volunteers, substitute teachers, the manager, student transportation) are informed concerning any required emergency procedures.
 5. The Principal or designate shall record the date medication is brought in, ensure that the required authorization and indemnification and release forms are on file, and record the amount of medication provided by the parent/guardian.
 6. Preventative measures will be taken at schools to minimize the risk of allergen exposure of an anaphylactic individual, in accordance with the recommendations of the Canadian School Boards Association (in its [Anaphylaxis in Schools and Other Settings Guide](#)), without depriving the individual of normal peer interactions.

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7. Epinephrine auto injectors and inhalers can remain in the possession of the student, unless the student is not yet mature enough to discharge that responsibility. This decision must be the result of a discussion (with appropriate consent and information) involving the Principal, the parent(s), and the student.
8. During any field trips, outdoor activities, or physical education sessions, such emergency medication must be on hand. (i.e. with the student or in the office). Duplicate units that provide multiple access points are to be provided for by the parents.
9. The school will stock the following auto-injectors:
 - 9.1 **K – 8 Schools:** one (1) Epinephrine Auto Injector (*15 mg*)(eg. EpiPen Jr.®) and one (1) Epinephrine Auto Injector (*30 mg*) (eg.EpiPen®)
 - 9.2 **9-12 Schools:** one (1) Epinephrine Auto Injector (*30 mg*) (eg.EpiPen®).
10. Medication shall be stored at the school in a secure area when not being administered to students. Access will be limited to those school personnel responsible for administering medication.

The Parent/Guardian

11. Parents are responsible for informing the school if their child has a known life-threatening, allergy that may lead to an anaphylactic reaction.
 - 11.1 Each school year the provide the Principal, prior to or at the time of the student registration with a completed and physician signed [Form 316-1 Administration of Medication and Medical Treatment to Students](#) and the [Form 317-1 Risk Reduction Plan and Anaphylaxis Emergency Plan](#). Form 317-1 Risk Reduction Plan and Anaphylaxis Emergency Plan:
 - 11.1.1 Student's name, photo and date;
 - 11.1.2 Identification of the substance to which the student is allergic;
 - 11.1.3 Symptoms of the allergic reaction or medical condition;
 - 11.1.4 Detailed emergency procedures to be followed in the event of a reaction. 911 will be called and the cost of the ambulance will be the responsibility of the parent;

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11.1.5 If medication is to be administered, name of medication, dosage, method, possible side effects, special storage instructions, time frame in which it must be received;

11.1.6 Location of emergency medication as discussed with the Principal; and

11.1.7 Ensure their child wears medical alert identification.

11.2 All medications to be administered by the school shall be brought to school by a parent / guardian, except in situations in which the physician determines it is in the best interest of the student that she/he carry the medication on her/his person.

11.3 Medication is to be received by the Principal or designate only in the original pharmaceutical containers, or otherwise as authorized in writing by a physician.

11.4 If a child is carrying an auto injector/inhaler, etc., parents are to provide duplicate unit(s) for storage within the school/classroom.

11.5 When a medication reaches its expiry date, parents will be responsible for replacing the medication as may be medically necessary.

12. Changes to Prescription

12.1 It is the responsibility of the parent to notify the school in writing of any changes to the original prescription and to provide a new pharmacy label and container, or a note of authorization from the physician regarding the change.

The Student

13. The student's role can vary from "being aware of the need for medication" to "self-managing their medication with adult supervision" depending on their age and developmental stage. The student shall, as appropriate of age and ability:

13.1 Manage their medical needs within the school and participate in the development and revision of the medication in place.

13.2 Ensure that all correspondence from the parents/guardians is given to the appropriate staff person at the school;

13.3 Bring home written information from the school and give it to their parents/guardians.

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14. As part of the students with severe allergies monitoring and avoidance risk reduction plan must:

- 14.1 Wear medical alert identification.
- 14.2 Eat only food brought from home unless authorized by the parents/guardians in writing;
- 14.3 Wash their hands before eating;
- 14.4 Learn to recognize symptoms of a severe allergic reaction;
- 14.5 Promptly inform a teacher or other adult as soon as accidental ingestion or exposure to an allergen occurs or symptoms of a severe allergic reaction appear;
- 14.6 Keep an injector or medication handy at all times; and
- 14.7 know how to use an injector or take medication.

Record-keeping

15. When the Principal or designate has approved staff involvement in the administration of medication, s/he must keep an [Administered Medications Log \(Form 316-3\)](#) for each student requiring medication.
- 15.1 Any literature provided to the parent, by a physician and related to medication is to be kept on file.
 - 15.2 Written instructions from the medical doctor must be completed.
 - 15.3 All records shall be kept confidential except as disclosed to staff members on a need to know basis.

Consent

16. Before any involvement in the provision of any medication in the case of an emergency, the Principal or designate must have received a written authorization by the custodial parent, for the involvement of the school staff in the administration of medication.
- 16.1 [Form 316-1 Administration of Medication and Medical Treatment to Students](#) and [Form 317-1 Risk Reduction Plan and Anaphylaxis Emergency Plan](#) must be

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completed / updated by the child's physician on an annual basis and returned to the Principal.

- 16.2 The forms are deemed an integral part of these procedures and include the information necessary to fully inform the Principal on how to properly and safely administer and dispense the Epinephrine auto injector / inhaler.
- 16.3 The instructions must be agreed to and be deemed sufficient by the Principal or designate before administration of medications can proceed.