



Department: Programs and Services
Section: Student Services

1.0 Application

1.1 This procedure applies to students only when they are under the care of school personnel, for example, when:

- 1.1.1 students are on school property during school hours;
- 1.1.2 students are participating in school activities during the school day, and
- 1.1.3 students are engaged in school-sponsored activities outside of regular school hours and have the permission of their parents/legal guardians to participate in such activities.

1.2 This procedure does **not** apply when students are attending an event as spectators outside of regular school hours (for example, watching a hockey or soccer game) when students are not under the care and supervision of school personnel.

2.0 Principals' Responsibilities

The principal shall:

- 2.1 request that parent(s)/legal guardian(s) of a child with a life-threatening allergy complete *Form AP403.22 - Appendix A - Anaphylaxis Emergency Plan and Form AP403.10k - Administration of Prescribed Medication to Students*;
- 2.2 forward completed *Form AP403.22 - Appendix A - Anaphylaxis Emergency Plan* and *Form AP403.22 - Student Health Partnership Program Referral* to Student Health Partnership Program Registered Nurse;
- 2.3 ensure all necessary staff, including bus drivers and cafeteria staff, as appropriate, are aware of and have access to student(s)' Anaphylaxis Emergency Plan(s);
- 2.4 promote the distribution, to children 14 years of age and younger with life-threatening allergies, the No Child Without® MedicAlert registration pamphlet;
- 2.5 as necessary, arrange for staff members to receive training from the Student Health Partnership Program Registered Nurse for working with students with life-threatening allergies and for administering an Epinephrine auto-injector;
- 2.6 establish and review with parent(s)/legal guardian(s), procedures for work experience, field trips, extracurricular activities and special events. The procedure should include a provision for a copy of *Form AP403.22 - Appendix A - Anaphylaxis Emergency Plan* to accompany the student;
- 2.7 seek permission from parent(s)/legal guardians(s) of children with life-threatening allergies to post names and pictures of students with Anaphylaxis Emergency Plans in agreed to locations in the school. For example the office and staff room;
- 2.8 if applicable, establish a plan to store additional unassigned Epinephrine auto-injectors in safe, unlocked and accessible location. Inform staff of the location of Epinephrine auto-injectors;

- 2.9 take into consideration students with life-threatening allergies when purchasing supplies and materials;
- 2.10 when made aware that a student with a life-threatening allergy does not have their Epinephrine auto-injector with them at school, contact parent(s)/legal guardian(s) and request them to transport the Epinephrine auto-injector to school as soon as possible;
- 2.11 ensure the *Student Records Policy* is followed regarding the maintenance and storage of all required documents.

3.0 School Staff's Responsibilities

School staff shall, as applicable;

- 3.1 discuss life-threatening allergies with the class, in age-appropriate terms;
- 3.2 discourage students from sharing or trading lunches or snacks, utensils, or containers;
- 3.3 establish reasonable classroom practices and procedures to protect the children with life-threatening allergies;
- 3.4 encourage students with life-threatening allergies to carry their own Epinephrine auto-injectors; especially when on school trips. In the event where it is deemed inappropriate (i.e., primary students or students with special needs) then, it shall be located in a secure, unlocked, clearly identified location;
- 3.5 contact the principal if they become aware of a student with a life-threatening allergy who does not have their Epinephrine auto-injector;
- 3.6 complete an entry in *Form AP403.10L - Administration of Prescribed Medication Record* in the event that an Epinephrine auto-injector was administered.

4.0 Parent/Legal Guardians' Responsibilities

Parent(s)/legal guardian(s) of a child with a life-threatening allergy shall:

- 4.1 inform the school of their child's allergy and complete *Form AP403.22 – Appendix A - Anaphylaxis Emergency Plan* provided by the school annually;
- 4.2 notify the school immediately if any changes occur to the plan such as contact information, change in allergies or change in Epinephrine dose;
- 4.3 consider completing the No Child Without® MedicAlert registration and encourage their child to wear the MedicAlert® bracelet or other means of medical identification for their child;
- 4.4 provide the child with an up-to-date Epinephrine auto-injector(s) and ensure their child carries it on their person when they are attending school;

- 4.5 in the event that their child does not have their Epinephrine auto-injector with them at school, parent(s)/legal guardian(s) will be asked to transport the Epinephrine auto-injector to school as soon as possible;
- 4.6 provide support to school and teachers as requested;
- 4.7 educate their child as to safe procedures;
- 4.8 complete *Form AP403.10k - Administration of Prescribed Medication to Students* annually and update as needed.

5.0 Students' Responsibilities

Students with a life-threatening allergy shall:

- 5.1 carry an Epinephrine auto-injector device at all times while in school, participating in a school event, or on school trips, unless deemed inappropriate;
- 5.2 take responsibility for avoiding relevant allergens, as age appropriate and according to ability;
- 5.3 wash hands before and after eating;
- 5.4 promptly inform an adult as soon as exposure to an allergen occurs or symptoms of an allergic reaction appear;
- 5.5 know how to use the Epinephrine auto-injector when age-appropriate (typically 7 years and up).

6.0 Allergic Reaction Response

- 6.1 In the event of an anaphylactic reaction, the Anaphylaxis Emergency Plan shall be followed.

Monitoring:

- The Director of Programs and Services is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: February 14/14

Ref: BP403.22; BP/AP403.10; AP403.22 - Appendix A - Anaphylaxis Emergency Plan; Form AP403.22 - Student Health Partnership Program Referral; Form AP403.10k - Administration of Prescribed Medication to Students; Form AP403.10.L - Administration of Prescribed Medication Record

Monitoring Date: Annually

Revised: