

# SCHOOL DISTRICT NO. 48 (SEA TO SKY)

## POLICY SERIES 500 - STUDENT PERSONNEL

R 504            STUDENT HEALTH AND  
SAFETY

R 504.9        Anaphylaxis

### DIVISION OF RESPONSIBILITIES FOR ANAPHYLAXIS

#### Responsibilities of the PARENTS/GUARDIANS of an Anaphylactic Student

- Inform the school of your child's allergies and complete the necessary forms
- Provide a Medic Alert® bracelet for our child
- Provide the school with the physician's diagnosis and instructions for the administration of medications and updates whenever there is a significant change related to their child/children.
- Provide the school with two up-to-date EpiPen(s)®, and check them frequently to ensure they have not passed the expiration date and that they have not been damaged or discoloured. One to be with the child and the other stored in a centrally located unlocked cupboard.
- Provide the school with an updated photo(s) of your child at the beginning of each school year
- Meet with the principal at the beginning of each school year as medical conditions change to revise/review the *Anaphylaxis (Life Threatening Allergy) Information* and *Anaphylaxis Management Plan* forms
- Provide support to the school and teachers as requested
- Consider participating in parent advisory meetings if requested
- When possible, supply information such as: foods to avoid, recipes, alternative snack suggestions, and resources for school publications
- Welcome other parent's calls with questions of safe food for your child
- When possible, attend field trips and/or arrange for a backup vehicle when deemed necessary
- Contact the principal to ensure all medication is taken home at the end of the school year or if your child moves away from the school
- Review the *Responsibilities of Anaphylactic Students* checklist with your child frequently

- Ensure all transportation providers (buses, taxis, etc) are made aware of the presence of an anaphylactic student
  
- Teach your child:
  - To recognize the first symptoms of an anaphylactic reaction
  - To know where medication is kept and who can give it
  - When possible, to communicate clearly when he/she feels a reaction starting
  - To carry his/her EpiPen® at all times and know how to use it (as developmentally appropriate)
  - The importance of wearing a Medic Alert® bracelet at all times
  - Not to share lunches, snacks, or drinks
  - The importance of eating food that only comes from home and not eating food from someone else unless approved by the parents/guardians
  - To understand the importance of hand washing
  - To take as much responsibility as possible for his/her own safety

## **DIVISION OF RESPONSIBILITIES FOR ANAPHYLAXIS**

### **Responsibilities of the PRINCIPAL of an Anaphylactic Student**

- Ensure that parents/guardians of an anaphylactic student receive the *Anaphylaxis (Life Threatening Allergy) Information* and *Anaphylaxis Management Plan* forms
- Arrange to meet with the parents/guardians of the anaphylactic student prior to the start of school year and on an annual basis as needed
- Ensure the parents/guardians have completed the *Anaphylaxis (Life Threatening Allergy) Information* form
- Complete the *Anaphylaxis Management Plan* form during the meeting with the parents/guardians
- Review the *Division of Responsibilities for Anaphylaxis*
- Ensure that the *Anaphylaxis (Life Threatening Allergy) Information* form is kept in the teacher's daybook, the student's fanny pack if an EpiPen® is carried, the classroom, the medical room and the office
- Notify all the school and support staff, and appropriate transportation providers of the student's allergens and the treatment
- Arrange for the annual in-service for school and support staff to include EpiPen® training
- Maintain an up-to-date list of emergency contacts and telephone numbers
- Inform parents/guardians of the student's classmates about the life threatening allergy and provide appropriate resources, including responsibilities of staff, students and parents, e.g. lunch ideas for nut/peanut aware classrooms
- Store EpiPens® in a safe, unlocked, clearly labelled, easily accessible location that staff know about. Ensure locations will not be affected by heat or cold.
- Establish safe procedures for off-site and extra-curricular activities
- Display a photo-poster in the staffroom of child and treatment.
- Record information relating to the specific allergies for each identified anaphylactic student to form part of the student's Permanent Student Record
- To monitor and collect information to the board in aggregate form (number of at-risk anaphylactic students and number of anaphylactic incidents)

## **DIVISION OF RESPONSIBILITIES FOR ANAPHYLAXIS**

### **Responsibilities of the CLASSROOM TEACHER of an Anaphylactic Student**

- Discuss anaphylaxis with the class, in an age-appropriate form
- Encourage students not to share lunches or trade snacks
- Where possible, choose allergy free foods for classroom events
- Establish procedures to ensure that the anaphylactic student only eats what he/she brings from home or that has been approved by his/her parent/guardian
- Reinforce hand washing before and after eating
- Facilitate communication with the parents
- Leave information in an organized, prominent and accessible format for Teacher On Call (TOC)
- Ensure that the *Anaphylaxis (Life Threatening Allergy) Information* form and student's EpiPen® are taken on all off-site activities
- If possible, the child should travel in a vehicle that has a cell phone available
- All adults accompanying students on a school outing should know who has anaphylaxis and where the EpiPen® is kept

## **DIVISION OF RESPONSIBILITIES FOR ANAPHYLAXIS**

### **Responsibilities of ANAPHYLACTIC STUDENTS**

- Take as much responsibility as possible for avoiding allergens
- Eat only foods brought from home or approved by parents/guardians
- Take responsibility for checking labels and monitoring intake (older students)
- Wash hands before and after eating
- Learn to recognize symptoms of an anaphylactic reaction
- Promptly inform an adult, as soon as an accidental exposure occurs or symptoms appear
- Carry your EpiPen® at all times and know how to use it (as developmentally appropriate)

***Note: It is the responsibility of the parents/guardians to ensure that these responsibilities are discussed frequently with their child.***

### **Responsibilities of ALL PARENTS/GUARDIANS**

- Respond co-operatively to request from school to remove allergens from packed lunches and snacks
- Participate in parent information sessions
- Encourage students to respect anaphylactic students and school policies
- Work with parents of anaphylactic students and outside resources to obtain information regarding alternative foods for lunches and snacks

### **Responsibilities of ALL STUDENTS**

- Learn to recognize the signs and symptoms of anaphylactic reaction
- Avoid sharing food, especially with anaphylactic students
- Follow school rules about keeping allergens out of the classroom and washing hands