

SECTION 600 – Students

**ADMINISTRATIVE PROCEDURE: PROTECTION OF STUDENTS WITH LIFE-
THREATENING ALLERGIES**

PROCEDURE CODE:	626 AP 002
Policy Reference: 626 – Administration of Medication and Medical Care	Exhibits: 626 E 001 – Request for School Assistance to Administer Medication 626 E 002 – Student Medication Management Record 626 E 003 – Anaphylaxis Emergency Plan 626 E 004 – Diabetes Care Plan

GUIDING PRINCIPLES

1. This policy defines standards and procedures required for the management of students and staff at risk of life-threatening allergies while they are the responsibility of the school system, recognizing that this responsibility is shared among the individual, parents/guardians, the school system and health care providers.
2. The purpose of this policy is to minimize the risk of exposure of students with life-threatening allergies to potentially life-threatening allergens without depriving the student of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school.
3. The Division recognizes the dangers faced by students and staff with life-threatening reactions to certain allergens. While the Division cannot guarantee an allergen-free environment, the Division will take reasonable steps to ensure a safe environment for students with life-threatening allergies, further to the goal of maintaining an appropriate learning environment for all students.
4. The Division will ensure that a minimum of one epinephrine autoinjector is maintained at each school operated by the Board.

RESPONSIBILITIES

1. Parent/Guardian Responsibilities:

- 1.1. Advise the principal and home-room teacher about the student's life-threatening allergy when the allergy is diagnosed, at the beginning of each school year, or when the student changes schools;
- 1.2. Provide and keep emergency information current;
- 1.3. Assist the Principal by asking the student's medical doctor to complete an Anaphylaxis Emergency Plan and sign the Request for School Assistance to Administer Medication (626 E 001) when the student is first registered or re-registered with the Medicine Hat Public Schools, or when the student's life-threatening allergies change;
- 1.4. Provide the Principal with a recent photograph of the student;
- 1.5. Provide the student with a case containing at least one unexpired injector or other medication as prescribed by a physician and ensure that the student has the injector or medication readily available, while at school, on off-campus programs, off-site activities or at other school events and activities;
- 1.6. Check expiry dates of medication and injectors and replace them as necessary;
- 1.7. Provide snacks and lunches for the student;
- 1.8. Advise the school bus driver of the student's life-threatening allergies.

2. Student Responsibilities:

- 2.1. Eat only foods brought from home unless authorized by the parents/guardians in writing;
- 2.2. Wash their hands before eating;
- 2.3. Learn to recognize symptoms of a life-threatening allergic reaction;
- 2.4. Promptly inform a teacher or an adult as soon as accidental ingestion or exposure to an allergen occurs or symptoms of a life-threatening allergic reaction appear;
- 2.5. Keep an injector or medication accessible at all times; and
- 2.6. When age appropriate, know how to use an injector or take medication.

3. Principal Responsibilities:

- 3.1. The principal is responsible for planning the coordination and management of students who have life-threatening allergies.
- 3.2. The principal must:
 - 3.2.1. ensure that, upon enrollment, parents/guardians/students are asked to supply information on life-threatening allergies;
 - 3.2.2. advise the parents/guardians /students with life-threatening allergies of this regulation and provide them with a copy;



- 3.2.3. develop an individual Anaphylaxis Emergency Plan for each student who has an anaphylactic allergy and request that the parents/guardians sign the Request for School Assistance to Administer Medication (626 E 001);
- 3.2.4. advise all staff members and others who are in direct contact on a regular basis of students who have potentially life - threatening allergies as soon as possible; and
- 3.2.5. request the consent of the parent to post the student's photo and display the Anaphylaxis Emergency Plan.
- 3.3. The Principal is encouraged to involve parents/guardians in all phases of planning.
- 3.4. The Principal must ensure that an Anaphylaxis Emergency Plan:
 - 3.4.1. is developed for each student with life-threatening allergies in cooperation with the parents/guardians and the student's health care professionals, and
 - 3.4.2. is kept in a readily accessible location at the school, includes emergency contact information, and provisions for and information regarding storage for epinephrine auto-injectors, where necessary.
- 3.5. With the consent of the parent or guardian, the Principal may post a photograph of the student with life-threatening allergies with a description of the allergy and the student's Anaphylaxis Emergency Plan in a central but not public location at the school.
- 3.6. The Principal must ensure:
 - 3.6.1. that all teaching staff and others who are in direct contact with the student on a regular basis be aware of the individual Anaphylaxis Emergency Plan and receive regular training in the recognition of life-threatening allergies and the use of injectors;
 - 3.6.2. that all off-site activity services providers are notified of the student's life-threatening allergy, if necessary;
 - 3.6.3. with the consent of the parent, the Principal and the classroom teacher must ensure that the student's classmates are provided with information on life-threatening 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 in this information;
 - 3.6.4. any injectors provided by parents/guardians and which are not in the student's possession are stored in a covered, secure and accessible location at the school; and
 - 3.6.5. all teaching staff, including substitute teachers, non-teaching staff, and student teachers are aware of the location of the injectors;
 - 3.6.6. that an individual Anaphylaxis Emergency Plan is developed for each student with life-threatening allergies in cooperation with the parents/guardians and the student's health care professionals;



- 3.6.7. includes emergency contact information and procedures; and
- 3.6.8. is kept in a readily accessible location at the school.

4. Teacher Responsibilities:

- 4.1. The classroom teacher of a student with life-threatening allergies must:
 - 4.1.1. discuss anaphylaxis with the class, in age-appropriate terms;
 - 4.1.2. avoid allergenic foods and substances for classroom events;
 - 4.1.3. facilitate communication with other parents/guardians;
 - 4.1.4. leave information about students with life-threatening allergies in an organized, prominent and accessible format for substitute teachers;
 - 4.1.5. discuss anaphylaxis in appropriate terms with student teachers, guest speakers and volunteers who are in the classroom, and explain the school rules and the school's emergency response protocol;
 - 4.1.6. ensure that the emergency response protocol and appropriate medication is taken on off-site activities; and
 - 4.1.7. ensure that appropriate and knowledgeable adults accompany off-site activities.

REFERENCES

Bill 201 Protection of Students with Life-Threatening Allergies Act
Anaphylaxis in Schools & Other Settings 3rd Edition Revised
Canadian Society of Allergy and Clinical Immunology

Approved: December 17, 2013

Revised: May 11, 2020

