

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD



150 Years of Believing, Achieving, Serving

ALLERGY – ANAPHYLAXIS  
MANAGEMENT PLAN

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CATHOLIC ELEMENTARY  
SCHOOL

January 2006



## 1. INTRODUCTION

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Anaphylaxis is a severe, life-threatening allergic reaction which affects multiple body systems resulting in breathing difficulty and a drop in blood pressure.

Although the peanut is by far the most frequent allergen causing anaphylaxis in school-aged children, it is certainly not the only one. In addition to peanuts, cow's milk, eggs, fish, sesame seeds, shellfish (crustaceans and molluscs), soy, tree nuts (almonds, brazil nuts, cashews, filberts or hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, walnuts) and wheat as well as bee stings have been identified as the most likely to cause severe anaphylactic reactions in Canadians.<sup>1</sup>

\_\_\_\_\_ Catholic (Elementary) (Secondary) School recognizes that some students within the school system are at risk to experience severe anaphylactic reactions to common allergens. Such allergic reactions could conceivably be life-threatening.

While it cannot guarantee an allergen-free environment, \_\_\_\_\_ Catholic (Elementary) (Secondary) School, in accordance with "*Sabrina's Law: An Act to Protect Anaphylactic Pupils*", shall make every reasonable effort to:

- reduce the risk of exposure to anaphylactic causative agents in classrooms and common school areas;
- ensure that school personnel are aware of which students within the school population have been identified as being at risk to experience severe anaphylactic reactions; and
- implement procedures necessary to intervene effectively in the event of an anaphylactic emergency.

In order for school personnel to respond appropriately, it is crucial that the parent/guardian (adult student) keep the school principal/designate fully informed of the nature of the student's allergic condition and the medication(s) which have been prescribed to address the condition.

With respect to the administration of emergency medication at the time of an anaphylactic reaction "*Sabrina's Law: An Act to Protect Anaphylactic Pupils*" is very clear:

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<sup>1</sup> Anaphylaxis: A Handbook for School Boards, Canadian School Boards Association, 2001.

- “If an employee has reason to believe that a pupil is experiencing an anaphylactic reaction, the employee may administer an Epinephrine auto-injector or other medication prescribed to the pupil for the treatment of an anaphylactic reaction, even if there is no preauthorization to do so under subsection (1).” 2005, c. 7, s. 3 (3).
- “No action for damages shall be instituted respecting any act done in good faith or for any neglect or default in good faith in response to an anaphylactic reaction in accordance with this Act, unless the damages are the result of an employee’s gross negligence.” 2005, c. 7, s. 3 (4).

The procedures outlined in this Allergy – Anaphylaxis Management Plan are in compliance with the requirements of the “*Education Act, R.S.O. 1990, Regulation 298 – Operation of Schools – General, Regulation Made Under the Teaching Profession Act and Sabrina’s Law: An Act to Protect Anaphylactic Pupils.*”



## 2. PROCEDURES

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### 2.1 Role of the Parent/Guardian (Adult Student)

- The parent/guardian of the student who is at risk to have an anaphylactic reaction (or the adult student who is at risk to have an anaphylactic reaction) is expected to:
  - inform the school principal/designate of the details of the potential allergic/anaphylactic reaction, including a list of foods and/or substances to be avoided, cross sensitivities and the required medication(s) to be used at the time of an anaphylactic reaction;
  - inform the school principal/designate of any changes to the allergic condition and/or the medications;
  - inform a new school of their child's medical needs, if the child transfers to another school within the Board's jurisdiction;
  - complete the parent/guardian/adult student authorization form (SS-02-57 INT – Part 2) on an annual basis;
  - arrange to have the physician complete the physician authorization form (SS-02-57 INT – Part 1) when the school is first informed about the child's medical condition and return the completed form to the school;
  - provide a minimum of two (2) up-to-date medication packages (Epinephrine auto-injectors);
  - provide up-to-date emergency contact names and telephone numbers;
  - provide current photographs of their child;
  - provide a Medic Alert™ bracelet or equivalent for their child;
  - assist with the development of the Individual Emergency Anaphylactic Action Plan for their child;
  - teach their child to -
    - understand the nature of her/his allergy
    - eat only foods brought from home, until s/he is capable of checking labels and monitoring her/his intake
    - check labels and monitor intake
    - understand the importance of handwashing
    - recognize the first symptoms of an anaphylactic reaction

- communicate clearly and directly when s/he feels a reaction starting
- carry her/his own Epinephrine auto-injector and understand its purpose
- use the Epinephrine auto-injector, if capable of self-administration
- know where additional medication is stored in the school and who can access it
- report any instances of bullying to an adult authority figure.

## 2.2 **Role of the School Principal/Designate**

### 2.2.1 Registration

- At the time of the registration of each new student, the school principal/designate shall determine if the student has an allergic/anaphylactic condition and shall record that information in the medical information section on the Personal Screen of the Trillium Student Information Management System.
- At the beginning of each school year, the school principal/designate shall update the medical information of each student enrolled in the school to determine if new medical conditions have developed and/or if existing medical conditions have changed.

### 2.2.2 Authorization

- When the school principal/designate is informed by the parent/guardian/adult student that a student within the school may have an allergic/anaphylactic condition and may require the administration of emergency medication, the school principal/designate shall:
  - request that the parent/guardian/adult student complete *Form SS-02-57 INT (Part 2) – Authorization for Administration of Medication for Anaphylactic Reaction – Parent/Guardian Authorization (Appendix)*;
  - request that the parent/guardian/adult student arrange to have the attending physician complete *Form SS-02-57 INT (Part 1) – Authorization for Administration of Medication for Anaphylactic Reaction – Physician Authorization (Appendix)* and return it to the school.

### 2.2.3 Medication

- If the physician authorization form indicates that the student requires the administration of medication at the time of an anaphylactic reaction, the school principal/designate shall:
  - obtain at least two (2) up-to-date Epinephrine auto-injectors from the parent/guardian (adult student);

- ensure that the medication is clearly labelled to indicate the name of the student, the name of the medication and the expiry date;
- arrange to have one (1) Epinephrine auto-injector on the student's person (e.g. in a fanny-pack) at all times;
- arrange to have the second Epinephrine auto-injector stored in a safe, unlocked location (e.g. main office);
- ensure that medication which has reached its expiry date is returned to the parent/guardian (adult student) and replaced by up-to-date medication.

#### 2.2.4 Staff Training

- When the school principal/designate is informed by the parent/guardian/adult student that a student enrolled at the school has an anaphylactic condition and authorization for the administration of the Epinephrine auto-injector has been received, the school principal/designate shall:
  - identify the student to all staff members of the school as a student with an anaphylactic condition;
  - arrange for a regular education session (annual) on dealing with life-threatening allergies for all employees and others who are in direct contact with pupils on a regular basis through Public Health Services or a similar agency/qualified medical person that provides anaphylactic training including the use of an Epinephrine auto-injector;
  - an attendance record shall be kept of all individuals who complete the education session (Appendix).

#### 2.2.5 Individual Emergency Anaphylaxis Action Plan

- Upon completion of the staff training, the school principal/designate shall develop an Individual Emergency Anaphylaxis Action Plan in consultation with the parent/guardian/adult student (Appendix). This plan will be reviewed on an annual basis.
- The Individual Emergency Anaphylaxis Action Plan shall contain the following information:
  - student's name, birthdate and health card number;
  - a description of the type of allergy;
  - the symptoms which indicate an anaphylactic reaction;

- monitoring and avoidance strategies;
  - appropriate treatment;
  - emergency contact information;
  - emergency procedures;
  - storage location of the Epinephrine auto-injectors; and
  - a current photograph (not a photocopied image) of the child (Appendix).
- The Individual Emergency Anaphylaxis Action Plan shall be posted in key locations around the school including the Main Office, the Resource Room and the Staff Room. A copy shall also be provided for the School Bus Driver.

#### 2.2.6 Student Medical File

- After the Individual Emergency Anaphylaxis Action Plan has been developed, the school principal/designate shall establish a Student Medical File in which is stored:
  - current information about the student's medical condition;
  - a copy of *Form SS-02-57 INT (Parts 1 & 2)*;
  - the Individual Emergency Anaphylaxis Action Plan;
  - the Individual Student Log of Administered Medication; and
  - a current emergency contact list.

#### 2.2.7 Documentation

- The school principal/designate shall ensure that each time a student is administered the Epinephrine auto-injector because of an anaphylactic reaction the incident will be recorded on the Individual Student Log of Administered Medication (Appendix).

#### 2.2.8 Prevention

- The school principal/designate shall take steps to protect students with an allergy/anaphylactic condition from exposure to life-threatening substances, including:
  - informing the students, parents/guardians and Catholic School Council about the nature of allergies and anaphylactic reactions as well as the nature of the life-threatening foods/substances to which students enrolled in the school are allergic;
  - requesting the cooperation of the school community in avoiding the use of those life-threatening substances on school property, on school buses and during student field trips;
  - establishing safe lunchroom and eating area procedures, including cleaning and handwashing;
  - avoiding allergens hidden in materials used within the school (e.g. pet foods, play dough, stuffed toys, etc.);

- taking special precautions with respect to the food provided for school celebrations and extra-curricular activities;
- providing the parents/guardians of the school community with a list of appropriate food substitutes which do not induce anaphylactic reactions;
- discussing with food services providers the nature of the foods to which students may have an anaphylactic reaction along with appropriate substitutes;
- communicating general information about allergies and anaphylactic reactions to students, staff and parents/guardians on a yearly basis;
- sharing the school's Allergy-Anaphylaxis Management Plan with all persons who may be in regular contact with students at risk to have anaphylactic reactions;
- ensuring that when a student who is at risk to have an anaphylactic reaction is involved in an out-of-school learning experience the student has an Epinephrine auto-injector on his/her person and that the supervising teacher has a second Epinephrine auto-injector as well as a cell phone to be used in emergency situations; and
- ensuring that school maintenance staff routinely check for active hives/nests around school property and cover/remove garbage containers to reduce the risk of insect-induced anaphylactic reactions.

### 2.3 **Role of the School Staff**

- All school personnel (e.g., Principal, Vice-Principal, principal assistant, principal intern, department heads, teachers, educational assistants, school secretaries, lunch room supervisors, occasional teachers, and occasional educational assistants) who are in direct contact with students on a regular basis have the responsibility to attend an education session on anaphylaxis and the use of an Epinephrine auto-injector as provided by Public Health Services or a similar agency/qualified medical person that provides anaphylactic training including the use of an Epinephrine auto-injector.
- When the school principal/designate is informed by the parent/guardian (adult student) that a student within the school may have an allergic/anaphylactic condition and the parent/guardian/adult student authorizes the staff members of the school to administer an Epinephrine auto-injector during an anaphylactic emergency, the school staff shall be informed about the student's medical condition.
- The staff shall remain vigilant concerning circumstances and/or events which may constitute an unsafe situation for students at risk to experience an anaphylactic reaction and shall report these to the school principal/designate.
- At the time of an anaphylactic reaction the staff member(s) who recognize the warning signs/symptoms shall administer the Epinephrine auto-injector immediately and shall inform the school secretary who in turn will call (911) and the student's parent/guardian.

- After the medication has been administered, the staff member(s) shall record the incident in the Individual Student Log of Administered Medication.

#### 2.4 **Role of the Classroom/Subject Teacher**

- In addition to the duties described in subsection 2.3, classroom/subject teachers are also expected to:
  - monitor the presence within the classroom setting of substances which cause an anaphylactic reaction in the identified student;
  - encourage students to choose non-allergen food for snacks and lunches;
  - ensure that the identified student is carrying an Epinephrine auto-injector on her/his person during all out-of-school learning experiences;
  - ensure that an additional Epinephrine auto-injector and a cell phone are available during all out-of-school learning experiences.

#### 2.5 **Role of the School Secretary**

- In addition to the duties described in subsection 2.3, the school secretary is expected to follow the Emergency 911 Protocol (Appendix) at the time of an anaphylactic reaction.

#### 2.6 **Role of the Public Health Nurse**

- The Public Health Nurse, as requested, will provide regular education (annually) and has the responsibility to:
  - offer the regular (annual) education sessions to all schools within the HWCDSB when the Public Health Nurse meets with the school principal/designate in September of each school year. The Public Health Nurse will then document the school's response on whether they will follow through with the education session that is being offered. If the school decides to decline the education session the Public Health Nurse will document this on the Anaphylaxis Documentation Record Sheet that will be kept with the City of Hamilton – Public Health Services and is required by the College of Nurses of Ontario;
  - provide a 30-minute education session using a detailed standardized teaching plan on how to manage anaphylaxis at school that includes education regarding how and when to use an Epinephrine auto-injector. This teaching plan will include the purpose, objectives and expected outcomes to provide learners with the appropriate knowledge and skill to administer the Epinephrine auto-injector safely. Public Health Nurses who deviate from the standardized teaching plan

will document any advice, care or services provided to individuals as required by the College of Nurses of Ontario;

- ensure an Anaphylaxis Education Session Attendance record will be provided at every education session that will include: the name of the school; date of education session; and the name of attendees. The original attendance record will be kept by the Public Health Nurse at the City of Hamilton - Public Health Services as required by the College of Nurses of Ontario and a copy will be given to the school;
- update the teaching plan on an ongoing basis as new information is acquired.

## 2.7 Role of the Anaphylactic Student

- Dependent on the physical and mental capabilities of the student and the informed consent of the parent/guardian, the student who is at risk to experience an anaphylactic reaction has the responsibility to:
  - wear a Medic Alert™ bracelet or equivalent;
  - carry an Epinephrine auto-injector on her/his person at all times;
  - follow the instructions of her/his physician and parent/guardian;
  - tell teachers, educational assistants, school principal and friends about her/his allergy;
  - tell occasional personnel (i.e. occasional teachers, occasional educational assistants, lunch room monitors/supervisors, crossing guards, school bus drivers, volunteers) about her/his allergy;
  - tell teachers, educational assistants, school principal and friends where to find her/his Epinephrine auto-injector;
  - wash hands before eating;
  - eat only foods brought from home or foods approved by parent/guardian;
  - avoid open containers which could contain food refuse;
  - refrain from participating in recycling programs;
  - learn to recognize the symptoms of an anaphylactic reaction;
  - monitor her/his health and promptly inform an adult as soon as accidental exposure occurs or symptoms appear;
  - \*  understand how to use Epinephrine auto-injector, if capable of self-administration;
  - learn the contents of products in the natural environment;
  - tell an adult if a situation of concern or potential danger occurs;
  - use a buddy system;
  - provide information about her/his allergic condition for teachers and school principal when moving to a new school.

\* Note: Due to the rapid rate of an anaphylactic reaction, the student may not be able to notify an adult and/or self-administer the Epinephrine auto-injector.

## 2.8 **Role of Parents/Guardians and Volunteers**

- Parents/guardians and volunteers within the school community have the responsibility to:
  - be aware of and comply with the Allergy-Anaphylaxis Management Plan;
  - assist the school principal and the staff of the school in disseminating information to all members of the community about allergies and anaphylactic reactions.



### 3. APPENDIX

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- Individual Emergency Anaphylaxis Action Plan
- How To Use the Epinephrine Auto-Injector...Three Simple Steps
- Authorization For Administration of Medication For Anaphylactic Reaction – Physician Form
- Authorization For Administration of Medication For Anaphylactic Reaction – Parent/Guardian Form
- Individual Student Log of Administered Medication
- Anaphylaxis Education Session Attendance Record
- Letter Concerning Liability
- Sample Letter to School Community Regarding Life-Threatening Allergies



## INDIVIDUAL EMERGENCY ANAPHYLAXIS ACTION PLAN

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STUDENT: _____ TEACHER: _____ GRADE: _____ ROOM: _____ ALLERGY TO: _____ MEDICATION: <u>EPINEPHRINE AUTO-INJECTOR</u> LOCATION OF MEDICATION: 1. _____ 2. _____ NAMES OF STAFF WITH FIRST AID TRAINING: _____ _____ PARENT/GUARDIAN TELEPHONE NUMBER: _____ ALTERNATE PHONE #: _____ 2 <sup>ND</sup> ALTERNATE #: _____	PHOTO
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### SYMPTOMS OF ALLERGIC REACTION (Please check off for this student)

- Airway:** choking, coughing, difficulty breathing or swallowing, hoarseness, wheezing.
- Face:** flushed face, itchy eyes, lips or nose, swollen lips or tongue.
- Skin:** hives, itchiness, rash, swelling.
- Stomach:** diarrhea, nausea, stomach pain, vomiting.
- General:** loss of consciousness, sense of doom, weakness.

### EMERGENCY ACTION STEPS

- LOCATE MEDICATION: 1. \_\_\_\_\_ 2. \_\_\_\_\_
- ADMINISTER EPINEPHRINE AUTO-INJECTOR at first sign of an allergic reaction. Give second dose in 10-15 minutes if reaction continues or worsens.
- CALL 911: This is (Name of School) school at (Address). We have a student who is allergic to \_\_\_\_\_ who is having an anaphylactic reaction. We have administered an epinephrine auto-injector. We need an ambulance immediately.
- INFORM STUDENT'S PARENT/GUARDIAN.
- STATION STAFF MEMBER OUTSIDE OF SCHOOL TO MEET EMERGENCY STAFF
- STUDENT TAKEN TO HOSPITAL BY AMBULANCE

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

**TO BE POSTED BY TELEPHONE**

9-1-1- Protocol Anaphylaxis

1. This is \_\_\_\_\_ School.
2. We are located at:  
Address: \_\_\_\_\_  
Nearest Major Intersection: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_
3. We have a student who is allergic to \_\_\_\_\_, who is having an anaphylactic reaction. We have administered an epinephrine auto-injector. We need an ambulance immediately.
4. The closest entrance for the ambulance is on: \_\_\_\_\_  
Ave./Road/Street
5. A staff member will be outside of the school entrance to provide more information.
6. Do you need any more information?
7. How long will it take you to get here?
8. Call parent/guardian/emergency contact.

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

**AUTHORIZATION FOR ADMINISTRATION OF MEDICATION  
FOR ANAPHYLACTIC REACTION**

To Be Completed by Attending Physician  
(Please Print or Type)

**Demographic Information**

Student's Name: \_\_\_\_\_ Birthdate: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_

Ontario Health Card Number: \_\_\_\_\_

**Description of Allergy**

Foods, events, conditions, etc. which are to be avoided: \_\_\_\_\_

Symptoms of an anaphylactic reaction: \_\_\_\_\_

**Medical Certification**

This is to certify that \_\_\_\_\_ has an allergic reaction to \_\_\_\_\_ and must be given an epinephrine auto-injector in the event of an anaphylactic reaction.

Doctor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Doctor's Signature: \_\_\_\_\_ Date: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_

HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD

**AUTHORIZATION FOR ADMINISTRATION OF MEDICATION  
FOR ANAPHYLACTIC REACTION**

To Be Completed by Parent/Guardian/Adult Student  
(Please Print or Type)

**Demographic Information**

Student's Name: \_\_\_\_\_ Birthdate: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_

Ontario Health Card Number: \_\_\_\_\_

**Administration of Medication**

I acknowledge that the staff of the Hamilton-Wentworth Catholic District School Board are not trained medical personnel, however I authorize the administration of an epinephrine auto-injector, as prescribed by the attending physician, in the event that my child, \_\_\_\_\_ experiences an anaphylactic reaction on school property or during a school or school board sponsored event. I also understand that my child may need to be held in order to administer the epinephrine auto-injector.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_

**Self-Administration of Medication**

I consent to my child \_\_\_\_\_ carrying an epinephrine auto-injector on her/his person.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_

I consent to my child \_\_\_\_\_ self-administering the epinephrine auto-injector prescribed by the attending physician.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_

**Posting of Photographs**

I consent to the posting of photographs of my child \_\_\_\_\_

and of medical information (Individual Emergency Anaphylaxis Action Plan) in the following locations:

Classroom       Lunchroom       Staff Room       Other  \_\_\_\_\_

Office       School Bus       Resource Room       \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: Month \_\_\_\_\_ Day \_\_\_\_ Year \_\_\_\_\_

SS-02-57-INT (Copy to Documentation File of OSR and Student Medical File)









“Sample Letter to Parents/Guardians Regarding Life-Threatening Allergies”

(School Logo)

(Date)

Dear Parents/Guardians:

There is a student in our school, who has a severe allergy to \_\_\_\_\_. Even exposure to a tiny amount of this (food) (substance) could be potentially serious and life-threatening. We can all play a positive role in preventing such a dangerous and frightening situation at our school. The specific student and (her) (his) family are taking responsibility to avoid exposure to \_\_\_\_\_. However, staff members, other students and their families can also help to make the school environment safer.

Your assistance is needed to:

- check the ingredients on items you send to school;
- avoid sending \_\_\_\_\_ or items containing \_\_\_\_\_ to school, including \_\_\_\_\_;
- teach your children to understand this very serious situation and discourage teasing of this child.

This may be an inconvenience for you, but please realize how important your assistance is. We would take the same care should your child have such a health care need.

Thank you for your support.

Sincerely,

Principal