

# **Edwards Elementary Anaphylaxis Protocol Towards Creating a “Safe and Allergy Aware” School**

## **Preamble:**

The school has a legal responsibility to both be proactive in dealing with possible life-threatening situations and to respond to a medical emergency. It is key to take a course of action that is “reasonable” in line with legal responsibilities. All stakeholders must be aware that there is no such thing as an “allergen-free school”. (Severe allergens may include things such as: tree nuts, peanut butter, fish, eggs, shellfish, sesame seeds, mangoes, etc). In this regard, it is prudent to use the term “requested” rather than “banned” when asking parents to not bring specific products to school.

## **Roles and Responsibilities**

### **Administration/Office**

1. System of student’s identification for those students with life-threatening allergies. (lists with name, room number, photo, specific allergen and treatment is taken from Power Schools and posted in the infirmary, classroom and in the guest teacher file)
2. Provision of a system of training and review at the beginning of each school year and in January to aid staff (teachers and support staff) in dealing with students who have life threatening allergies.
3. Allergy response procedure posted in the infirmary.
4. Reinforcement of “no food-sharing” policy throughout the school.
5. Post no nuts and seeds signs around the school.
6. All medication provide to the office is returned to families on the last day of school.

### **Staff Members**

1. Through staff in-service, review proper treatment and potentially severe nature of allergic reactions prior to each school year and again in January.
2. All staff needs to be aware of students needing epinephrine treatment (ie. ID sheets with name, photo, specific allergen, treatment)

3. Projects and special celebrations involving food, may need to be restricted depending on allergies of the students.
4. Teachers will collaborate with the parents/guardian of child requiring an epi-pen to determine proper accessibility. If a second epi-pen is sent with the child, it is to be placed in the infirmary with appropriate labeling.
5. Review “No Food Sharing” policy with students.

## **Parent**

1. Do not ever assume that the school is “allergen free”.
2. Parents must inform the school of their child’s specific allergy by filling out and signing the “Student Medication Administration Approval Form” each school year.
3. Parents must discuss the medical condition with their child’s teacher as soon as possible.
4. Secure “Medic-Alert” bracelet for child with life-threatening allergy.
5. Provide an EpiPen for storage at the school and one that the child has access to during the school day.
6. Provide school with properly labeled medications and replacement medications after use or upon expiration.
7. Ensure that medication has not expired.
8. Ensure that medication stored in the office is collected at the end of June.
9. Educate the child on the following:
  - Safe and unsafe foods.
  - Strategies for avoiding exposure to unsafe foods.
  - Symptoms of allergic reactions.
  - How and when to tell an adult they may be having an allergy-related problem.
  - How to read food label (age appropriate).
  - How to self-administer an auto-injector device (age appropriate).
  - Location of student’s medication.

## **Student with Food Allergy**

1. Students should have one EpiPen, labeled with their name and kept in the office. In addition, students should have access to their EpiPen, labeled with their name and expiry date. These students should also wear a Medic-Alert bracelet that identifies their

allergy. Older students (age 7+) should be familiar with how to self-inject their EpiPen. If possible an adult should be on hand when a student self-administers and should be prepared to administer if the student is incapacitated.

2. Students responsibilities include:
  - No trading of food, food utensils or food containers
  - Eat only lunches/snacks that have been prepared at home
  - Hand washing before and after eating
  - Contact an adult immediately if they eat, or come in contact with, something that they believe may contain the food to which they are allergic

### **All Parents**

1. Respond co-operatively to requests from school to eliminate specific foods from lunches and snacks.
2. Encourage children to respect school policies and other children with allergies.
3. Inform teacher prior to distribution of any food within the school.

### **All Students**

1. Avoid sharing food.
2. Follow school rules about keeping specific food out of the school and washing hands.

## **Emergency Response Plan**

### **Student with Severe Allergy**

1. If the child is displaying signs of anaphylaxis(symptoms may include hives, vomiting, diarrhea, wheezing, coughing, difficulty breathing and a sense of doom), administer epinephrine.
2. Call 911.
3. Contact the student's parents/guardians. (also to resupply epinephrine used in the incident)
4. If possible, include a familiar and trusted adult to accompany the child.
5. Fill out Student Medication Record of Administration

**Administering Medication**

No medication shall be administered by staff unless a signed "Student Medication Record of Administration" form has been handed into the office. If you are unsure if this has been done, please contact the office for confirmation.

**Administering First Aid**

Please remember to protect yourself when administering first aid. All staff should wear latex gloves (office supplies them).