



Wellington Catholic
District School Board
We Have Faith in Education

Appendix: A

School Assistance with Health Care: Anaphylaxis (For use when an EpiPen has been prescribed by a physician)

Student _____ Date of Birth _____

Address _____ Telephone _____

1. Dosage of EpiPen(s): EpiPen Jr. (0.15 mg) EpiPen (0.3 mg)
2. This student will carry an EpiPen on his/her person Yes No
Note: As early as possible it is recommended students carry their own EpiPen.
3. This student has been trained in the use of an EpiPen: Yes No
4. Description of Allergens:

5. Food/Events to be avoided:

NOTE:

It is the responsibility of the parent/guardian to ensure that medical information is current and that an appropriate, non-expired epi-pen or medication has been provided for use at the school. This request for the administration of epinephrine will cease on June 30 of each school year or when the procedure or medication is changed or no longer required. All medication must be in its original container and clearly labelled with the student's name and prescribed dosage.

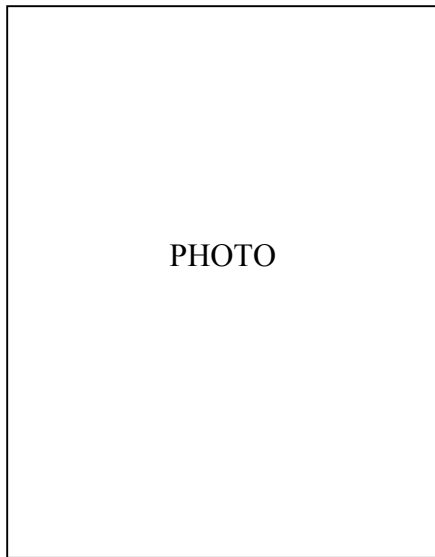
I acknowledge that the medication specified above will be administered to my child in the event of a life threatening anaphylactic reaction. I understand that no action for damages against the Wellington Catholic District School Board, its employees and agents shall be instituted respecting any act done in good faith or for any neglect or default in response to an anaphylactic reaction unless the damages are a result of an employee's gross negligence. *(Bill 3: An Act to protect anaphylactic pupils. January 1, 2006)*

Parent/Guardian _____ Date _____

This information is being collected pursuant to the provisions of The Freedom of Information Act and Protection of Privacy Act, and under the authority of the Education Act. This confidential form will be shared among education professionals. Personal information shall not be used except for the purpose for which it was obtained and compiled. Any questions with respect to this information should be directed to your school principal.

Anaphylaxis Emergency Plan (Name) _____

This person has a potentially life-threatening allergy (anaphylaxis) to:



(Check the appropriate boxes)

- Peanut
- Tree nuts
- Egg
- Milk
- Other: _____
- Insect Stings
- Latex
- Medication: _____

Food: The key to preventing an anaphylactic emergency is absolute avoidance of the allergen. People with food allergies should not share food or eat unmarked/bulk foods or products with a "may contain" warning.

Epinephrine Auto-Injector: Expiry Date: _____ / _____

- Dosage:**
- EpiPen Jr 0.15mg
 - EpiPen 0.30 mg
 - Twinject 0.15 mg
 - Twinject 0.30 mg

Location of Auto-Injector(s): _____

Asthmatic: Person is at greater risk. If person is having a reaction and has difficulty breathing, give epinephrine auto-injector before asthma medication.

A person having an anaphylactic reaction might have ANY of these signs and symptoms:

- **Skin:** hives, swelling, itching, warmth, redness, rash
- **Respiratory (breathing):** wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing
- **Gastrointestinal (stomach):** nausea, pain/cramps, vomiting, diarrhea
- **Cardiovascular (heart):** pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
- **Other:** anxiety, feeling of "impending doom", headache

Early recognition of symptoms and immediate treatment could save a person's life.

Act quickly. The first signs of a reaction can be mild, but symptoms can get worse very quickly.

1. **Give epinephrine auto-injector** (e.g. EpiPen or Twinject) at the first sign of a reaction occurring in conjunction with a known or suspected contact with allergen. Give a second dose in 10 to 15 minutes or sooner **IF** the reaction continues or worsens. (See second page for instructions).
2. **Call 911.** Tell them someone is having a life-threatening allergic reaction. Ask them to send an ambulance immediately.
3. **Go to the nearest hospital,** even if symptoms are mild or have stopped. Stay in the hospital for an appropriate period of observation, generally 4 hours, but at the discretion of the ER physician. The reaction could come back.
4. **Call contact person.**

Emergency Contact Information

Name	Relationship	Home Phone	Work Phone	Cell Phone

The undersigned patient, parent, or guardian authorizes any adult to administer epinephrine to the above-named person in the event of an anaphylactic reaction, as described above. This protocol has been recommended by the patient's physician.

Patient/Parent/Guardian Signature

Date

Physician Signature

Date



APPENDIX C

Checklist for Parent(s)/Guardian(s) of an Anaphylactic Student

- [] Arrange meeting with principal to exchange information.
- [] Notify school personnel of your child's allergens in order of severities.
- [] Complete "The Request and Consent Form for the Administration of EpiPen in an Emergency Form" (see Appendix A).
- [] Provide the school with required number of EpiPens and make sure they are not expired.
- [] Consider a Medic Alert bracelet for your child.
- [] Educate yourself about foods that can cause anaphylactic reactions.
- [] Stress with your child and the school staff that only foods from his/her home are to be eaten.
- [] Keep up-to-date about education and new information in this field.
- [] Research field trip sites for allergen risks.
- [] Accompany your child on field trips if possible.
- [] Inform the school bus driver about your child's medical needs.
- [] Verify all posted information about your child.
- [] Inform school staff of any allergic reactions that occur outside of school hours.

APPENDIX D

Checklist Annual Timeline for Schools with Anaphylactic Pupils

SEPTEMBER

Principals:

- Distribute all class materials, folders, files to receiving teacher.
- Meet with and brief receiving staff.
- Check with parent/guardian regarding changes over the summer.
- Check EpiPen and other medications re: expiry dates and location.
- Post emergency allergy alert form (see Appendix B)
- Identify all pupils at initial staff meeting of all staff or hold special meeting re: all anaphylactic pupils.
- Review administration of EpiPen including practice EpiPen.
- Review emergency procedures for each staff member.
- Review 911 procedures and locations of all medications.
- Review and up-date literature/emergency folders/student photos.
- Teacher ensures presence of emergency file for anaphylactic student.

Teachers:

- Review Emergency Plan.
- Review key components of student file.
- Review occasional teacher folder.
- Review location of all medications.
- Establish class cleanup routines (wipe down desks).

How to use the EpiPen® Auto- Injector... Three simple steps:



Comment utiliser l'auto-injecteur d'adrénaline EpiPen® en trois étapes simples.



1. Pull off grey safety cap.
1. Enlever le couvercle gris de sécurité.



2. Jab black tip into outer thigh until unit activates.
2. D'un coup sec, placer le bout noir sur la cuisse jusqu'au déclenchement du mécanisme d'auto-injection.



3. Hold EpiPen® in place several seconds. Then discard unit.
3. Laisser en place pour plusieurs secondes. L'unité EpiPen® doit ensuite être enlevée et jetée.

WELLINGTON CATHOLIC DISTRICT SCHOOL BOARD

SECTION:	STUDENT MANAGEMENT AND WELFARE
SUBSECTION:	STUDENT HEALTH
POLICY:	Anaphylaxis Management
CODE:	P.SMW.F.2

The Wellington Catholic District School Board believes that anaphylaxis management is a shared responsibility of pupils, parents, and school staff in conjunction with trained medical personnel. These partners are required to work together to reduce the risk of life threatening allergic reactions that may be experienced by the pupils of our schools.

Consistent with the duty of principle as set out in Clause 265 (1) (j) of the Education and as required to comply with Bill 3 (Sabrina's Law), the Board will develop and implement an anaphylaxis management plan in each school for those children who have an anaphylactic allergy.

WELLINGTON CATHOLIC DISTRICT SCHOOL BOARD

SECTION:	STUDENT MANAGEMENT AND WELFARE
SUBSECTION:	STUDENT HEALTH
REGULATIONS:	Anaphylaxis Management
CODE:	R.SMW.F.2

1. Definition
 - 1.1 Anaphylaxis is a severe systemic allergic reaction resulting in circulatory collapse or shock that can be fatal. Common causes are food, insect bites and medication. Other causes are latex and immunotherapy(allergy shots).

2. 2.1 Create a Safe Environment
 - Know which pupil / staff have allergies
 - Encourage these individuals to carry epinephrine on their person (epi-pen) and wear medic alert bracelet
 - Know the signs and symptoms FAST
 - F. face itchiness, redness, swelling of face and tongue
 - A. airways trouble breathing, swallowing or speaking
 - S. stomach pain ,nausea, vomiting
 - T. total hives, rash, itchiness, swelling, weakness, pale

3. Identification of Pupils at Risk of Anaphylactic Reaction
 - 3.1 At the time of registration of a new pupil, the principal will request the parent or guardian to provide information on any life threatening allergies that the pupil may encounter.
 - 3.2 At the commencement of each school year or semester, the principal will provide parents and/or guardians with an opportunity to provide additional or updated information on any life threatening allergies that the pupil may encounter. This information will be recorded on the pupil information system.
 - 3.3 In September of each school year, the parent or guardian of a child who has been identified as prone to an anaphylactic reaction and for whom an epi-pen has been prescribed by a physician, will be required to complete the Request for School Assistance in Health Care Form: Anaphylaxis. (Appendix A). This information will form part of a file maintained by the principal for each anaphylactic pupil.
 - 3.4 A pupil who may experience an anaphylactic reaction and for whom an epi-pen has been prescribed should wear a medic alert bracelet or necklace.

4. Communication
 - 4.1 The principal will annually provide for the education of all teachers, staff, and pupils regarding food allergies and the potential consequences of a reaction.
 - 4.2 For each pupil at risk of experiencing an anaphylactic reaction, the principal shall inform all staff of the nature of the allergy and appropriate treatment required. This shall be completed during the first week of the school year or semester.
 - 4.3 The principal shall arrange to provide all staff with the necessary instruction and training on the administration of epinephrine. This should be completed in the first two weeks of September or as part of an inaugural staff meeting.
 - 4.4 The principal shall prepare a minimum of one poster to be displayed in the staff room, classrooms or other appropriate location. The poster will include:
 - a) a picture of the pupil
 - b) identification information, name, grade, and teacher of the pupil
 - c) brief description of the allergy or life threatening condition
 - d) location where the epi-pen or medication is stored
 - e) dosage to be administered
 - f) emergency action to be taken.
5. Training of Staff
 - 5.1 After the general training of staff on the administration of epinephrine, (Appendix E) the principal, in partnership with the parent, will provide the classroom teacher(s) or the staff member designated to provide emergency health assistance with any additional training or information that may be required.
 - 5.2 The principal will ensure that members of the school's Emergency Response Team and all staff members trained in First Aid/CPR receive annual instruction on the administration of epinephrine.
 - 5.3 The principal, in conjunction with the parent or guardian, will inform any appropriate service provider, including bus drivers and school volunteer coaches that may have supervisory responsibility for the pupil, of the nature of the allergy and appropriate medical intervention, including the administration of epinephrine, if required.
6. Individual Plans for Pupils with Anaphylaxis
 - 6.1 The principal will develop and maintain an individual plan for each pupil with an anaphylactic life-threatening allergy. The plan (Appendix B) will include:
 - a) the information displayed on the communication poster.
 - b) information provided to employees and service providers who are in direct contact with the pupil. The plan will specify:
 - i) type of allergy
 - ii) monitoring and avoidance strategies
 - iii) appropriate treatment
 - c) a readily accessible emergency procedure for the pupil
 - d) emergency contact information
 - e) location of epipens if not with pupil
 - f) parent or guardian consent to administer epinephrine or other medications if required.

7. Parent Responsibilities

7.1 It is the obligation of the parent or guardian of a child who is at risk of an anaphylactic reaction or medical emergency to ensure that the information in the pupil's file is kept up to date and:

- a) to ensure and provide the school principal and classroom teacher with complete information regarding the medical condition or allergy of his/her child upon registration or as required.
- b) to ensure and provide the principal and classroom teacher with clear direction regarding the administration of emergency medical procedures including the administration of epinephrine with an auto-injector.
- c) to ensure and provide the principal with a written request for the Administration of Emergency Health Care Assistance by completing the Request Form: School Assistance in Health Care: Anaphylaxis (Appendix A)
- d) to ensure and provide the principal with the required medication/equipment necessary for the administration of epinephrine or other medication
- e) ensure that medication provided to the school is replaced prior to the expiry date of the medication.
- f) to ensure and provide for the proper identification of the child and the allergy or medical condition which may predispose the child to anaphylaxis or other medical emergency (medic alert bracelet or necklace)

8. Storage of Epinephrine and Medication

8.1 Pupils should carry their Epi-pens on their person whenever practical. In other circumstances, Epi-pens must be kept in safe locations which are easily accessible and known to staff.

8.2 Other medication should be stored in a safe and accessible location which is known to the staff.

9. Strategies for Allergen Avoidance

9.1 It is not possible to ensure that a school or area within a school can be maintained free of allergens; however, when a pupil has been prescribed an Epi-pen as a result of a life-threatening allergy, school staff and community are encouraged and expected to reduce the presence of allergens where possible. This could involve:

- a) informing parents of the situation and asking for cooperation in reducing allergens in the school or classroom,
- b) encouraging practices such as frequent hand washing
- c) designating an alternate lunch location for use by pupils who bring lunch with substances which could trigger an allergic reaction
- d) designating one washroom for use by the pupil at risk of anaphylaxis
- e) eliminating of teacher/pupil activities with specific foods which are to be avoided in classrooms where there are pupils identified with severe allergies, as it is often extremely difficult to avoid accidental ingestion,
- f) taking appropriate precautions as directed by the principal regarding the removal of insect nests on school property and the proper storage of garbage in well covered containers.

- g) discouraging pupils from sharing foods and utensils
- h) requesting parents not to send food to classrooms where pupils have been identified as anaphylactic.

10. Response to a Medical Emergency

- 10.1 Provide the pupil with the medical emergency with the treatment and/or first aid that is required. Make the pupil as comfortable as possible.
- 10.2 If an Epi-pen is administered call the Emergency Response Number (911) and have the pupil transported by emergency personnel directly to the emergency treatment facility. It is possible a second injection will be needed.
- 10.3 Communicate with the parent or guardian of the pupil.
- 10.4 When feasible, a member of the school staff should accompany the pupil to the emergency treatment facility and remain until the parent or guardian arrives.

11. Administration of Medication

- 11.1 When the school has current up-to-date treatment information and the consent of the parent, guardian, or pupil, any employee may be preauthorized to administer medication or supervise a pupil while he or she takes medication in response to an anaphylactic reaction.
- 11.2 When the school has current up-to-date treatment information and the consent of the parent, guardian or pupil, the principal shall designate a willing staff member to supervise or administer the required medication in an emergency.
- 11.3 If a staff member has reason to believe that a pupil may be experiencing an anaphylactic reaction, the staff member 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.
- 11.4 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.

12. General Recommendations: Anaphylaxis

- 12.1 The principal, in consultation with the parent, shall exercise reasonable judgment and take all necessary precautions prior to permitting an identified pupil to participate on a field trip.
- 12.2 The principal shall maintain in the school office a backup Epi-pen.

13. Additional Resources:

- safe4kids.ca – (website)
- Note: At this website you will also find information on the following:
- Anaphylaxis – A Handbook for School Boards
- Alert Poster
- Alert Form
- Stories From Children Who Live With Anaphylaxis
- Sample School Policies

14. Appendices:
 - A. School Assistance with Health care: Anaphylaxis
 - B. Anaphylaxis Emergency Plan
 - C. Checklist for Parents
 - D. School Timeline Checklist
 - E. How to Use an EpiPen