



NUMBER:	ST: 11A
EFFECTIVE:	June 12, 2007
AMENDED:	April 26, 2011
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	2014 - 2015

**1.0 OBJECTIVE:**

- 1.1 In keeping with the Windsor-Essex Catholic District School Board’s (the Board’s) mission of providing a safe and nurturing learning environment, the Board wishes to adopt a policy, which creates allergen-aware environments in its schools. The Board will adopt policy and procedure that will assist in protecting students who have potentially life threatening allergies.

**2.0 DEFINITIONS:**

- 2.1 *Anaphylaxis* – means a severe systemic allergic reaction, which can be fatal, resulting in circulatory collapse or shock and “anaphylactic” has a corresponding meaning. Sabrina’s Law, 2005, S.O.,c. 7,s.1.
- 2.2 *Epinephrine Auto-Injectors* - for the purposes of clarification, one dose epinephrine auto-injectors, for example the EpiPen® or EpiPen Jr.®, and the first dose of a two dose epinephrine auto-injector, for example the Twinject®, are acceptable. Employees of the Board do not administer the second dose (needle) of the two dose epinephrine auto-injector.

**3.0 GUIDING PRINCIPLES:**

- 3.1 The Anaphylaxis Policy and Procedure are intended to reduce the risk of exposure to allergens and to ensure school staff and others in contact with students who have an anaphylactic allergy are prepared to handle an emergency situation.

Neither the Board nor the school can be expected to create an allergen-free environment, but they are, with the cooperation of parents/guardians, responsible for reducing risk, and having a plan in place that allows the school community to react appropriately when an emergency occurs.

- 3.2 This Policy shall be administered in conjunction with the objectives and guiding principles of A:14 Promoting and Supporting Equity & Inclusion Within a Catholic Community.

**4.0 SPECIFIC DIRECTIVES:**

- 4.1 The Director of Education will develop procedures to meet this policy's objectives that include the following:
- a) Strategies that reduce the risk of exposure to anaphylactic causative agents in classrooms and common school areas.
  - b) A communication plan for the dissemination of information on life-threatening allergies to parents, students and employees as may be directed through Administrative Procedure.
  - c) Annual training on dealing with life-threatening allergies for all employees and others who are in direct contact with students on a regular basis.
  - d) A requirement that every school principal develop an individual plan for each student who has an anaphylactic allergy.
  - e) A requirement that every school principal ensure that, upon registration, parents, guardians and students shall be asked to supply information on life-threatening allergies.
  - f) A requirement that every school principal maintain a file for each student having an anaphylactic allergy of current treatment and other information, including a copy of any prescriptions and instructions from the student's physician or nurse and a current emergency contact list.
- 4.2 An individual plan for a student with an anaphylactic allergy shall be consistent with the Board's policy and shall include:
- a) Details informing employees and others who are in direct contact with the student on a regular basis of the type of allergy, monitoring and avoidance strategies and appropriate treatment.
  - b) A readily accessible emergency procedure for the student, including emergency contact information.
  - c) Storage for epinephrine auto-injectors, where necessary.
- 4.3 Employees of the Board may be preauthorized to administer medication or supervise a student while he or she takes medication in response to an anaphylactic reaction (provided the student is able to self-administer and understanding that often a student suffering from an anaphylactic reaction will not have the ability to self-administer), provided the school has treatment information that is updated at least once yearly and the consent of the parent, guardian, or student, as applicable.
- 4.4 It is the obligation of the student's parent or guardian and the pupil to ensure that the information in the pupil's file is kept up-to-date with the medication that the student is taking.
- 4.5 If an employee has reason to believe that a student is experiencing an anaphylactic reaction, the employee may administer an epinephrine auto-injector or other medication prescribed to the student for the treatment of an anaphylactic reaction, even if there is no preauthorization to do so.

**5.0 RESPONSIBILITY:**

- 5.1 All Board employees and others in regular contact with students should be familiar with the School Board's Anaphylaxis Policy and Procedure and abide by their provisions.
- 5.2 Students who have an anaphylactic allergy and parents/guardians are responsible for ensuring the information in the student's file is updated at least once yearly.
- 5.3 Students and parents/guardians in the school community are asked to cooperate in abiding by the Board's policies and procedures as well as the school's anaphylactic plan.

**6.0 REVIEW AND EVALUATION:**

- 6.1 The effectiveness of this policy shall be assessed through trustee, staff and community satisfaction measures.
- 6.2 The policy will be reviewed during the 2014 - 2015 policy review cycle.

**7.0 REFERENCES:**

Sabrina's Law, 2005

Municipal Freedom of Information and Protection of Privacy Act

Ontario Student Record (OSR) Guidelines

Ministry of Education PPM 81 Provision of Health Support Services in School Settings

Anaphylaxis: A Handbook for School Boards - Canadian School Boards Association, 2001

Anaphylaxis in Schools and other settings © 2005, 2009

Canadian Society of Allergy and Clinical Immunology

Procedure ST:11A Anaphylaxis Procedure (Including Administration of Emergency Medication)

Policy ST:11 Student Health Support (Including Medication Administration at School)

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Policy A:14 Promoting and Supporting Equity & Inclusion Within a Catholic Community

Policy A:30 Privacy

Procedure PR H:06A Procedure for the Disposal of Sharps

Policy SC:04 Field Trips

Policy SC:13 Release of Student Information

Policy ST: 15 Accidents/Students

Policy ST:20 Collection of Personal Information