



The purpose of this procedure is to attempt to minimize the risk of exposure of students with severe allergies to potentially life threatening allergens without unnecessarily depriving the student with severe allergies of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school.

A severe allergy means a severe allergic reaction or anaphylactic response to an allergen which, if left untreated, can lead to sudden death.

PROCEDURES

1. Responsibility of parents

Parents of students with severe allergies must:

- 1.1 advise the principal and home-room teacher about the student's severe 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 the Severe Allergy Alert Form when the student is first registered or re-registered with Rocky View Schools, or when the student's severe allergies change;
- 1.4 provide the principal with a recent photograph of the student;
- 1.5 provide the student with a Medic Alert bracelet or other suitable identification;
- 1.6 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;
- 1.7 check expiry dates of medication and injectors and replace them as necessary;
- 1.8 provide snacks and lunches for the student;
- 1.9 assist the principal by supporting the provision of educational information about severe allergies to other parents and the school community including providing consent to the disclosure of any personal information about the student that may assist in the achievement of the intent of this Procedure; and,
- 1.10 advise the school bus driver of the student's severe allergies.

2. Responsibility of students with severe allergies

Students with severe allergies must:

- 2.1 eat only foods brought from home unless authorized by the parents in writing;
- 2.2 wash their hands before eating;
- 2.3 learn to recognize symptoms of a severe 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 severe allergic reaction appear;
- 2.5 keep an injector or medication handy at all times; and,
- 2.6 when age appropriate, know how to use an injector or take medication.

3. Responsibility of the principal

The principal is responsible for planning the coordination and management of students who have life-threatening allergies. The principal is encouraged to involve parents in all phases of planning.

The principal must make reasonable efforts to:

- 3.1 advise the parents of the student with severe allergies of this regulation and provide them with a copy;
- 3.2 consult with and advise the parents of the student with severe allergies, the school council and the school community of any school specific procedures regarding severe allergies;
- 3.3 request that the parents sign the authorization to administer medication referred to in Policy IHCD;
- 3.4 advise all staff members of students who have potentially life threatening allergies as soon as possible;
- 3.5 request the consent of the parent to post the student's picture and display the emergency care plan in an appropriate location in the school as determined by the principal;
- 3.6 ensure that an emergency plan is developed for each student with severe allergies in cooperation with the parents, the student's physician and where the principal deems it necessary, the public health nurse and that the plan is kept in a readily accessible location at the school and includes emergency contact information; and,
- 3.7 advise the school bus driver of the student's severe allergies.

4. Photographs of students with severe allergies

With the consent of the parent or guardian, the principal may post a photograph of the student with severe allergies with a description of the allergy and the student's emergency response protocol in a central but not a public location at the school.

5. Educating the school community

The principal must make reasonable efforts to ensure:

- 5.1 that all members of the school community including substitute teachers, student teachers and volunteers have appropriate information about severe allergies anaphylaxis and safety procedures; and,
- 5.2 that all off-site activity service providers are notified of the student's severe allergy, if necessary.



With the consent of the parent, the principal and the classroom teacher must ensure that:

- 5.3 the student's classmates are provided with information on severe allergies in a manner that is appropriate for the age and maturity level of the student; and
- 5.4 strategies to reduce teasing and bullying are incorporated in this information.

6. Responsibility of teachers

The classroom teacher of a student with severe allergies must make reasonable efforts to:

- 6.1 discuss anaphylaxis with the class, in age-appropriate terms;
- 6.2 avoid allergenic foods and substances for classroom events;
- 6.3 facilitate communication with other parents;
- 6.4 leave information about students with severe allergies in an organized, prominent and accessible format for substitute teachers;
- 6.5 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;
- 6.6 ensure that the emergency response protocol and appropriate medication is taken on off-site activities; and,
- 6.7 ensure that appropriate and knowledgeable adults accompany off-site activities.

7. Responsibility of teachers and lunchroom supervisors

The classroom teacher and any lunch program supervisor of a student with severe allergies must make reasonable efforts to:

- 7.1 know the school's emergency response protocol;
- 7.2 encourage students not to share or trade food;
- 7.3 encourage the student with severe allergies to eat only what they bring from home;
- 7.4 reinforce hand-washing before and after eating;
- 7.5 follow school policies for reducing risk in classrooms and common areas; and,
- 7.6 encourage an empathetic understanding of severe allergies and the seriousness of the consequences.

8. Emergency response protocols

The principal must ensure that:

- 8.1 a school severe allergies emergency response protocol is developed including provision for the collection and storage of injectors, education of all parties, procedures to be followed, location of the medication, photographs of students, and off-campus, off-site, and lunch program procedures;



- 8.2 any injectors provided by parents and which are not in the student's possession are stored in a covered, secure and accessible location at the school;
- 8.3 all teaching staff, including substitute teachers, and non-teaching staff and lunch program supervisors and staff, and student teachers are aware of the location of the injectors;
- 8.4 an individual student emergency response protocol is developed for each student with severe allergies in cooperation with the parents, the student's physician and where the principal deems it necessary, the public health nurse; and,
- 8.5 the student's emergency response protocol includes emergency contact information and procedures, and is kept in a readily accessible location at the school.

9. Ancillary Matters

- 9.1 It is intention of this Procedure to complement Policy IHCD Administering Medication or Medical Treatment to Students, but in the case of conflict between this Procedure and the provisions of Policy IHCD, the provisions of the Policy shall govern.
- 9.2 While the intention of this Procedure is to minimize the risk to students with severe allergic reactions, within reason, there is no guarantee that risks will not be presented in the school environment that cannot be controlled and this Procedure is not intended to confer any guarantee of safety for any student suffering from severe allergies.

10. Additional References:

Anaphylaxis: A Handbook for School Boards, Canadian School Boards Association.

RVS Form SS20 – Student Medication Administration Approval