



CALGARY BOARD OF EDUCATION

Administrative Regulation 6003 - Severe Allergies

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Definitions	1	In this policy
		(a) "allergen" means a substance which provokes an allergic response and includes bee or wasp venom, certain foods and latex and other chemicals;
		(b) "injector" means a syringe and needle which contain a pre-measured dose of epinephrine or adrenaline and includes EpiPens® and other pre-loaded auto-injectors";
		(c) "parent" means a parent as defined in the School Act;
		(d) "severe allergy" means a severe allergic reaction or anaphylactic response to an allergen which, if left untreated, can lead to sudden death.
Purpose	2	The purpose of this policy is to minimize the risk of exposure of students with severe allergies to potentially life threatening allergens without depriving the student with severe allergies of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school.
Responsibility of parents	3	Parents of students with severe allergies must

- (a) 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,
- (b) provide and keep emergency information current,
- (c) 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 the Calgary Board of Education, or when the student's severe allergies change,
- (d) provide the principal with a recent photograph of the student,
- (e) provide the student with a Medic Alert bracelet or other suitable identification,
- (f) 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,
- (g) check expiry dates of medication and injectors and replace them as necessary,
- (h) provide snacks and lunches for the student,
- (i) assist the principal by supporting the provision of educational information about severe allergies to other parents and the school community, and
- (j) advise the school bus driver of the student's severe allergies.

**Responsibility
of students with
severe allergies**

4 Students with severe allergies must

- (a) eat only foods brought from home unless authorized by the parents in writing,
- (b) wash their hands before eating,
- (c) learn to recognize symptoms of a severe allergic reaction,
- (d) 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,
- (e) keep an injector or medication handy at all times, and

- (f) when age appropriate, know how to use an injector or take medication.

Responsibility of the principal

- 5(1)** The principal is responsible for planning the coordination and management of students who have life-threatening allergies.
- (2) The principal must
 - (a) advise the parents of the student with severe allergies of this regulation and provide them with a copy,
 - (b) 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,
 - (c) request that the parents sign the authorization to administer medication,
 - (d) advise all staff members of students who have potentially life threatening allergies as soon as possible, and
 - (e) request the consent of the parent to post the student's picture and display the emergency care plan.
- (3) The principal is encouraged to involve parents in all phases of planning.
- (4) The principal must ensure that an emergency plan
 - (a) 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
 - (b) is kept in a readily accessible location at the school and includes emergency contact information.

Photographs of students with severe allergies

- 6** 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.

Educating the school community

- 7(1)** The principal must ensure
 - (a) that all teaching staff, school-based non-teaching staff and lunch program supervisors receive training annually or more frequently if

required, in the recognition of a severe allergic reaction and the use of injectors and the emergency response protocol;

- (b) that all members of the school community including substitute teachers, student teachers and volunteers have appropriate information about severe allergies including background information on allergies, anaphylaxis and safety procedures; and
 - (c) that all off-site activity service providers are notified of the student's severe allergy, if necessary.
- (2) With the consent of the parent, the principal and the classroom teacher must ensure that
- (a) 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 students, and that
 - (b) strategies to reduce teasing and bullying are incorporated in this information.
- (3) Sample letters and communications are attached for the use of principals.

Responsibility of teachers

- 8** The classroom teacher of a student with severe allergies must
- (a) discuss anaphylaxis with the class, in age-appropriate terms,
 - (b) avoid allergenic foods and substances for classroom events,
 - (c) facilitate communication with other parents,
 - (d) leave information about students with severe allergies in an organized, prominent and accessible format for substitute teachers,
 - (d.1) 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,
 - (e) ensure that the emergency response protocol and appropriate medication is taken on off-site activities , and
 - (f) ensure that appropriate and knowledgeable adults accompany off-site activities.

**Responsibility
of teachers and
lunchroom
supervisors**

- 9** The classroom teacher and any lunch program supervisor of a student with severe allergies must
- (a) know the school's emergency response protocol,
 - (b) encourage students not to share or trade food,
 - (c) encourage the student with severe allergies to eat only what they bring from home,
 - (d) reinforce hand-washing before and after eating,
 - (e) follow school policies for reducing risk in classrooms and common areas, and
 - (f) encourage an empathetic understanding of severe allergies and the seriousness of the consequences.

**Emergency
response
protocols**

- 10(1)** The principal must ensure that
- (a) 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;
 - (b) 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; and
 - (c) 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.
- (2)** The principal must ensure that an individual student emergency response protocol
- (a) 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 include emergency;
 - (b) includes emergency contact information and procedures; and
 - (c) is kept in a readily accessible location at the school.

Approved: June 23, 1999
1st Amendment: February 15, 2003
Re-issued: February 15, 2003
Review Date: November 1, 2007

References

- Legal References:**
- School Act R.S.A. 2000, c.S-3, sections 18, 20 and 45(8)
- Administrative Regulation References:**
- 3027 - Off-Site Activities
 - 6002 - Health Services to Students
- Other References:**
- Anaphylaxis: A Handbook for School Boards, Canadian School Boards Association
 - Calgary Allergy Network, [www. calgaryallergy.ca](http://www.calgaryallergy.ca)
 - Calgary Board of Education Severe Allergies Resource Package



Calgary Board of Education

Severe Allergy Alert Form

Duty of Care (Revised - May 12, 2004)

(to be completed by Parent/Legal Guardian or Independent Student)

To be posted following Parent/Legal Guardian or Independent Student consent.

This form must be completed by a parent/legal guardian or independent student when a student's attendance at school is affected by a dangerous, life-threatening allergy. The information gathered in this form must be reviewed (and confirmed or updated) annually or sooner if the student's condition changes.

STUDENT'S NAME _____

ALLERGY - DESCRIPTION

This student has a **DANGEROUS**, life-threatening allergy to the following:

and all substances containing them in any form or amount, including the following kinds of items:

Place Student's Photo Here

AVOIDANCE

The key to preventing an emergency is **ABSOLUTE AVOIDANCE** of these allergens at all times.

GENERAL PRECAUTIONS

If assistance with administering medication may be required, complete Request for Assistance to Administer Medication Form

SYMPTOMS FOLLOWING EXPOSURE TO A PARTICULAR MATERIAL CAN INCLUDE:

- | | |
|---|--|
| <input type="checkbox"/> Hives and itchiness on any part of the body; | <input type="checkbox"/> Swelling of any body parts, especially eyelids, lips, face or tongue; |
| <input type="checkbox"/> Nausea, vomiting, diarrhea; | <input type="checkbox"/> Coughing, wheezing or change of voice; |
| <input type="checkbox"/> Difficulty breathing or swallowing; | <input type="checkbox"/> Fainting or loss of consciousness; |
| <input type="checkbox"/> Panic or sense of doom; | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Throat tightness or closing; | |

EMERGENCY MEASURES

- Get **EpiPen® (epinephrine)** or other **Medication** and administer immediately.
- **HAVE SOMEONE CALL AN AMBULANCE** and advise of need for an **EpiPen® (epinephrine)**
- Unless student is resisting, lay student down, tilt head back and elevate legs.
- Cover and reassure student.
- Record the time at which **EpiPen® (epinephrine)** was administered.
- Have someone call the parent.
If the ambulance has not arrived in 10-15 minutes, and breathing difficulties are present, administer a second **EpiPen® (epinephrine)**.
- Even if symptoms subside, students require medical attention because there may be a delayed reaction, take the student to the hospital immediately in the ambulance.
- If possible, have the parent or a school staff member accompany the student to the hospital.
- Provide ambulance and/or hospital personnel with a copy of the Severe Allergy Alert Form for the student, and the time at which the **EpiPen® (epinephrine)** or **Medication** was administered.

I understand why I have been asked to disclose the above student's identifying information and I am aware of the risks or benefits of consenting or refusing to consent to the disclosure. I voluntarily give the school consent to place a copy of this form in the student's cumulative student record, post this form including student's picture in appropriate locations within the school, take the Emergency Measures and share this information, as necessary, with the staff of the school and health providers.

Name of Parent/Guardian or Independent Student (please print)

Signature of Parent/Guardian or Independent Student

Date:

POST IN APPROPRIATE LOCATIONS WITHIN THE SCHOOL