



Severe Allergies Resource Package Administrative Regulations

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Calgary Board of Education

Severe Allergies Resource Package Severe Allergy Alert Form

This form must be completed when the student is first registered or re-registered with the Calgary Board of Education, or when the student's allergies change.

PART 1

STUDENT INFORMATION (To be completed by Parent or Guardian)

Name of Student: _____ Date of Birth: _____

Address: _____

Home Telephone: _____ Medic Alert I.D.: _____

Name of Parent/Guardian: _____ Daytime or Business #: _____

Emergency Contact Person(s): _____ Daytime Telephone #: _____

PHYSICIAN INFORMATION (To be completed by Physician)

Nature of Allergy/Allergens: _____

Symptoms of Reaction: _____

Recommended Response to Reaction: _____

Medication: _____ Dosage: _____

Additional Instructions or Information: _____

Name of Physician: _____ Telephone: _____

Signature of Physician: _____ Date: _____

The personal information on this form is collected under the authority of the School Act and the Freedom of Information and Protection of Privacy Act. The purpose of this collection is to respond to potential emergency situations involving your student whom you have identified as subject to a potentially life-threatening allergy. If you have any questions concerning the collection, use, or disclosure of this information please contact your school principal either in writing or by telephone.



Calgary Board of Education

Severe Allergies Resource Package

Severe Allergy Alert Form

PART 2

TO BE COMPLETED BY PARENT OR GUARDIAN [TO BE POSTED, FOLLOWING PARENT/GUARDIAN CONSENT]

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:



• **AVOIDANCE**

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

• **GENERAL PRECAUTIONS**

SYMPTOMS FOLLOWING EXPOSURE TO A PARTICULAR MATERIAL CAN INCLUDE:

- hives and itchiness on any part of the body;
- nausea, vomiting, diarrhea;
- difficulty breathing or swallowing;
- panic or sense of doom;
- throat tightness or closing.
- swelling of any body parts, especially eyelids, lips, face or tongue;
- coughing, wheezing or change of voice;
- fainting or loss of consciousness;
- other, please specify _____

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 hospital immediately in the ambulance.
- Have the parent/guardian 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 agree that the school may post my student's picture, take the Emergency Measures and that this information will be shared, as necessary, with the staff of the school and health care providers.

Date

Parent's Signature

POST IN APPROPRIATE LOCATIONS WITHIN THE SCHOOL



Severe Allergies Resource Package Sample Letter To Parents

Dear Parent

I am writing to you on behalf of one of our students and parents. The student has a potentially life-threatening allergy to << >>. **[Insert the name of the allergen.]**

<<If peanut butter or even the tiniest amount of peanut, a peanut product such as peanut oil, or any type of nut enters the students body through the eyes, nose or mouth, the student experience very strong reactions. The student's face swells and breaks out in hives, the student's throat swells and tightens. Without immediate medical treatment the student could die within minutes.>> **[Note to principal: This is a sample paragraph for a child with peanut or tree nut allergies. The same type of information will also be required if the student is allergic to fish such as tuna or some other product.]**

All of our school staff, including lunch program staff, have been made aware of this situation, and have been instructed in the correct procedures regarding anaphylactic shock by the public health. Prevention, of course, is the best approach for reducing the risk of a severe reaction, therefore we are requesting your cooperation in refraining from sending these food products <<name of food product>> to school with your child. **[Note to principal: The following information may be included for students with peanut or nut allergies. Even though the student is allergic to peanuts and peanut products, we have included tree nuts in our request because most nuts are processed with peanuts and are, therefore, contaminated with peanuts.]**

We have told the other students of the problem, and have asked them not to share snacks, treats or lunches with the severely allergic student. **[Note to principal: Please see section 7 of Regulation 6003 and ensure that parental consent has been obtained.]** We have put procedures in place for snacks and the lunchroom <<describe the procedures, separate table for student or separate table for those with the peanut butter or tuna sandwiches as the case may be, or whatever approach your school has chosen to use>>. **[Note to principal: It may be helpful to describe what the lunch program procedures may be in a general way.]**

We realize that this request may pose an inconvenience for you when preparing your student's snack and lunch, and we want to express our appreciation for your support and understanding about this severe allergy. In the near future, our school will be announcing a parent meeting for you to learn more about this situation. If you have any questions or concerns, please call me. Additional information is found in the Calgary Board of Education Severe Allergies Policy from the principal, or at www.cbe.ab.ca, and also at the Calgary Allergy Network at www.calgaryallergy.ca.



Calgary Board of Education

Severe Allergies Resource Package

News from the Peanut Gallery

[Name of _____] School

What's The Issue?

We have children at school this year who are allergic to nuts and related nut products. The specifics and the severity are different for different children. While there are other causes of allergies (wasps, pets, lilacs), the Anaphylaxis Handbook for School Boards says: *"Peanuts and nuts are the most common allergen causing anaphylaxis in school-aged children. The Ontario Coroner's office reported seven deaths of school-aged children from allergic reaction to peanuts, tree-nuts, or sesame seeds between 1986-1991."*

What is Anaphylaxis?

Anaphylaxis is the medical term for allergic shock. An allergic reaction to peanuts and nuts can be any or all of the following: tingling in the mouth, hives, itching, flushed face, and body, swelling of eyes, lips, face, and tongue, tightness in the throat, mouth, and chest, difficulty breathing and swallowing, wheezing, coughing, choking, vomiting and stomach upset, dizziness and unsteadiness, loss of consciousness, coma and death. Some individuals can react to traces of peanuts or other substances.

What Do These Families Do About It?

These households obviously must control the foods that they buy. Parents have to educate themselves, their children and friends. A big responsibility lies with the child. All of them have known the seriousness of their allergy for quite some time. They have been taught by their parents and caregivers never to accept food from others and to not share food with their friends. In addition to the obvious (eg. peanut butter), these children must remember to avoid foods that may contain peanuts, almonds, by-products etc. such as granola bars, cookies, candy. It's important to note that their friends have been some of their best allies by remembering not to have foods around containing peanuts. Most, if not all, carry EpiPens (pre-filled adrenaline syringes), some also wear medic-alert bracelets. This medication is safe and effective, but may need to be given quickly. These children know that it is their allergy and that they have to learn responsibility for it; but, like all small children responsibility evolves over time.

What's So Special About Peanut Butter?

The particular problems with peanut butter come from its popularity with the rest of us and from its sticky texture. It's fairly obvious to even a young child how to avoid certain foods. But peanut butter gets left behind on desks, door handles, plates, knives etc. It's hard to clean up. It doesn't dry up.

Why Not Just Ban Peanut Products at School?

The Calgary Board of Education policy reflects the fact that trying to ban peanuts, nuts and related products from schools is unrealistic. It would be impossible to demand or guarantee compliance. Even with complete co-operation, it's too easy to make a mistake, given the wide range of affected foods. A ban could give staff, parents, other students, and most importantly the allergic child, a false sense of security. These children must learn to take responsibility themselves to live in the world. The world is not peanut-free.

What is the School Doing?

It is important that adults at the school know who these children are and what to do if there is a problem. We have "picture gallery" posters with pictures of these children. In the office there is a special file drawer with medications and instructions for each child. Teachers and other staff have been trained to recognize symptoms and administer medication. When we have in-class food served (eg. cake), the allergic child brings his/her own snack. Parents are asked to avoid peanuts etc from classroom snacks. In the lunchroom program where most children eat in their own classroom, allergic children eat at their own desk, other children do not use that desk for eating. Peanut butter, specifically, is eaten at a designated table, that table is later cleaned by an adult. Children wash their hands after eating peanut butter. We work towards educating our whole school community. Friends and classmates are willing and able to help. **[If this does not describe the process, please delete this information and describe your school process.]**

Thank you for your understanding and co-operation in creating a safe environment for our children. For further information or questions, feel free to call _____ or _____ at school.



Calgary Board of Education

Severe Allergies Resource Package

Peanut Allergy Processes

Office:

- maintain lists, check against registration information; give out forms
- maintain photos and completed emergency information form, copies in office workroom, aide's workroom, individual classrooms
- support education of staff, parents, children
- oversee the process and guidelines established
- arrange EpiPen (EpiPen or adrenaline injector) demonstrations at beginning of school year
- provide "Peanut Free Zone" stickers for desks
- organize medications in office

Parents of Allergic Children:

- complete necessary emergency forms
- provide updated EpiPens in the filing drawer in the office workroom
- inform location of second EpiPen, if available
- meet and discuss with teacher(s) and lunchroom aides about problem, individuals, EpiPen process
- help educate staff and community about allergies
- educate their child
- provide three photos each year

Lunch Program Supervisors:

- know who are the allergic children, be informed about issue
- table designated in (needed) lunchrooms where peanut butter is to be eaten
- kids at peanut table wash hands after
- adult cleans peanut butter table after use
- discourage food sharing (all children)

Teachers:

- be aware of who is allergic and be informed of particulars
- alert substitute teachers to allergic children - post emergency information
- field trips, assign informed parent, bring EpiPen, cell phone
- take care with classroom or field trip activities which involve food (snacks, restaurants)
- facilitate allergy awareness with students
- watch for "hidden" allergens eg. bean bags, math counters, science projects

Allergic Students:

- Know where EpiPen(s) are at school
- Eat only food from home (or otherwise approved)
- Take EpiPen on field trips

All Students:

- be informed about the issue
- support above processes where appropriate
- wash hands after eating peanut butter

School Community:

- avoid sending classroom snacks with peanut products
- awareness of problem, co-operation



Severe Allergies Resource Package

Severe Allergy Resource List

Currently posted at:

<http://www.cbe.ab.ca/policies/policies/Severe%20Allergies%20Resource%20Package.pdf>

1. EPIPENS™

[Burns Memorial Fund](http://www.burnsfund.com/) (www.burnsfund.com/)

Must meet income criteria. For Calgary children only. Check out their Programs page for more detail.

Alberta Child Health Benefit

The Province of Alberta may provide funding depending on your qualification. Contact your MLA for the contacts and information you need. To find out who your MLA is, visit the Government web site – MLA contacts page - at http://www.gov.ab.ca/home/mla_contacts.cfm

2. MEDICAL ID

[MedicAlert](http://www.medicalert.ca) www.medicalert.ca

One in 5 Canadians has a condition that needs to be known in an emergency! Provides medical identification and 24/7 phone support in 140 countries. Lifetime support. Bracelets or necklaces available. MedicAlert is a national registered charity. Financial assistance available – must meet financial criteria.

Call: 1-800-668-1507 (toll-free) Local: 416-696-0267

Email: medinfo@medicalert.ca

3. BOOKS

“Anaphylaxis: A Handbook for School Boards”

“L'anaphylaxie: Guide a l'intention des commissions et conseil scolaires”.

This Handbook is excellent for *anyone* dealing with these issues – including parents.

- Provides school boards with the background information they require to begin developing
- policies for life-threatening allergies in schools
- Identifies key issues which such policies should address
- Proposes a number of policy and procedural options
- Provides sample letters and policies, newsletter entries and handouts

Produced by the Canadian School Boards Association with the funding support of Health Canada. It is available under the title: Anaphylaxis: A Handbook for School Boards. Download a free copy from the [Calgary Allergy Network web site Articles page](http://www.calgaryallergy.ca/article.html#hdbk) <http://www.calgaryallergy.ca/article.html#hdbk>
No longer available through the Canadian School Boards Association.

[Alberta Children's Hospital \(Calgary\)](http://www.calgaryhealthregion.ca/ACH/) (www.calgaryhealthregion.ca/ACH/)
Note: Most major hospitals have a library open to the public.
Has books and videos about allergies and asthma.

"Anaphylaxis in Schools & Other Settings" Manual

"L'anaphylaxie à l'école et dans d'autres milieux"

This manual provides anaphylaxis basics and recommendations for anaphylaxis management. Published by the Canadian Society of Allergy and Clinical Immunology (allergists' professional association) in consultation with key allergy care/info providers. Replaces the CSACI 1995 Consensus statement.

There are two ways to get the handbook:

- View/print excerpts from the [Allergy Safe Communities/ Sécurité Allergie](http://www.allergysafecommunities.ca) web site (www.allergysafecommunities.ca)
- Order from [AAIA Allergy/Asthma Information Association](http://www.aaia.org).

[Calgary Public Library](http://calgarypubliclibrary.com/) (calgarypubliclibrary.com/)

There are many excellent books and resources at the library. Ask the librarian for assistance. There are many non-standard approaches which would not be approved by a certified immunologist/allergist. Look for professional qualifications and general sensibility when evaluating materials.

4. VIDEOS

Videos may be available at the public library or the hospital library. They can be purchased from:

- [AAIA - Allergy/Asthma Information Association](http://www.aaia.ca): (www.aaia.ca)
- [Anaphylaxis Network](http://www.anaphylaxis.ca): (www.anaphylaxis.ca)
- or in the U.S.- the [Food Allergy & Anaphylaxis Network](http://www.foodallergy.org): (www.foodallergy.org)

Taking Control: Anaphylaxis and You

An excellent video for school presentations – includes:

- Anaphylaxis and Severe Food allergy – what it is, what happens and how it affects the body
- Emergency Response Plan – provides ideas and tips to create a safer environment for children at risk
- Building Awareness – steps you can take to help communicate effectively with others.

Only 15 minutes long. Comes with a 17 page booklet summarizing the video contents.

Alexander the Elephant Who Couldn't Eat Peanuts

Aimed at younger kids with allergies but it can be used to teach other children about what it's like to have allergies. 8 min long - 4 min of cartoon and 4 min of interviews with children who have serious allergies. Lesson plan available if borrowed from the [Calgary Allergy Network](http://www.calgaryallergy.ca) (www.calgaryallergy.ca).

Food Allergies: Fact or Fiction

A funky treatment of life-threatening allergies. Can be used for Grade 5/6 level and up. About 10 min. May still be available from the [Food Allergy & Anaphylaxis Network](http://www.foodallergy.org) (www.foodallergy.org).

It Only Takes One Bite

This video intersperses personal stories with clinical information about life-threatening allergies. About 18 minutes long. Great for Sr. High level and adults. May still be available from the libraries mentioned above (city, hospital) or purchase from the [Food Allergy & Anaphylaxis Network](http://www.foodallergy.org) (www.foodallergy.org).

5. ORGANIZATIONS

[Calgary Allergy Network](http://www.calgaryallergy.ca) (www.calgaryallergy.ca)

- affiliated with the Allergy/Asthma Information Association - (www.aaia.ca)

Features a Local Resources page, articles, resource contacts, marketplace links (site does not sell anything) and links to other organizations.

[Calgary Regional Health Authority](http://www.calgaryhealthregion.ca/) (www.calgaryhealthregion.ca/)

Community Health Resources - the school nurse, nutritionists, etc.) -

Visit their **iCAN Asthma site** at www.calgaryhealthregion.ca/ican/index.html

[Allergy/Asthma Information Association](http://www.aaia.ca) (www.aaia.ca)

A Canadian national non-profit organization. Provides support, information and resources (including books, videos, EpiPen® trainers, etc.). Bilingual resources available.

Toll-free: 1-800-611-7011

[Anaphylaxis Canada](http://www.anaphylaxis.ca/) (www.anaphylaxis.ca/)

Toronto Ontario

Toll-free phone number not available.

[Food Allergy & Anaphylaxis Network \(U.S.\)](http://www.foodallergy.org) (www.foodallergy.org)

10400 Eaton Place Suite 107

Fairfax, VA 22030-2208 USA

Phone: 1-800-929-4040

Excellent newsletter and resources, may still have free kids newsletter with adult membership

The Severe Allergies Committee would like to thank Nancy Wiebe for preparing this material.