



School Asthma, Allergy and Anaphylaxis Plan

Brentwood Elementary School

Overview

Creating a safe and healthy working and learning environment is a shared responsibility among the individual, parents, staff and health care providers. While the school cannot guarantee an allergen free environment, we will take all reasonable precautions to ensure an *asthma and allergy safe environment* for all staff and students. This document outlines procedures and guidelines for the management of students and staff with asthma and/or at risk of severe allergic reactions (anaphylaxis) while they are the responsibility of the school. These are aligned with the guidelines and recommendations of the [Alberta School Boards Association advisory policy](#) , Anaphylaxis Canada, Asthma Society of Canada, Alberta Lung Association and the Canadian Society of Allergy and Clinical Immunology.

Education and awareness are essential to keeping students with asthma and potentially life-threatening allergies safe. Our school asthma, allergy and anaphylaxis plan is designed to ensure that at risk staff/students are identified, *avoidance strategies* are in place to minimize the potential for accidental exposure, and staff and key volunteers are trained to respond in an emergency situation.

In our school, we have staff and students who are at risk for potentially life-threatening conditions that may include asthma and allergies. Some individuals have environmental sensitivities to dust, animals, or perfumes which can trigger asthma or an allergic reaction. Others are at risk for severe food and insect sting allergy. Food-allergic (e.g. nuts, dairy, eggs) individuals can experience a life-threatening reaction Anaphylaxis (pronounced *anna-fill-axis*) from ingesting a very small amount of their allergen. Exposure through skin contact or inhalation can cause allergic reactions, but generally not anaphylaxis.

Scent Aware Environment

Elk Island Public Schools is a scent aware environment. The entire school community is asked to be aware of the impact of scented personal care products on the health of others and to cooperate with initiatives that limit or eliminate the use of perfumes and scented personal care products whenever possible.



Identification of at Risk Staff/Students

At the time of registration, parents are asked about medical conditions, including whether their child has severe allergies or is at risk of anaphylaxis, asthma or medical conditions. This information is flagged in the student information system (Powerschool). Staff emergency and medical information is documented in the Hour Zero online emergency preparedness program. All supervisors, staff and adults working directly or indirectly with at-risk individuals must be made aware of these conditions.

It is the school administrator's responsibility to:

- Ensure that a written site based asthma; allergy and anaphylaxis plan is developed and reviewed annually with staff and the school community.
- Provide staff education and training on the nature, prevention and treatment of allergies, asthma and anaphylaxis.
- Provide members of the school community including students, substitute staff, student teachers and volunteers with appropriate information about asthma, severe allergies, anaphylaxis and safety procedures.
- At the time of registration, gather medical information about students and establish a record of life threatening asthma and allergy information for each student.
- Ensure an *Individual Anaphylaxis Emergency Plan* and/or Asthma Alert form is completed for all at-risk staff and students.
- Obtain staff or parental permission to share information with staff and others in regular contact with asthmatic and/or allergic staff or students.
- With the consent of the parent, and working with the classroom teacher and support staff ensure that the student's classmates are provided with information on medical conditions and severe allergies in a manner that is appropriate for the age and maturity level of the students and strategies to reduce teasing and bullying are incorporated in this information.
- Work with staff, students and parents/guardians to determine and implement reasonable and appropriate avoidance strategies based on the nature of allergic individuals and the school environment.
- Inform Facility Services of at-risk individuals in the school where maintenance or renovations activities may have an adverse impact.
- Ensure staff maintain good housekeeping in their working and learning areas and do not use or accumulate items such as soft furnishings, chemicals, animals, perfumes, air fresheners or other items that may contribute to dust accumulation and possible asthma or allergy triggers.
- Ensure bullying prevention strategies are incorporated into information and education materials provided to staff, students and parents.



It is the responsibility of the parent/guardian to:

- Inform the school principal of their child's allergy (and/or asthma) at time of registration.
- Teach their child that anaphylaxis is life-threatening and let the child know which allergens need to be avoided (e.g. self protection strategies). In addition, the child must be prepared for an asthma attack or anaphylactic reaction and must know how to use either a puffer and/or auto injector
- Inform school authorities, both verbally and in writing of their child's medical needs.
- Assist the school in a timely manner with completion of medication and personal care consent forms and if applicable an *Anaphylaxis Emergency or Asthma Alert Plan*. These documents include a photograph, description of the child's allergy/asthma, emergency protocol, contact information, and consent to administer medication (if necessary). With parental permission the emergency plan should be posted in key areas such as the child's classroom (posted on the wall or inside a cupboard door), the office (bulletin board), teacher's daybook, and school cafeterias (inside the food preparation areas).
- Provide permission to share child's information with other staff and students.
- Ensure children at risk of asthma and/or anaphylaxis who have demonstrated maturity carry an inhaler and/or auto-injector with them at all times. Most children are able to carry their own auto-injector and asthma inhaler (if needed) by grade one or two. For children with stinging insect allergy, this would not have to be for the full year but during insect season (warmer months).
- Provide where possible two auto injectors, one as back up to be used in case of a medical emergency. (This needs to be assessed on an individual basis.)
- Provide a safe carrying case for the auto injector to be worn on the child's person, such as a waist pouch.
- Ensure that any medication intended for the child has not reached its "best before" or expiry date.
- Educate their children with anaphylaxis not to take or share food with other children.
- Visit the child's classroom, meet with the teacher and identify any potential hazards in the classroom.
- Work with the school administrator to ensure that bus drivers and food service providers are aware of the names of asthmatic or allergic students and the allergens they are anaphylactic to.



- Provide safe snacks for special occasions for younger children.
- Communicate with the school staff about field trip arrangements.
- Ensure their child wears medical identification (e.g. MedicAlert bracelet). The identification could alert others to the child's allergies and indicate that the child carries an epinephrine auto-injector. Note: EIPS participates in the Medic Alert Foundation "no child without program" Contact the principal for more information.
- Advise the school if their child has outgrown an allergy or no longer requires an epinephrine auto-injector. (A letter from the child's physician should be provided).

It is the responsibility of at-risk staff and students to:

- Carry an inhaler and/or auto-injector (age appropriate) and self-protect.
- Avoid exposure to asthma triggers or known allergens.
- Read food labels and ask about ingredients.
- To refrain from eating if they do not have their auto-injector with them.
- Wear medical identification (i.e. MedicAlert).
- Inform someone when they feel like they're having a reaction.
- For staff, keep their emergency and medical information up to date in Hour Zero Online and notify their supervisor of life threatening conditions.
- Follow the avoidance strategies outlined in this plan.

It is the responsibility of school staff including substitutes to:

- Know the at-risk students under their care and the appropriate emergency protocol.
- Participate in staff education/training sessions or review webinars on the nature, prevention and treatment of allergies, asthma and anaphylaxis.
- Ensure off-site activity service providers are notified of the student's severe asthma, allergy, or medical condition if necessary.
- With the consent of the parent, ensure that the student's classmates and their parents are provided with age appropriate information on medical conditions and strategies to reduce teasing and bullying are incorporated in this information.
- Ensure avoidance strategies identified in this plan are practiced by the parents, students and visitors in their classroom.
- Maintain good housekeeping in their work areas and do not use or accumulate items such as soft furnishings, chemicals, air fresheners, perfumes, animals or other items that may contribute to dust accumulation and possible asthma or allergy triggers.
- Immediately report any incidences of bullying to school administration.



Protocol for Substitute Staff

Messaging around anaphylaxis is posted on the main SubFinder Page and SubFinder bulletins directing all substitutes to view the online anaphylaxis webinar at least once annually.

The school will provide a copy of individual anaphylaxis emergency plan(s) for all anaphylactic children they will be working with in teacher and EA sub-plans.

The school will provide messaging for the SubFinder system alerting substitutes of school allergy/anaphylaxis policies and procedures. These instructions are added by the school to the site message and site directions section of SubFinder. The message will include reminding substitutes to view the anaphylaxis webinar posted in the Substitutes Bulletins on www.eips.ca. Contact the SubFinder Coordinator (HR) if assistance is required.
<http://www.youtube.com/watch?v=FzxUd-Ey8Xo&feature=youtu.be>

Teachers when creating absences in the SubFinder system will leave special instructions for substitutes if they have anaphylactic or children with medical needs (e.g. *there is a student in the class that has severe anaphylaxis to nuts. A copy of the emergency plan is included in the teacher sub folder*).

When checking in for an assignment a knowledgeable person e.g. school secretary will alert substitutes to carefully review the teacher notes regarding student medical issues and allergies.

Avoidance Strategies.

The risk of accidental exposure to an asthma trigger and/or food allergen can be significantly diminished by means of specific avoidance strategies. Individuals at risk of asthma, allergies and anaphylaxis must learn to avoid specific triggers. While the key responsibility lies with the staff/students at risk and their families, the school community must also be aware and support these efforts. Special care is taken to help students avoid exposure to asthma or allergy-causing substances. The principal and teachers will to inform staff, parents, volunteers and visitors through written communication which foods or other potential allergens such as animals can be brought into the school and classrooms.

Given that anaphylaxis can be triggered by minute amounts of an allergen when ingested, children with severe food allergies must be encouraged to follow these



guidelines. It is not necessary to restrict allergic individuals from participating in school activities.

- Eat only food which they have brought from home unless it is packaged, clearly labeled and approved by their parents.
- Peanut Butter alternatives such as “WowButter” are not recommended as they can cause confusion for staff and students.
- Products with “may contain” labels for the allergen of concern should be avoided.
- Refrain from eating if they do not have their auto-injector with them.
- Wash hands before and after eating.
- Do not share food, utensils or containers.
- Place food on a napkin or wax paper rather than in direct contact with a desk or table.

School staff and administration will work with parents and the school community to:

- Provide adult supervision of young children while eating.
- Encourage individuals with food allergies to not trade or share food, food utensils, or food containers.
- Work closely with staff and foodservice staff to ensure that food being served during lunch, snack programs and special celebrations is appropriate.
- Ensure the use of food in crafts and cooking classes is avoided or modified depending on the allergies of the children.
- Avoid putting foods in vending machines that contain nuts or known food allergens.
- Ensure ingredients of food brought in for special events community, served in school cafeterias, or provided by catering companies is clearly labeled/identified.
- Ensure all children are encouraged to comply with a ‘no eating’ rule during daily travel on school buses.



- Promote hand washing before and after eating.
- Ensure surfaces such as tables, toys, etc. are carefully cleaned of contaminating foods.
- If necessary, designate allergy safe zones in areas where food is served. Note: this should not be necessary if other avoidance strategies are followed and there is a risk of stigmatizing the allergy sufferer.
- Restrict the use of scented products, perfumes etc throughout the facility
- Keep garbage cans covered with tightly fitted lids in outdoor play areas.
- Have insect nests professionally relocated or destroyed, as appropriate.
- Restrict animals in the classroom unless approved by the principal.
- Restrict the use of scented cleaners, air fresheners, and scented personal care products such as colognes and perfumes.
- Avoid use of textiles, soft furnishings (couches, pillows, area rugs etc.) as they act as reservoirs for allergens.

Emergency Protocol

An Individual Anaphylaxis Emergency Plan and/or Asthma Alert Form signed by the child's physician will be kept in designated areas of the school such as the classroom, office and staff room. Staff is encouraged to listen to the concerns of the child who usually knows when a reaction is occurring, even before signs appear. It cannot be assumed that children will be able to properly self-administer their auto-injector. (Children may be fearful of getting a needle, they may be in denial that they are having a reaction, or they may not be able to self-administer due to the severity of the reaction.)

To respond effectively during an emergency, a routine has been established and practiced, similar to a fire drill. During an anaphylaxis emergency:

1. Give epinephrine auto-injector (e.g. EpiPen® or Twinject®) at the first sign of a known or suspected anaphylactic reaction. For asthmatic individuals showing signs of anaphylaxis always give epinephrine first. Inject epinephrine into the muscle through clothing on the outer side of the thigh avoiding seams.
2. Call 9-1-1 or local emergency medical services. Tell them someone is having a life-threatening allergic reaction.
3. Monitor the person and give a second dose of epinephrine in 5 to 15 minutes if the reaction continues or worsens. Note the time of injection and be prepared to give this information along with the auto-injector to emergency personnel when they arrive.



4. Go to the nearest hospital immediately (ideally by ambulance), even if symptoms are mild or have stopped. The reaction could worsen or come back, even after proper treatment. Stay in the hospital for an appropriate period of observation as decided by the emergency department physician (generally about 4 hours).
5. Call the emergency contact person (e.g. parent, guardian).

Important notes

- No person should be expected to be fully responsible for self-administration of an auto injector when they are experiencing a reaction. Assistance may be needed.
- A person should stay with the child or staff member having the reaction at all times. All persons injected with epinephrine must be transported to a hospital for further evaluation/treatment.
- Note the time of administration of the first epinephrine auto injector so that you know how long it has been since the person received the first dose of epinephrine and you can provide this information to emergency responders.
- The use of epinephrine for a potentially life-threatening allergic reaction will not harm a normally healthy child, even if epinephrine was not required.
- If an asthma attack and/or anaphylactic emergency occur, both the school asthma/anaphylaxis plan and the child's Individual Anaphylaxis Emergency Plan and/or Asthma Alert form should be reviewed and amended as necessary.
- Additional auto-injectors should be brought on field trips. The field trip organizer should carry a cell phone and know the location of the closest medical facility.
- If a needle stick accidentally occurs to the person administering the auto-injector report the incident on the division Incident/Injury Record form and seek medical attention.



Education and Training

- Each year there will be training for staff which includes an overview of asthma, anaphylaxis, signs and symptoms and a demonstration on the use of epinephrine. Staff will have an opportunity to practice using an auto-injector trainer (i.e. device used for training purposes) and are encouraged to practice with the auto-injector trainer throughout the year, especially if they have a student at risk in their class.
- Lunchroom supervisors and substitute teachers will be asked to review the individual Anaphylaxis Emergency Plan and/or Asthma Alert for children in their care and complete the online webinar at <http://www.youtube.com/watch?v=FzxUd-Ey8Xo&feature=youtu.be>
The principal and/or teacher will advise these individuals on the procedure for responding to emergency situations.
- Follow-up refresher training sessions will be provided on an annual and as needed basis. Resources and training materials are available through the Occupational Health and Safety Specialist, Human Resources.
- Students will learn about asthma, allergies, anaphylaxis in a general assembly or special class or through school presentations.
- Posters which describe signs and symptoms of asthma, allergies and anaphylaxis and how to give an epinephrine auto-injector will be placed in relevant areas of the school e.g. classrooms, office, staff room, lunch room and cafeteria.
- Online Anaphylaxis Training Program for School Staff is available through the Learn Alberta website. For non teaching staff, use the User name **CARE@learnalberta.ca** and **password: allergic1** to gain access to the program. Also available is a 15 minute refresher webinar-[10 Tips for Managing Food Allergies in Schools- Anaphylaxis Canada](#)
<http://www.youtube.com/watch?v=FzxUd-Ey8Xo&feature=youtu.be>

Helpful Resources:

For posters, links to training materials, letter templates and website resources visit Staff Connect at http://eips.staffconnect.ca/document/view_document/1755



Anaphylaxis Canada

Canadian Society of Allergy and Clinical Immunology Consensus Statement (2005)

Alberta Education - Allergy and Anaphylaxis Informational Response (AAIR)

Allergy Safe Schools

Teen Asthma

Allergy/Asthma Information Association (AAIA)

Food Allergy and Anaphylaxis Network (FAAN)

Canadian MedicAlert Foundation- No Child Without Program