


<b>Administrative Procedure Life-Threatening Conditions and Allergy Management</b>	
	<b>Department:</b> Student Services
	<b>Approved by:</b> Leadership Council
	<b>Date Approved:</b> March 4, 2024
	<b>Revision Date(s):</b>
	<b>Review Date:</b>
	<p><b>External References</b></p> <ul style="list-style-type: none"> <li>• <i>The Education Act, 1995</i></li> <li>• Canadian School Board Association Anaphylaxis Handbook</li> <li>• SSBA Policy Advisory: Managing Life-Threatening Conditions: Guidelines for Saskatchewan School Divisions</li> </ul>
<p><b>Internal References</b></p> <ul style="list-style-type: none"> <li>• Appendix A – Anaphylaxis Awareness and Education Guide</li> <li>• Form- Provision of Medication</li> <li>• Form – Provision of Prescription Medication Physician</li> <li>• Form – Student Specific Emergency Plan</li> <li>• Form – Allergy Management (Anaphylaxis) Letter/Newsletter Templates</li> <li>• Form – Letter to Parents of Students with Life-Threatening Allergies (Sample Template)</li> </ul>	

**Purpose**

- This administrative procedure aims to establish guidelines and procedures for the management of students with life-threatening conditions and allergies at Saskatchewan Distance Learning Centre (Sask DLC).

**Scope**

- This procedure applies to all Sask DLC staff including teachers, administrative personnel and support staff. It also applies to students, parents and guardians.

**Policy Statement**

1. Sask DLC recognizes that students may have medical conditions that could potentially become life threatening while they are attending face-to-face school activities. A potentially life-threatening illness is defined as any chronic illness, medical condition or allergy, such as diabetes, severe allergies, epilepsy and asthma that in certain conditions when left untreated or improperly treated could lead to death.
2. Sask DLC believes in respecting the confidentiality and dignity of students with potentially life-threatening medical conditions.
3. Children with life-threatening conditions need to feel safe in order to learn and grow emotionally in a safe school environment. Sask DLC is committed to undertaking procedures for the management of students with life-threatening conditions while they are the responsibility of the school, recognizing

that this responsibility is shared among the student, parent(s)/guardian(s), the school system and health care providers.

## **Procedures:**

1. Responsibilities of the Campus Principal:
  - a. The Campus Principal is expected to work collaboratively with the parent(s)/guardian(s) of students with life-threatening conditions. The principal must ensure that the Provision of Medication form, Provision of Prescription Medication Physician form and Student Specific Emergency form are completed.
    - i. When preparing for face-to-face learning opportunities, meet with parents and the classroom teacher to review the student's life-threatening condition. For life-threatening allergies - provide parent(s)/guardian(s) with the form "Letter to Parents of Students with Life-threatening Allergies."
    - ii. Establish an emergency protocol.
    - iii. Review responsibilities of all groups – parent/guardian, classroom teacher and student.
    - iv. Ensure collection and proper storage of prescription and non-prescription medication that have been provided by the parents.
  - b. With the consent of the parent:
    - i. Ensure all staff who will be with the student have received information on the life-threatening condition and that those with responsibility for the child receive training and are aware of the Student Specific Emergency Plan (including administration of medication (i.e., auto-injector, insulin, etc.).
    - ii. Ensure all staff and stakeholder individuals (i.e., parents of other students on the field trip) have received information regarding students with life-threatening allergies and understand their respective responsibilities.
    - iii. Maintain up-to-date emergency contacts and phone numbers.
    - iv. When at an in-person event, Sask DLC shall ensure that the school community is aware and educated regarding students with life-threatening allergies.
2. Responsibilities of the Classroom Teacher:
  - a. To review the Student Specific Emergency Plan to ensure awareness of the symptoms and actions necessary for the life-threatening condition.
  - b. Discuss life-threatening conditions with the class, in age-appropriate terms (see lesson plans and resources available at [www.safe4kids.ca](http://www.safe4kids.ca)).
  - c. Ensure that emergency medication (i.e., auto-injector, insulin) is accessible during the Sask DLC activity.
  - d. For life-threatening allergies:
    - i. Send parent information about appropriate lunch/snack items.
    - ii. Encourage students not to share lunches or trade snacks.
    - iii. Choose nut/peanut-free, allergen-free foods for classroom events.
    - iv. Any time food is requested from home reinforce the message to ensure products with peanuts/nuts, or other allergens are not sent to school.

- v. Establish procedures to ensure that the anaphylactic child eats only what s/he brings from home.
  - vi. Establish procedures to follow if students bring unsafe foods i.e., provide a separate eating area and send a note home to the family.
  - vii. Reinforce hand washing before and after eating.
3. Responsibilities of school staff who coordinate food served, offered, or sold in schools including nutrition program, sporting or special events, parent meetings, lunchroom supervisors, etc.
- a. Keep the food safe for everyone.
  - b. Do not provide or allow any peanut/nut products in planned food activities at school.
  - c. Never assume a food is free from nuts or peanuts.
  - d. Read the ingredient list of any products used in the program each time you purchase, including ready-to-eat foods that are brought into the school for special events.
  - e. Avoid any products that do not carry a complete list of ingredients (i.e., bulk foods).
  - f. Always wash hands before preparing and handling food.
  - g. Practice safe food handling procedures, thoroughly clean and disinfect work/cooking surfaces, utensils and equipment to ensure that cross contamination cannot occur.
  - h. Attend in service training in the use of an auto-injector.
4. Responsibilities of the student with a life-threatening condition and the responsibility of the parent(s)/guardian(s):
- a. Arrange a meeting with the classroom teacher and Campus Principal, prior to the in-person event. The Campus Principal may invite other staff to participate.
  - b. Ensure that all staff are aware of the Student Specific Emergency Plan and the Provision of Medication for emergency purposes.
  - c. Provide a Medic Alert® bracelet for their child.
  - d. Submit completed medical forms, including Provision of Medication form, Provision of Prescription Medication Physician form and Student Specific Emergency Plan form. Update as required.
  - e. Ensure that the child has immediate access to medication (i.e., an up-to-date autoinjector) at all times.
  - f. Teach their child to:
    - i. recognize the first symptoms of the life-threatening condition;
    - ii. keep medication accessible;
    - iii. communicate clearly to a staff member when the student is experiencing symptoms of a life-threatening condition; and,
    - iv. take as much responsibility as possible for his/her own safety.
  - g. For severe allergies, teach their child:
    - i. not to share food or drinks;
    - ii. to ensure proper hand washing; and,
    - iii. understand that the school activity is not allergen-free and there is always risk present.
5. Responsibilities of all parent(s) / guardian(s) when students with life-threatening allergies are attending Sask DLC activities and events:
- a. work cooperatively with the school to eliminate allergens from packed lunches and snacks;
  - b. avoid sending food with peanuts/nuts or other allergens to school; and,

- c. inform the teacher prior to distribution of food products to any children in the school.

## **Definition**

**Anaphylaxis:** Refers to a sudden and severe allergic reaction, which can be fatal, requiring immediate medical emergency measures to be taken. The allergy may be to food (nuts, shellfish, etc.), insect sting, medication, exercise, latex, or other.

**Asthma:** Refers to a chronic inflammatory disease of the airways in the lungs.

**Diabetes:** Refers to a chronic disease, in which the body either cannot produce insulin or cannot properly use the insulin it produces.

**Epilepsy:** Refers to a neurological condition which affects the nervous system. Epilepsy is also known as a seizure disorder.

## **Appendix A: Anaphylaxis Awareness and Education Guide**

The main goal of allergy management is to "reduce the risk" for students and staff with life-threatening allergies (anaphylaxis) by taking the initiative and making a commitment to become aware and educate everyone regarding prevention and intervention practices. While we cannot guarantee an allergen-free environment, we will ensure that steps are taken to minimize the risk of exposure.

### **Signs and symptoms of anaphylaxis can include:**

**Skin:** swelling of eyes, face, lips, tongue, itching, warmth, redness, rash, hives

**Breathing:** wheezing, shortness of breath, throat tightness, cough, hoarse voice, trouble swallowing, runny itchy watery eyes/nose

**Stomach:** nausea, pain, cramps, vomiting, diarrhea

**Heart:** pale, blue color, dizziness, lightheaded, faint, weak pulse, headache

### **Signs and symptoms of anaphylaxis include:**

**Breathing:** Breathing is difficult, throat or chest is tight, hoarse

**Itchy:** Itchy lips, hives, swelling

**Nausea:** Nausea, vomiting

**Dizzy:** Dizzy, unsteady, confused

Most serious reactions occur rapidly and respond quickly to epinephrine. Epinephrine may be given with an auto-injector (i.e., EpiPen). Some life-threatening reactions may have a delayed onset and recur several hours after seemingly effective treatment. This is why it is imperative that people go to hospital and remain there for observation.

The most common allergens include food (peanut, tree nuts, fish and seafood in adults, and milk, eggs, peanut, soy, tree nuts, fish and seafood in children), medication (penicillin), insect venom, latex and exercise.

Children with anaphylaxis live with stress that is foreign to most children. These children need to feel safe in order to learn and grow emotionally. All children deserve a safe school environment.