

Anaphylaxis Guidelines

Distributed

**Version: 1.0
June 23, 2008**

**Woodroffe Public School
woodroffeallergy@live.ca**

Table of Contents

1	GUIDELINES: AN ANAPHYLAXIS SMART SCHOOL.....	3
2	Signage.....	3
3	Information for children at risk for anaphylaxis.....	4
4	Information for all children.....	4
4.1	Identification.....	4
4.1.1	Classroom notification.....	4
4.1.2	Letters identifying potentially life-threatening allergies.....	4
4.2	Education.....	4
4.3	Avoidance and hygiene.....	5
5	Information for lunch monitors.....	5
6	Information for all parents.....	5
6.1	Identification.....	5
6.2	Education.....	5
6.3	Avoidance and hygiene.....	6
7	Information for parents of children at risk for anaphylaxis.....	6
7.1	Identification.....	6
7.2	Education.....	6
7.3	Avoidance and hygiene.....	7
8	Information for staff and community.....	7
8.1	Identification and training.....	7
8.2	Avoidance and hygiene.....	7
8.2.1	Food allergies.....	7
8.2.2	Insect stings.....	8
8.3	Class/field trips.....	8
9	List of materials.....	8

1 GUIDELINES: AN ANAPHYLAXIS SMART SCHOOL

Last Revised: June 16, 2008

Woodroffe Avenue Public School takes pride in being a caring community of adults and children. We recognize that, in order to promote a positive atmosphere of Responsibility, Respect, Safety and Perseverance, our entire community needs to contribute to making our school a place where all students are welcomed to flourish intellectually, physically and emotionally.

It is in this spirit of caring, and with the understanding that consistency facilitates compliance, that Woodroffe Avenue School Staff and School Council adopt the following guidelines to both reduce the anxiety of children with life-threatening allergies (referred to as students at risk of anaphylaxis) and to help nurture a sense of empathy among all members, whether or not classmates of a child at risk for anaphylaxis. Anaphylaxis is a severe allergic reaction to any stimulus, having sudden onset, involving one or more body systems with multiple symptoms.

Furthermore these guidelines continue to promote the **Nut-Peanut SMART practice** already implemented in our school. These school guidelines incorporate the Ottawa Carleton District School Board's "Protocol for Creating Safe and Healthy Schools for Anaphylactic Students " and follow Bill 3 regulations, an Act to Protect Students at Risk for Anaphylaxis (referred to as Sabrina's Law). These guidelines take a school-wide, co-operative approach in making our school a safer learning environment by minimizing the risks of inadvertent cross-contamination, which can prove fatal.

2 Signage

Principal, vice-principal, teachers, and the school community will work in co-operation to:

- post the "BE AWARE" graphic (logo) along with the words "We strive to be an ANAPHYLAXIS SMART school" (motto) at all entrances to the school
- post posters of all students at risk for anaphylaxis (photos, pertinent information for emergency treatment) at:
 - staff room
 - photocopy rooms
- post an individual poster in the students at risk for anaphylaxis' classroom by the classroom telephone and in lunch rooms where these students are eating their lunches.
- post small "ANAPHYLAXIS SMART School" graphic in the masthead of the school newsletter.
- post epinephrine auto-injector sign by the epinephrine auto-injector cabinet in the vice principal's office.
- post clearly labeled Anaphylaxis duo-tangs in office, library, gyms, and computer room.
- post posters listing how to use epinephrine auto-injectors in classrooms, gyms, and library.

3 Information for children at risk for anaphylaxis

Principal, vice-principal, teachers and the school community will work in co-operation to:

- remind students at risk for anaphylaxis to carry an epinephrine auto-injector on them at all times.
- emphasize that children at risk for anaphylaxis are to eat only lunches and snacks prepared at home (unless given written permission or supervised directly by their parents).
- provide an option for children at risk for anaphylaxis to have lunch in a designated area with a friend if these allergens are present in the school.
- assign designated desks, tables, or seats for students at risk for anaphylaxis.
- establish hygiene routines in which designated desks, tables, or seats for students at risk for anaphylaxis are washed with soap and water before and after lunch.

4 Information for all children

4.1 Identification

4.11 Classroom notification

Teachers will talk to students in their classroom informing students of the presence of (a) classmate(s) at risk for anaphylaxis; the nature of allergens; requesting co-operation in minimizing the spread of these allergens around the classroom.

4.12 Letters identifying potentially life-threatening allergies

Principal, vice-principal, teachers and the school community will work in co-operation to:

- distribute a letter from the Office to each student ASAP informing parents of the presence of (a) classmate(s) at risk for anaphylaxis; the nature of allergens; requesting co-operation in minimizing the spread of these allergens around the classroom by using containers that help prevent splatters and spills; and distinguishing between the direct allergen and trace amounts. Direct allergens have much higher risks than foods that may contain trace amounts. Provide useful examples. Follow-up letters will be sent home following classroom re-assignments that involve classes with children who are at risk for anaphylaxis.

Note: The Multicultural Liaison Director can provide multi-lingual support for letters home, as well as for the Anaphylaxis Guidelines to parents who require assistance.

4.2 Education

Principal, vice-principal, teachers and the school community will work in co-operation to:

- emphasize that safety is a community concern; as a school community we will nurture a sense of concern, empathy among all members.
- show video on life-threatening allergies in classrooms or at the first assembly (such as Alexander the Elephant Who was Allergic to Peanuts) and encourage discussion.
- review the symptoms of anaphylaxis.
- encourage students to inform an adult if an allergen is present in the classroom.

- immediately signal any potential anaphylactic reaction to the office and the teachers on duty.

4.3 Avoidance and hygiene

Principal, vice-principal, teachers and the school community will work in co-operation to review and implement that following:

- emphasize the “no eating on the bus” rule
- no trading or sharing of lunches, snacks, food utensils and food/ beverage containers in any classes.
- use containers according to the student’s ability to manage it in a safe and clean way to avoid spills and splatters.
- encourage children to wash their hands at home before coming to school.
- implement hand washing routines before and after eating snacks and at lunch.
- that eating areas are washed with soap and water after lunch.
- inform students to wait until all eating areas are washed with water and soap after eating snacks or lunch before using them.

5 Information for lunch monitors

Principal, vice-principal, teachers and the school community will work in co-operation to educate lunch monitors about:

- the identified students at risk for anaphylaxis in their eating area
- the location of the students at risk for anaphylaxis information sheets.
- the students at risk for anaphylaxis’ assigned eating areas
- the hand cleaning and desk cleaning routines in their eating area
- the symptoms of anaphylaxis
- to immediately signal any potential anaphylactic reaction to the office and the teachers on duty.

6 Information for all parents

6.1 Identification

Principal, vice-principal, teachers and the school community will work in co-operation to:

- distribute a letter from the Office to each student ASAP informing parents of the presence of (a) classmate(s) at risk for anaphylaxis. See 4.12 Letters identifying potentially life-threatening allergies on page 4.
- provide a high-level summary for the school newsletter of the number of children at school who are identified as at risk for anaphylaxis and their allergens.

6.2 Education

Principal, vice-principal, teachers and the school community will work in co-operation to:

- incorporate elements of the ANAPHYLAXIS SMART guidelines in the school’s first newsletters and request co-operation with the guidelines.

- incorporate the ANAPHYLAXIS SMART guidelines in the school handbook given to all new families at the beginning of the year.
- post the ANAPHYLAXIS SMART guidelines on the school website.
- present ANAPHYLAXIS SMART guidelines at parent-teacher events (for example, Curriculum Night).

6.3 Avoidance and hygiene

Principal, vice-principal, teachers and the school community will work in co-operation to:

- inform parents that they can provide food/ beverage only for their own child for classroom, school celebrations or events occurring during school hours.
- give periodic information on alternatives to allergens, recipes to try, or other pertinent information via the school's website as needed.
- promote safe distribution and disposal of food containing allergens (for example: using containers in their child's lunch/snack that can be easily managed by the child and that help prevent splatters and spills)

7 Information for parents of children at risk for anaphylaxis

7.1 Identification

Principal, vice-principal, teachers and the school community will work in co-operation to strongly encourage parents to do the following:

- provide all of the necessary forms duly completed to the school before the first day of school
- ensure that children at risk for anaphylaxis have an unexpired epinephrine auto-injector kept on the student's body at all times, and also a second one at the office. Communicate to parents that school subsidies are available for the purchase of epinephrine auto-injectors.
- enroll their child at risk for anaphylaxis in the Medic Alert programme sponsored at Woodroffe Avenue.
- to outfit their children with distinctive markings for easy identification outdoors and communicate this information to the child's teachers

7.2 Education

Principal, vice-principal, teachers and the school community will work in co-operation to strongly encourage parents to do the following:

- teach children at risk for anaphylaxis how to use an epinephrine auto-injector responsibly
- educate their children to take age-appropriate responsibility for his or her well-being.
- educate their children to identify potential allergens, to avoid them, and to alert an adult in case of doubt or upon finding them.
- to teach their children to recognize the first signs of an allergic/anaphylactic reaction and to inform an adult immediately if they are experiencing such.

7.3 Avoidance and hygiene

Principal, vice-principal, teachers and the school community will work in co-operation to strongly encourage parents of children at risk for anaphylaxis to do the following:

- emphasize the importance of hand washing before and after eating.
- volunteer for class trips.
- send a complete change of clothes.
- reinforce the “no eating on the bus” rule.

8 Information for staff and community

8.1 Identification and training

Principal and vice-principal will work in co-operation to:

- remind teachers to keep easily available copy of students at risk for anaphylaxis’ plan
- advise occasional teachers of students at risk for anaphylaxis
- ensure an individual plan for each student at risk for anaphylaxis is developed every year
- maintain a file for each student at risk for anaphylaxis of current treatment and other information.
- provide ANAPHYLAXIS SMART guidelines to all staff at the start of the school year.
- review ANAPHYLAXIS SMART guidelines during the first staff meeting.
- review ANAPHYLAXIS SMART guidelines with school council, as needed.
- provide annual mandated "in-service" training on anaphylaxis for all employees.
- encourage staff to complete e-workshop on anaphylaxis (www.eworkshop.on.ca/allergies)
- review and implement school activities that follow the revised school Guidelines For An Anaphylaxis Smart School.

8.2 Avoidance and hygiene

8.2.1 Food allergies

Principal and vice-principal will work in co-operation to:

- Remind staff to avoid using items that have been in contact with allergens (for example, egg cartons to make crafts) in classes in which children have an identified allergy.
- remind staff to wash their hands before helping out or handling food belonging to students at risk for anaphylaxis; (for young students), first open snacks belonging to students at risk for anaphylaxis in order to avoid cross-contamination; wash hands before helping other students at risk for anaphylaxis.
- encourage non-food based activities for in-school special events.
- exempt children at risk for anaphylaxis from garbage disposal, yard clean-ups, or other activities that could bring them into contact with food wrappers, containers, or debris (this applies also to children allergic to bee/wasp stings).

8.2.2 Insect stings

Principal and vice-principal will work in co-operation to inform staff:

- that students with an allergy to insect venom are to be immediately removed from the vicinity if a bee or wasp enters the room.
- that all students refrain from eating outdoors whenever possible to avoid attracting bees and wasps.

8.3 Class/field trips

On class/field trips, the principal, vice-principal, teachers, and school community will work in cooperation so that the supervising teachers:

- check that students at risk for anaphylaxis are carrying their epinephrine auto-injector on them.
- sign out and take the supplementary epinephrine auto-injector along
- bring a cell-phone; inform the office of the cell-phone number prior to departure.
- give preference to parents of children at risk for anaphylaxis (or a staff member or parent who is trained to use epinephrine auto-injectors) to volunteer to accompany classes.
- give preference to students at risk for anaphylaxis to be part of the teacher's group if groups are needed.
- identify the students at risk for anaphylaxis to other parent volunteers; instruct them on symptoms and to instruct them to immediately signal any potential anaphylactic reaction to the supervising teacher(s).

9 List of materials

- "ANAPHYLAXIS SMART" logo that can be photocopied/reproduced in different sizes
- posters stating the motto: "We strive to be an ANAPHYLAXIS SMART school" for each entrance to the school
- lunch/snack alternatives
- moist wipes
- educational videos:
 - "It Only Takes One Bite"
 - "Alexander, the Elephant Who Couldn't Eat Peanuts" plus Discussion Guide
 - "Food Allergies: Fact or Fiction?"
 - "Never Take a Chance/ Ne prendre aucun risque !
 - Taking Control of Severe Food Allergies CD
- Epinephrine auto-injector Resource Kit: mock epinephrine auto-injector , epinephrine auto-injector posters, brochures on anaphylaxis and the administration of an epinephrine auto-injector Instructional Guide
- Educational books:
 - "A Preschooler's Guide to Peanut Allergy" for children aged 2 – 6
 - "Alexander and His Pals Visit the Main Street School"
 - "No Nuts for Me!" for children aged 3 – 7", Les Noix, C'est Pas Pour Moi!" livre en français
 - "Aaron's Awful Allergies" for children aged 4 - 9

- "The Canadian Allergy and Asthma Handbook" for adult reference
- "The Food Allergy News Cookbook" for adult reference

- Educational Magazines:
 - Allergic Living

- Internet sites:
 - www.anaphylaxis.ca (Anaphylaxis Canada)
 - www.aaia.ca (Allergy Asthma information association)
 - www.asthma.ca (Asthma Society of Canada)
 - www.inspection.gc.ca/english/fssa/labeti/allerg/allerge.shtml (Canadian Food Inspection Agency site for allergies and recalls)
 - www.medicalert.ca (Canadian MedicAlert® Foundation)
 - www.allergyfoundation.ca (Canadian Allergy, Asthma and Immunology Foundation)
 - www.csaci.medical.org (Canadian Society of Allergy and Clinical Immunology)<http://www.safe4kids.ca> (Safe4Kids: A site for kids living with anaphylaxis)
 - www.eworkshop.on.ca/allergies
 - www.allergysafecommunities.ca (Allergy Safe Communities)
 - www.twinject.ca (Official site for Twinject™ auto-injectors)
 - www.epipen.com (Official site for Epi-Pen® auto-injectors)