

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 169.1
PROCEDURE:	ALLERGIC REACTION		

BACKGROUND

The Division recognizes the dangers faced by students and staff with severe or anaphylactic reactions (allergies) to foods. While the Division cannot guarantee an allergen-free environment, the Division will take reasonable steps to ensure a safe environment for individuals with life-threatening allergies.

Schools have a supportive role to play in helping parents of students with severe allergies avoid exposure to pre-identified foods while the student is at school.

Symptoms

Allergic reactions may include: a general feeling of impending doom or fright, weakness, sweating, sneezing, short of breath, nasal itching, hives, vomiting, cough, restlessness, shock, hoarseness, swollen tongue, severe localized swelling.

Anaphylactic reactions are those severe allergy reactions that are life threatening and require immediate medical attention. An Epi-pen injection will offer up to fifteen minutes time to get the affected person to emergency care at a hospital.

PROCEDURES

1. It is the responsibility of parents/guardians with anaphylactic children to identify their children to the Principal and bus driver and to ensure that their child wears an allergy alert bracelet.
2. Students shall be taught of the dangers to anaphylactic students of sharing or trading lunches.
3. Schools with students who have severe reactions to foods shall train staff to recognize the signs of anaphylactic shock.
4. If the classroom of an anaphylactic child is used as a lunch room it must be established as an “allergen-free” area, using a cooperative approach with students and parents.
5. The school staff shall develop strategies for monitoring “allergen-free” areas and for identifying high-risk areas for anaphylactic students.
6. Teachers/Staff First Response:
 - 6.1 Assess situation, remain calm, make individual feel comfortable.

- 6.2 Only move for a safety reason.
- 6.3 If individual is known to have allergies, consult the written action plan on file and proceed with physician's recommendations.
- 6.4 Send for immediate help and medication kit (in case of known allergies).
- 6.5 Follow medical protocol for student (if on file).
- 6.6 Observe for respiratory difficulty and, if needed, call Crestvue Ambulance Service at 310-5000
- 6.7 Check individual's pulse, respiration, and blood pressure. Be alert for breathing and pulse being slower or faster than usual. Elevate legs if blood pressure is low.
- 6.8 If necessary, start CPR and/or Rescue Breathing.
- 6.9 Cover with blankets if necessary to keep warm; don't allow blankets to interfere with handling or observation.
- 6.10 A copy of the following should be sent with the EMS:
 - 6.10.1 Medication or allergen to which patient is reacting, if known.
 - 6.10.2 Signs and symptoms of distress.
 - 6.10.3 Emergency measures instituted.
 - 6.10.4 Patient response to emergency measures.
 - 6.10.5 Time of all activities.
 - 6.10.6 Signature of nurse or attending school personnel and phone number.
- 6.11 Notify parent or guardian.
- 6.12 Administer medication, by order of a doctor, if appropriate. Apply ice pack, keep warm.
- 6.13 Record on an attached label time and site of insect sting and name of medicine, dosage and time, if appropriate.
- 6.14 Complete an incident report and file in Principal's office.

7. Administrators and/or Support Team Preventative/Supportive Actions

- 7.1 Encourage parents and guardians to list health situations for their children on the school registration form.
- 7.2 If parents identify their child to have severe or anaphylactic reactions to specific foods, school-based administration shall ask other parents in that student's class to refrain from sending those foods to school.

- 7.3 The Principal shall request from the parents/guardians written information regarding:
 - 7.3.1 The foods which trigger an anaphylactic reaction;
 - 7.3.2 A treatment protocol, signed by the child's physician;
 - 7.3.3 Permission to post and/or distribute photographs and medical information in key locations such as classrooms, school bus, staff room, etc.
 - 7.3.4 Parents shall communicate to staff the signs of anaphylactic shock and show staff how an Epi-Pen (the pen-shaped syringe loaded with adrenalin which many allergic children carry in case they have a reaction) is to be used.
- 7.4 Regular reminders shall be sent to staff, students, and parents regarding the problematic foods.
- 7.5 If parents provide food for special occasions, they shall provide complete ingredient lists.
- 7.6 All staff members (certified and non-certified) must be made aware that a child with anaphylaxis is attending their school and that child shall be identified, either individually or at a staff meeting before or immediately after the child registers at the school.
- 7.7 Encourage employees having health situations affecting them to alert the Principal and staff of any difficulties and possible remedial actions.
- 7.8 The Principal or designate is to accompany individual to the emergency facility and remain until a parent/guardian, family member or physician assumes responsibility.

Date Issued: November 21, 2007