

ALLENBY'S GUIDELINES FOR ALLERGEN AVOIDANCE– ANAPHYLAXIS

Allenby is an “Allergen Aware School”. Caution will be taken in anaphylactic classrooms, in the lunchroom, on field trips and during special events at the school. This recognises that while it is impractical to achieve complete avoidance of all allergenic foods, the school will take steps in reducing the chances of exposure to allergens. This is a joint responsibility between the anaphylactic student and his/her family, the school staff and school community.

The following guidelines are intended to diminish the possibility of accidental exposure to food allergens in classrooms with anaphylactic students. It should be understood that the risk can never be completely removed and accordingly staff must be aware of allergy management and what to do in the event of an anaphylactic reaction:

GENERAL INFORMATION

- Anaphylaxis can be triggered by a minute amount of the allergic food and avoidance of these foods is essential to ensure a safe classroom environment for these students.
- Symptoms can include hives, itching, tingling in the mouth, swelling of the eyes, lips, face and tongue, coughing, choking, difficulty breathing, talking, and swallowing, loss of consciousness, coma, and death. Without proper treatment, death can occur within minutes.
- In the case of exposure to an allergen an EpiPen needs to be administered at the first sign of a reaction. It is dangerous to wait. A second dose (using a different EpiPen) must be administered in 10 – 15 minutes if reaction continues or worsens. 911 must be called immediately and told that a child is having a life-threatening anaphylactic reaction. The child should be kept calm and transported to hospital with a familiar person. The child's family is notified immediately. ACT: Administer epipen immediately, call 911, transport child to hospital.
- Awareness of products brought for birthdays, classroom special projects and parties, field trips and school special events may reduce the risk of accidental exposure to a food allergen.

GUIDELINES FOR SCHOOL ADMINISTRATION

- Review (annually) TDSB Policy/Procedures re: Anaphylaxis.
- Ensure classrooms with anaphylactic children have an allergen aware sign on the door.
- Information and identification sheets with a photograph, allergens to avoid, and management should be readily available in key locations such as the office, classroom and the lunchroom.
- Staff must be trained on when and how to use an EpiPen.
- Review lunchroom procedures annually with lunchroom supervisors, staff and students.
- Students should carry their own EpiPens on their person.
- Additional Epipens to be kept in a secured UNLOCKED location.
- Ensure information sharing with students, parents and parent association regarding anaphylaxis (Principal's newsletters, etc.)

GUIDELINES FOR ALL ALLENBY PARENTS

- All parents are asked to avoid sending food products containing nuts to school at any time. Unmarked food products from a store, bakery or baked at home for a special occasion will not be served in classrooms with anaphylactic students unless approval has been given by the parents of the anaphylactic student.
- Contact parents of any anaphylactic students prior to bringing any food or craft items to the classroom.
- **If prior approval has not been given and a food item is not clearly marked as 'nut-free' the product will not be served during the school day and will be returned to the home.**
- A list of children's birthdays and of products to be used for special events may be given to the anaphylactic family in order to assist confirmation of the safety of products entering the classroom

GUIDELINES FOR PARENTS OF ANAPHYLACTIC STUDENTS

- Updated information and identification sheets with a photograph, allergens to avoid, and management should be provided to the school as requested each September.
- Provide the school with one or more EpiPens, to be readily available in the classroom and/or office. It should be clearly labelled with the child's name, classroom and expiration date.
- Students must carry their own EpiPen, a staff member (or in the case of field trips a designated parent volunteer) may administer the EpiPen if needed.
- Provide the school with a letter to make each family in the class aware of your child's allergy (samples available from APA Allergy Parent Rep).
- Families should be encouraged to provide a safe snack bin to the classroom teacher.
- Educational products on anaphylaxis, such as books and videos, can be made available for educational purposes (from APA Allergy Parent Rep if required).
- Review child's allergies and management protocol with teacher prior to the school year (or early in the school year).
- Ensure teacher is informed of any special protocols required during Field Trips or on buses. Always keep your emergency contact number line available when your child is out of the school on an excursion.

GUIDELINES FOR ANAPHYLACTIC STUDENTS

- **Students must carry their own EpiPen**, a staff member (or in the case of field trips a designated parent volunteer) may administer the EpiPen if needed.
- Anaphylactic children should be encouraged to eat only food brought from home, unless it is packaged, clearly labelled, and has been approved by their parents. Snacks should be brought to school in sealed packaging with expiration date clearly noted.
- Anaphylactic students should be encouraged to wash their hands before eating. They should not share food or utensils.
- Students should be encouraged to wear a Medic Alert bracelet with the allergen clearly identified.

GUIDELINES FOR SCHOOL STAFF

- Do not allow anaphylactic children to eat food brought from other homes, unless it is packaged, clearly labelled, and they have prior written approval from their parents.
- Ensure approval to eat a food product comes from parent, not anaphylactic student.
- Confirm that the person bringing food into the classroom has prior approval from parent of anaphylactic child.
- During the school day, serve only those products that have received prior written approval from parents prior to the product entering the classroom.
- A list of children's birthdays and of products to be used for special events may be given to the anaphylactic family in order to assist confirmation of the safety of products entering the class.
- Contact parent if Safe Snack Bin is empty.
- Supply teachers should be notified about anaphylactic students in the teacher's daybook, and/or with other emergency procedure information.