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Board Governance Policy Cross Reference: 1, 12, 13

Administrative Procedures Cross Reference:

Accidents-Students

Administration of Medication

Unified Referral and Intake System (URIS)

Form Cross Reference:

Authorization for Release of Information Form

URIS Group B Application

Legal/Regulatory Reference:

Manitoba Unified Referral and Intake System (URIS)

The Education Administration Act, section 4(1)(0.1)

The Public Schools Act, section 47.3

- c) Encourage the child with life-threatening allergies to take the following precautions such as: placing food on wax paper or a paper napkin rather than directly on the desk or table taking only one item at a time from the lunch bag to prevent cross contamination.
- d) Establish a hand-washing routine before and after eating.
- e) Recommend that tables and other eating surfaces are washed clean after eating, using a cleansing agent approved for school use. This is particularly important for students with peanut allergies because of the adhesive nature of peanut butter.

2. Allergens Possibly Found in School Activities

Not all allergic reactions are a result of exposure at meal times. Children with life-threatening allergies may be at risk if involved in garbage disposal, recycling, yard clean-ups, or other activities which could bring them into contact with food wrappers, containers or debris.

Teachers shall be aware of the possible allergens present in curricular materials such as:

craft materials (play dough, egg cartons, etc.);

pets and pet food;

bean-bags, stuffed toys (peanut shells are sometimes used) counting aids (beans, peas); toys, books and other items which may have become contaminated in the course of normal use;

science projects, participation in Home Economics;

special seasonal activities (Easter eggs and garden projects);

All chocolates, ice-cream, other nuts, ground nuts (peanuts);

Allow the child with life-threatening allergies to keep the same locker and desk all year in order to help prevent accidental contamination, as foods are often stored in lockers and desks.

3. Holidays and Special Celebrations Food.

The following procedures will help to protect the child with life-threatening allergies:

- a) Encourage the child with life-threatening allergies to eat food brought from his or her own home.
- b) Focus on activities rather than food to celebrate special occasions.

4. Offsite Activities

In addition to the usual school safety precautions applying to offsite activities, the following procedures shall be in place to protect the child with life-threatening allergies:

- a) Require all staff and volunteers to be aware of the identity of the child with life threatening allergies, the allergens, symptoms and treatment.
- b) Ensure that a staff member with training in the use of the Auto-injector (Epi-Pen) is assigned responsibility for the child with life-threatening allergies. A copy of the Individual Health Care Plan (IHCP) and Emergency Response Plan (ERP) shall be carried by the person responsible for administration of the Auto-injector (Epi-Pen).

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- c) If the risk factors are too great to control, the child with life-threatening allergies may be unable to participate in the offsite activity. Parents/guardians shall be involved in this decision.
- d) Teachers/Administrators shall ensure that Emergency Response Plans are in place when planning the trip. There shall be reasonable and appropriate access to a telephone, cellular telephone, or radio communication during an offsite activity.

C. Emergency Response Protocol

Even when precautions are taken, a student with life-threatening allergies may come into contact with an allergen while at school. A separate emergency plan shall be developed for each child with life-threatening allergies, in conjunction with the child's parents/guardians and registered nurse and kept in a readily accessible location.

Emergency Plans for Anaphylactic Reaction

Epinephrine is the treatment for an anaphylactic reaction. Epinephrine must be administered as early as possible after the onset of symptoms of severe allergic response. The emergency plan includes the following:

communicate the emergency rapidly to a staff person who is trained in the use of the Auto-injector (Epi-Pen);

administer the Auto-injector (Epi-Pen) (NOTE: Although m-2(f 1 205.46 437.92 T20205.46 437.92 T2020

when appropriate (and with parental permission), facilitate communication between or with other parents/guardians about the specific situation;

follow procedures for reducing risk in classrooms and common areas;

leave information in an organized, prominent and accessible format for substitute; ensure that all relevant medications are taken on offsite activities and emergency response

plans are considered when planning the trip.

3. Responsibilities of School Bus Drivers and Operators

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be aware of those student(s) on their assigned bus that carry an adrenaline Auto-injector(s) (Epi-Pen) and their particular allergies, as well as the location of the Auto-injector(s) (Epi-Pen);

attend inservice sessions provided by the Division or school and prepare for the possibility of an anaphylactic reaction by receiving training in the use of an adrenaline Autoinjector (Epi-Pen) and of the symptoms leading up to anaphylaxis;

carry a copy of the Emergency Response Plan in an accessible location;

assist in developing procedures that minimize risk while traveling on a school bus;

assist in developing an Emergency Response Plan that relates directly to bussing and be prepared to carry out the Emergency Response Plan as necessary.

4. Responsibilities of Registered Nurse

consult with and provide information to parents/guardians, children, and program personnel;

develop an Individual Health Care Plan (IHCP) for the child with known risk of anaphylaxis;

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6.	Responsibilities of the parents/guardians of a child with a life-threatening allergy identify their child's allergies and needs to the school Principal; complete a

Appendix A Sample Letter to Parents/Guardians

Dear Parents/Guardians:

You have indicated on the Interlake School Division registration form that your child has a medical condition. We need your assistance to learn about that condition and what to do at the school to ensure your child's health and safety.

The Unified Referral and Intake System (URIS), a partnership between the provincial Departments of Family Services, Education and Health, supports community programs in the care of children with special health care needs when they are apart from their families. URIS provides policy direction and assistance to community programs (i.e., school divisions, licensed child care facilities, recreation programs, and agencies providing respite service) to address the medical needs of children.

As well, URIS provides funding to community programs for a registered nurse to:
develop an Individual Health Care Plan and/or an Emergency Response Plan;
provide child-specific training to personnel in the community program involved with the child
(e.g. teachers, educational assistants, secretaries, resource staff, custodians, bus drivers); and
monitor personnel in the community program involved with the child as necessary.

In summary, we want to join with you to help support your child's special health care needs while at school. In order to plan for your child, please complete the attached URIS Group B Application and Authorization for the Release of Information Form and return it to the school as soon as possible. Thank you in advance for your cooperation. Please feel free to call your school administrator if you have any questions.

Interlake School Division