

Date Adopted: September 6, 2022
Date Reviewed:

3. Training for School Personnel and Other Staff
 - a) The Principal shall ensure that group training provided by a health care professional (i.e. registered nurse/doctor/pharmacist) occurs annually with school personnel and, when appropriate, bus drivers and lunch hour supervisors in schools where children with life-threatening medical conditions are enrolled.
 - b) All staff who may be in a position of responsibility for children with life-threatening medical conditions shall receive from a registered nurse child specific training related to the medical condition.
 - c) Parents/guardians of the child with life-threatening medical conditions shall ensure that the specific information about their child is made available to school personnel to be included in training sessions. Parents/guardians are encouraged to attend/participate in training sessions.
4. Sharing Information with Other Students and Parents/Guardians
 - a) In consultation with parents/guardians and student, the school may identify a student with life-threatening medical conditions to classmates who are in direct contact with the child and enlist their understanding and support. This shall be done in a way that is appropriate to the student's age and maturity, without creating fear and anxiety.
5. Maintaining Open Communication between Parents/Guardians and the School
 - a) The school shall maintain open lines of communication with the parents/guardians of students with life-threatening medical conditions.
 - b) Parents/guardians shall be involved in establishing Individual Health CT/F3 (W'nBT/F3 12 TfET@Mr-2(gie

- 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:

- 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 most children with life-threatening allergies learn to administer their own medication by about age 8, individuals of any age may require help during a reaction because of the rapid progression of symptoms, or because of the stress of the situation. Adult supervision is required.);

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E. Review Process

School emergency procedures for each student with life-threatening allergies shall be reviewed annually at the beginning of September with staff and parents/guardians. In the event of an emergency response, an immediate evaluation of the procedure shall be undertaken.

F. Responsibilities

1. Responsibilities of the Principal

Send the [URIS Group B Application](#) to the URIS for support of a registered nurse to train and monitor personnel involved with the child with life-threatening allergies;

ensure that the parents/guardians have completed all the necessary forms;

check that an Individual Health Care Plan is completed and reviewed annually for each child with a life-threatening allergy;

ensure that the instructions from the child's physician are on file (medical assessment);

notify staff of the child with known risk of anaphylaxis, the allergens and the treatment;

assist with the development and implementation of policies and procedures for reducing risk in classrooms and common areas;

maintain up-to-date emergency contacts and telephone numbers;

ensure that all staff (including bus drivers and possibly volunteers) have received instruction in the use of the Epi-Pen;

ensure that all substitute staff are informed of the presence of a child with known risk of anaphylaxis, and that appropriate support/response is available should an emergency occur;

inform parents/guardians that a child with a life-threatening allergy is in direct contact with their child, and ask for their support and cooperation;

ensure that safe procedures are developed for offsite activities and extra-curricular activities;

if not developmentally appropriate for the child to carry an Epi-Pen, ensure that it is kept in an unlocked, safe, easily accessible location.

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

6. Responsibilities of the parents/guardians of a child with a life-

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.