

Administrative Procedure		Nicola Similkameen School District
Section:	District Administration	
Title:	Anaphylaxis Risk & Responsibilities	Pending

Purpose

To establish procedures to protect students at risk of anaphylaxis, minimize exposure to known allergens, ensure prompt and appropriate response in emergencies, and promote an allergy-aware school environment across the District.

Scope

These procedures apply to all schools in the District, staff (teaching, non-teaching, support staff, volunteers), students, parents/guardians, and any persons (e.g. contractors, coaches) acting under the authority of the school when students are under school supervision or involved in school-sponsored activities.

Definitions

- **Anaphylaxis:** A sudden, severe allergic reaction that can be life-threatening, requiring immediate medical intervention.
- **Allergen:** Substance that causes an allergic reaction; e.g. foods, insect stings, medication, latex.
- **Auto-injector:** A device (e.g. epinephrine auto-injector like EpiPen) used to deliver epinephrine in emergency situations.
- **Allergy-aware / Allergen-aware environment:** An environment in which measures are taken to reduce risk of exposure to allergens, while balancing normal peer interactions.

General Procedures

Roles & Responsibilities

	Develop and maintain District-level policy in compliance with applicable laws, Ministerial Orders, and guidelines.
Board / District Office	• Provide oversight and support to schools, including resources, training, and monitoring. • Collect aggregate data on anaphylactic incidents from schools annually for review.
Superintendent / Designate	• Ensure these procedures are communicated to all schools. • Ensure compliance by schools. • Review reports from schools; recommend improvements.

Principals / School Administrators	• Ensure these procedures are implemented in their school. • Identify students at risk. • Ensure Individual Anaphylaxis Emergency Plans are developed/updated. • Arrange school-level training and awareness. • Ensure auto-injectors are stored and accessible. • Ensure emergency procedures are visible and known by staff. • Monitor and report incidents.
Teachers / Staff / Volunteers	• Participate in required training. • Be aware of students with anaphylaxis in their class or under their care. • Know the school's emergency procedures. • Assist in minimizing allergen exposure. • Respond appropriately in case of a reaction. • Inform school upon registration (or upon diagnosis) if their child is at risk of anaphylaxis. • Provide medical documentation and Anaphylaxis Emergency Plan signed by a qualified physician.
Parent(s) / Guardian(s)	• Supply required medication (e.g. auto-injectors) and replacements (not expired). • Update school when medical condition changes. • Encourage use of medical identifying information (e.g. Medic-Alert).
Student (where appropriate)	• When capable, self-manage and notify staff of allergy risks. • Understand and follow avoidance strategies. • Use auto-injector if trained and authorized.

Identification & Documentation

1. Registration/Disclosure

- Upon registration or at the start of the school year (or when diagnosed), parents/guardians must disclose any life-threatening allergies / risk of anaphylaxis.
- Record relevant information: type of allergy, triggers, symptoms, emergency contacts, physician's information.

2. Individual Anaphylaxis Emergency Plan

- Develop for each student at risk, in partnership with parent/guardian, student (as appropriate), and physician.
- The plan should include:

- Photograph of student
- List of allergens / triggers
- Signs and symptoms to watch for
- Emergency treatment protocol (including auto-injector dosage)
- Contact information (parents/guardians, physician)
- Consent to administer medication
- Storage location(s) of auto-injectors.
- Update annually or whenever there is a change in student's condition.

3. Record-keeping

- Maintain files for each identified student with anaphylaxis.
- Emergency Plan in school records and health file.
- Ensure staff with need-to-know access to Emergency Plan, while respecting privacy.
- Maintain school-level records and district aggregate data for monitoring.

Prevention / Allergen Avoidance

1. Allergy-Aware Environment

- Promote awareness among staff, students, parents.
- Communicate rules around foods / allergens in classrooms, cafeteria, etc.
- Ensure handwashing facilities and policies (e.g. wash hands before and after eating).
- Avoid sharing of food, utensils or containers.

2. Special Events / Field Trips / Extracurricular Activities

- Prior planning to ensure auto-injectors accompany the student.
- Identify any potential exposure risks (snacks, meals, etc.) and plan accordingly.
- Ensure staff / supervisors know which students are at risk and know emergency plan.

3. Signs & Alerts

- Post medical alert notices (with consent) in the office, classrooms, and other relevant areas.
- Inform relevant staff: classroom teacher(s), substitute teachers, bus drivers, food service personnel, custodians, coaches, volunteers.

Training & Awareness

- All school staff (teaching and non-teaching, including substitutes and volunteers) receive training annually. Topics to cover: basic understanding of anaphylaxis; recognition of symptoms; use of auto-injectors; district and school emergency protocols.

- Refresher training mid-year or when needed (e.g. when a new student with anaphylaxis arrives).
- Students may receive awareness lessons (age-appropriate) about allergies, respecting peers, not sharing food, etc.
- Parents/guardians are provided with information about the school's approach and their responsibilities.

Emergency Response

1. When Reaction Occurs

- At first sign of anaphylaxis, administer epinephrine auto-injector immediately (do not wait)

Note time.

- Call emergency services (e.g. 911).
- Contact parent/guardian.
- Ensure student is cared for (one person with student, one to call for help).
- If symptoms do not improve / recur, a second dose may be administered as per plan.
- Transport to hospital, even if symptoms resolve.

2. Field Trips / Off-site

- Ensure plan and medication travel with the student.
- Ensure adult supervision includes trained staff.
- Know location of nearest medical facility.
- Communication means (phone, etc.) available.

3. After Incident

- Review incident: what happened, what worked, what could be improved.
- Offer support (medical, emotional) to student/staff as needed.
- Report the incident to Principal / District — include aggregate reporting to district office.

Medication / Auto-Injector Management

- Parents are responsible for supplying auto-injectors that are current (not expired).
- At least one auto-injector must be available for the student at school; best practice is two (one carried by student if capable, one stored in school).
- Store in a centrally accessible, clearly marked, unlocked location known to staff.
- For mature students: possibility for self-carry, evaluated case by case.
- Maintain a procedure for storage, inspection, replacement of devices (e.g. tracking expiry dates).

Monitoring, Reporting & Review

- Principals must monitor all anaphylactic incidents; report to District annually (or as required)
In aggregate: number of students with anaphylaxis, number of incidents, response times, outcomes.

- Review of procedures at regular intervals (e.g. annually) to ensure effectiveness.
- Feedback from staff, parents, students.
- Make revisions as needed.

Confidentiality & Privacy

- Health information about students (e.g. diagnoses, treatment plans) is confidential. Access limited to those who need to know (staff caring for or supervising the student).
- Consent from parents/guardians is required for disclosure.
- Ensure records are securely stored.

Legal / Policy Compliance

- Ensure compliance with any applicable legislation (e.g. Anaphylaxis Protection Orders, relevant provincial acts, school act, etc.).
- These procedures supplement the District's Policy on Anaphylaxis (or Allergies & Anaphylaxis).
- In case of conflict, follow legislative/regulatory requirements.

Communication

- Publicize to all stakeholders (staff, parents, students, volunteers) the existence of the Policy & Procedures.
 - Include in school handbooks, orientation, staff meetings.
 - Make Emergency Plans visible (with consent), and clearly labelled in the school.

Review Schedule

- These procedures should be reviewed at least every two years, or earlier if required (e.g. significant incident, changes in law, or medical practice).

Date of Original Superintendent Approval: October 8, 2025

Date Amended:

Cross Reference: