



Medical Plan Anaphylaxis Manual

April 2020

Table of Contents

Policy SO30 – Management of Potentially Life-Threatening Health Conditions, Including Administration of Medication in Schools	3
Evidence-Based Resources	3
Anaphylaxis – What is It?	3
Sabrina’s Law – An Act to Protect Anaphylactic Pupils.....	3
Privacy and Confidentiality	4
Avoidance	4
Steps to Prevention.....	4
Safe Lunchroom and Eating-Area Procedures	4
Peanut Butter Substitutes	5
Roles and Responsibilities	5
Responsibilities of PARENTS/GUARDIANS	5
Responsibilities of STUDENTS with Anaphylaxis.....	6
Responsibilities of SCHOOL STAFF	6
Responsibilities of the SCHOOL PRINCIPAL.....	6
Responsibilities of the SCHOOL BOARD.....	7
Board Expectations for Providing Supports to Students with Anaphylaxis in Order to Facilitate and Support Daily Routines and Management Activities at School	8
Anaphylaxis Management Training for School Staff.....	8
Emergency Response.....	8
Reporting.....	8

Appendices

APPENDIX A – School Anaphylaxis Emergency Response Plan	9
APPENDIX B – Anaphylaxis Verification Form Template.....	10
APPENDIX C – Anaphylaxis Medical Plan Template	12
APPENDIX D – Administration of Medication Verification Form	15
APPENDIX E – Administration of Medication Form	16
APPENDIX F – 9-1-1 Anaphylaxis Script Protocol	17
APPENDIX G – Sample Letter to School Parents/Guardians from the Principal.....	18
APPENDIX H – Sample Items for School Newsletters/Websites	19
APPENDIX I – Steps to Identify an Anaphylactic Student in the Student Information System	20

Policy SO30 – Management of Potentially Life-Threatening Health Conditions, Including Administration of Medication in Schools

In Grand Erie, Policy SO30- Management of Potentially Life-Threatening Health Conditions, Including Administration of Medication, in Schools provides direction to staff of how to support students with the management of anaphylaxis, asthma, diabetes and/or seizure disorder at school. The policy is accompanied by medical plan manual for each prevalent medical condition.

Evidence-Based Resources

Evidence-based resources that provide information on various aspects of these prevalent medical conditions, including triggers or causative agents and signs and symptoms characteristic of medical incidents and medical emergencies can be found at the following links:

<http://www.edu.gov.on.ca/eng/healthyschools/medicalconditions.html>

<http://www.edugains.ca/newsite/SafeHealthySchools/medical-conditions/Prevalent-Medical-Conditions.html>

Anaphylaxis – What is It?

Anaphylaxis -- sometimes called “allergic shock” or “generalized allergic reaction” -- is a severe allergic reaction that can lead to rapid death, if untreated. Like less severe allergic reactions, anaphylaxis occurs when the body’s immune system reacts to harmless substances as though they were harmful invaders. However, instead of developing the familiar runny nose or rash, sufferers of anaphylaxis respond with an extreme body reaction. The reaction may begin with itching, hives, vomiting, diarrhea, or swelling of the lips or face; within moments, the throat may begin to close, choking off breathing and leading to unconsciousness and death.

Peanuts, tree nuts and other nuts are one of the most common triggers of anaphylaxis, and the most likely of all food allergens to trigger a full-blown anaphylactic reaction. As a result, all schools in Grand Erie are “nut aware” and foods containing peanuts, tree nuts or other nuts are not to be brought to school.

Sabrina’s Law – An Act to Protect Anaphylactic Pupils

In accordance with Sabrina’s Law – An Act to Protect Anaphylactic Pupils, the Grand Erie District School Board is required to establish and maintain a policy for students diagnosed with anaphylaxis, as well as provide training for all staff on dealing with life-threatening allergies. The safety of students with a medical condition such as anaphylaxis is a shared responsibility of the board, school, family, health care provider and community partners. The goals of the policy are:

- to support students with anaphylaxis to fully access school in a safe, accepting and healthy learning environment that supports their well-being
- to empower students, as confident and capable learners, to reach their full potential for self-management of their anaphylaxis according to their Medical Plan

With respect to the administration of emergency medication at the time of an anaphylactic emergency, “*Sabrina’s Law*” is very clear:

- “If an employee has reason to believe that a pupil is experiencing an anaphylactic reaction, the employee may administer an epinephrine auto-injector or other medication prescribed to the pupil, even if there is no preauthorization to do so under subsection (1).: 2005, s. 3 (3)
- “No action for damages shall be instituted respecting any act done in good faith or for any neglect or default in good faith in response to an anaphylactic reaction in accordance with this Act, unless the damages are the result of an employee’s gross negligence” 2005, s. 3 (4).

Privacy and Confidentiality

Parent/guardian consent will be obtained prior to the sharing of student health information with school staff or other students. Parents and school staff will be informed of the measures to protect the confidentiality of students' medical records and information.

Avoidance

Grand Erie's goal is to provide a safe environment for children with life-threatening allergies, **but it is not possible to reduce the risk to zero.**

School procedures are designed to be flexible enough to allow schools and classrooms to adapt to the needs of individual children and the allergens which trigger reactions, as well as the organizational and physical environment in different schools.

All recommendations should be considered in the context of the anaphylactic child's age and developmental and cognitive maturity. As children mature, they should be expected to take increasing personal responsibility for avoidance of their specific allergens.

Steps to Prevention

The school principal/designate shall take steps to protect students with potentially life-threatening allergies from exposure to allergenic substances, which may include the following, depending on the nature of the allergic/anaphylactic condition:

- With parent/guardian consent, inform the students, parents/guardians and school community about the nature of allergies and anaphylactic reactions
- Provide a comprehensive awareness workshop for students in the class of the student who is at risk of anaphylaxis;
- Post signs at the door of the classroom to which the at risk child is assigned;
- Post board approved signage at school entrances indicating Allergen Aware Environment
- Establish safe lunchroom and eating area procedures
- Consider and attempt to avoid allergens hidden in materials used within the school (e.g. pet foods, play dough, stuffed toys, etc.);
- Take special precautions with respect to the food provided for school celebrations and extra-curricular activities;
- Shared technology and musical instruments should be wiped before and after use.
- Communicate general information about allergies and anaphylactic reactions to student/staff and parents/guardians on a yearly basis;
- Share the schools Anaphylaxis Emergency Response Plan with all persons who may be in regular contact with students at risk to have anaphylactic reactions;
- If possible, ensure that the student at risk has an epinephrine auto-injector with them and whenever possible that supervising staff have a second epinephrine auto-injector kept in a readily accessible location as well as a cell phone to be used in emergency situations
- Ensure that the student has their auto-injector with them for fire drills, lock downs, hold and secures, shelter in place and bomb threats, or there is one readily available
- Ensure that school maintenance staff routinely check for active bee/hornet/wasp hives/nests around school property and cover/remove garbage containers to reduce the risk of anaphylaxis for insect allergic students; and
- Document the strategies which are adopted by the school to prevent an anaphylactic reaction from occurring in the Medical Plan

Safe Lunchroom and Eating-Area Procedures

Create an allergen aware environment.

- Do not allow the allergen to be present in the classroom or school.
- Discourage the sharing of food, utensils and containers.
- Establish a hand-washing routine before and after eating.

- If the school has a cafeteria, keep the allergen, including all products with the allergen as an ingredient, off the menu. Provide in-service for cafeteria staff, with special emphasis on cross-contamination and labelling issues.
- If the school has a vending machine, ensure that products containing the allergen are not available.
- Ensure that tables and other eating surfaces are washed clean after eating, using a cleansing agent approved for school use.

Peanut Butter Substitutes

The following information is to be shared with all school community members including staff and parents/guardians on an annual basis or as necessary due to changes in the school's anaphylactic population through school newsletters or websites:

Peanut-Free "Peanut Butter"

There's a peanut-free soy nut butter product on the market that says it's a peanut butter substitute and safe for schools. Grand Erie does not permit peanut butter substitutes in schools.

If it's peanut-free, then what's the big deal? This product looks, smells, and tastes like peanut butter. The concern is that some children might mistakenly think it is okay to bring peanut butter sandwiches in their lunches when they see their classmates eating the soy product. We simply cannot run the risk of any student or staff member being exposed to peanuts, as this may cause an allergic reaction. The safety and health of our students and staff must come first.

Roles and Responsibilities

A whole school approach is needed to support students with anaphylaxis, where parents/guardians, students and school personnel must all understand and fulfill their responsibilities.

Responsibilities of PARENTS/GUARDIANS

Parents/guardians are expected to be active participants in supporting the management of their child's medical condition while the child is at school. Parents/guardians should:

- Educate their child about their medical condition with support from their child's health care professional, as needed
- Guide and encourage their child to reach their full potential for self-management and self-advocacy
- Inform the school of their child's medical condition
- Complete the Administration of Medication Verification Form
- Provide the school with up-to-date emergency contact names and telephone numbers
- Provide the school with instructions and consent for administering medication
- Provide the school with sufficient quantities of medication and supplies in their original, clearly labelled containers, as directed by a health care professional Medical and track the expiration dates if they are supplied
- Co-create and review with school staff at least annually, or when there is a change in the medical condition, the Medical Plan
- Communicate changes to the Medical Plan, such as changes to the status of their child's medical condition or changes to their child's ability to manage the medical condition to the principal or designate
- Confirm annually to the principal or designate that their child's medical status is

unchanged

- Initiate and participate in regular meetings to review their child's Medical Plan
- Seek medical advice from a medical doctor, nurse practitioner, or pharmacist where appropriate

Responsibilities of STUDENTS with Anaphylaxis

Students are expected to actively support the development and implementation of their Medical Plan, depending on their cognitive, emotional, social and physical stage of development and their capacity for self-management. Students should:

- Take responsibility for advocating for their personal safety and well-being
- Participate in the development of their Medical Plan
- Participate in meetings to review their Medical Plan
- Carry out daily or routine self-management of their medical condition to their full potential as described in their Medical Plan (e.g. carry their medication and medical supplies, including controlled substances, follow school board policies on disposal of medication and medical supplies)
- Set goals on an ongoing basis for self-management of their medical condition, in conjunction with their parents/guardians and health care professionals
- Communicate with their parents/guardians and school staff if they are facing challenges related to their medical condition at school
- Wear medical alert identification that they and/or their parents/guardians deem appropriate
- If possible, inform school staff and/or their peers if a medical incident or a medical emergency occurs
- Take as much responsibility as possible for avoiding allergens and causative agents

Responsibilities of SCHOOL STAFF

School staff will follow their school board's policies and provisions in their collective agreements related to supporting students with prevalent medical conditions in schools. School staff should:

- display a photo/poster in the classroom, with parental approval
- Review the contents of the Medical Plan for any student with whom they have direct contact
- Participate annually in training at school on prevalent medical conditions, or as required
- Share information on a student's signs and symptoms with other students if the parents/guardians give consent and the principal authorizes to do so as outlined in the Medical Plan
- Follow school board strategies that reduce the risk of student exposure to triggers or causative agents in classrooms, common school areas, and extracurricular activities, in accordance with the student's Medical Plan
- Support a student's daily or routine management, and respond to medical incidents and medical emergencies that occur during school as outlined in board policies and procedures
- Support inclusion by ensuring students with prevalent medical conditions are able to perform daily or routine management activities in a school location (i.e. classroom) as outlined in their Medical Plan while also maintaining confidentiality and dignity of the student
- Enable students with prevalent medical conditions to participate in school to their full potential, as outlined in their Medical Plan

Responsibilities of the SCHOOL PRINCIPAL

The school principal will assume all responsibilities of school staff and should:

- Clearly communicate to parents/guardians and appropriate staff the process for parents/guardians to notify the school of their child's medical condition, as well as the

expectation for parents/guardians to co-create, review and update the Medical Plan with the principal or designate

- Co-create, review and update the Medical Plan with parent/guardian at a minimum at the following times
- during the time of registration for new students
- each year before the end of June for existing students
- when a child is diagnosed and/or returns to school following a diagnosis
- Ensure that an Anaphylaxis Verification Form has been completed in Lite
- Ensure that an Anaphylaxis Medical Plan has been completed in Lite
- Ensure that parent/guardian has completed the Administration of Medication Verification Form
- Maintain a file with the Medical Plan and supporting documentation for each student with a prevalent medical condition
- Provide relevant information from the student's Medical Plan to school staff and others who are identified in the Medical Plan (e.g. food service providers, transportation providers, volunteers and occasional staff who will be in direct contact with the student), including any revisions that are made to the plan
- Communicate with parents/guardians in medical emergencies, as outlined in the Medical Plan
- Encourage the identification of staff who can support the daily routine management of needs of students in the school with prevalent medical conditions, while honouring the provisions outlined within collective agreements

Responsibilities of the SCHOOL BOARD

School boards are expected to communicate, on an annual basis, their policies on supporting students with prevalent medical conditions to parents, school board staff and others in the school community who are in direct contact with students (e.g. food service providers, transportation providers, volunteers). School boards will:

- Make policies and Medical Plan templates available on the public website
- Provide training and resources on prevalent medical conditions on an annual basis
- Develop strategies that reduce risk of student exposure to triggers or causative agents in classrooms and common areas
- Develop expectations for schools to support the safe storage and disposal of medication and medical supplies, and communicate these expectations to schools and support schools in the implementation of the expectations (e.g. provide schools with appropriate supplies to support safe disposal of medication and medical supplies)
- Develop expectations for schools to include a process and appropriate resources to support students with prevalent medical conditions in the event of a school emergency (e.g. bomb threat, evacuation, fire, "hold and secure", "lockdown")
- Communicate expectations that students will carry their medication and supplies to support the management of their medical condition, including controlled substances, as outlined in the Medical Plan
- Consider PPM161 – Support Children and Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) in Schools and Policy SO30 – Management of Potentially Life-Threatening Health Conditions, Including Administration of Medication in Schools when entering into contracts with transportation, food service and other providers

Board Expectations for Providing Supports to Students with Anaphylaxis in Order to Facilitate and Support Daily Routines and Management Activities at School

Facilitating and supporting daily or routine management involves, but is not limited to, supporting inclusion by allowing students with prevalent medical conditions, including anaphylaxis, to perform daily or routine management activities in a school location (e.g. within a classroom, gymnasium, library, school yard, on a school bus, at a field trip location), as outlined in the Medical Plan

Anaphylaxis Management Training for School Staff

All school staff will complete annual online health and safety training in anaphylaxis management. Training will be completed within the first term or semester of the current school year.

Emergency Response

Even when precautions are taken, an anaphylactic student may come into contact with an allergen while at school. It is essential that the school develop a response protocol, and that all staff are aware of how to implement it. A Medical Plan will be developed for each anaphylactic child, in conjunction with the child's parent/guardian (and medical professional, if appropriate) and kept in a readily accessible location.

All staff will be made aware of the School Anaphylaxis Emergency Response Plan (Appendix A).

Reporting

Subject to relevant privacy legislation, Grand Erie will collect the following data:

- The number of students with prevalent medical conditions in schools
- The number of occurrences of medical incidents and medical emergencies
- The circumstances surrounding the occurrences of medical incidents and emergencies

Grand Erie will report to the Minister of Education, upon the implementation of PPM161 and upon request thereafter, the activities employed to achieve the expectations outlined in PPM161.

APPENDIX A – School Anaphylaxis Emergency Response Plan

In the case of an emergency related to anaphylaxis, school staff should refer to the child's individualized Medical Plan.

1. Stay calm.
2. Administer auto-injector immediately.
3. Record time auto-injector is administered.
4. Call 911
5. Administer a second dose of epinephrine as early as 5 minutes after the first does if there is no improvement in symptoms.
6. Notify school administration immediately of the emergency situation.
7. Notify Parent/Guardian
8. Get estimated time of ambulance arrival.
9. Enlist a staff member to accompany child in ambulance to the hospital if parent not available.

Since anaphylaxis can be life-threatening, it must always be considered a medical emergency and treated promptly. If a child appears to be having an anaphylactic reaction, but you are not sure, it is better to err on the side of caution and use epinephrine. The drug will not cause harm if given unnecessarily to normally healthy children, and side effects are generally mild.

If a child has asthma and is also at risk for anaphylaxis, and it is unclear which emergency the child is experiencing:

1. **First** administer auto-injector and dial 9-1-1 for an ambulance,
2. **Then** give the reliever inhaler (usually a blue inhaler).

APPENDIX B – Anaphylaxis Verification Form Template

(Page 1 of 2)



APPENDIX B - Anaphylaxis Verification Form Template
(Page 1 of 2)

Last Name, First Name
Anaphylaxis Plan of Care Alert

Grand Erie District School Board
349 Erie Avenue, Brantford, Ontario N3T 5V3

Anaphylaxis Plan of Care Alert - Draft	
Student Name	
DOB	
Gender	
KNOWN LIFE-THREATENING TRIGGERS	
<input type="checkbox"/> Food(s) 	Epinephrine Auto-Injector(s) Expiry Date (s): <div style="border: 1px solid red; height: 30px; width: 100%;"></div>
<input type="checkbox"/> Insect Stings	
<input type="checkbox"/> Other 	
Dosage: EpiPen Jr. 0.15 mg <input type="checkbox"/> EpiPen 0.30 mg <input type="checkbox"/>	
Location Of Auto-Injector(s): <div style="border: 1px solid red; height: 20px; width: 100%;"></div>	
Previous anaphylactic reaction: Yes <input checked="" type="checkbox"/> (Student at greater risk) No <input type="checkbox"/> (Has had NO anaphylactic reaction)	
Has asthma: Yes <input checked="" type="checkbox"/> (Student at greater risk) No <input type="checkbox"/> (Has had NO anaphylactic reaction) If student is having a reaction and has difficulty breathing, give epinephrine before asthma medication.	
Any other medical condition or allergy? <div style="border: 1px solid red; height: 30px; width: 100%;"></div>	
DAILY/ROUTINE ANAPHYLAXIS MANAGEMENT	
SYMPTOMS A STUDENT HAVING AN ANAPHYLACTIC REACTION MIGHT HAVE ANY OF THESE SIGNS AND SYMPTOMS:	
<input type="checkbox"/> Skin system: hives, swelling (face, lips, tongue), itching, warmth, redness.	
<input type="checkbox"/> Respiratory system (breathing): coughing, wheezing, shortness of breath, chest pain or tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing.	
<input type="checkbox"/> Gastrointestinal system (stomach): nausea, vomiting, diarrhea, pain or cramps.	
<input type="checkbox"/> Cardiovascular system (heart): paler than normal skin colour/blue colour, weak pulse, passing out, dizziness or lightheadedness, shock.	
<input type="checkbox"/> Other: anxiety, sense of doom (the feeling that something bad is about to happen), headache, uterine cramps, metallic taste.	
Avoidance of an allergen is the main way to prevent an allergic reaction.	
Food Allergen(s): eating even a small amount of a certain food can cause a severe allergic reaction. Foods to be avoided: <div style="border: 1px solid red; height: 30px; width: 100%;"></div>	
Safety Measures: <div style="border: 1px solid red; height: 30px; width: 100%;"></div>	
Insect Stings: (Risk of insect stings is higher in warmer months. Avoid areas where stinging insects nest or congregate. Destroy or remove nests, cover or move trash cans, keep food indoors.)	



APPENDIX B - Anaphylaxis Verification Form Template
(Page 2 of 2)
Grand Erie District School Board
349 Erie Avenue, Brantford, Ontario N3T 5V3

Last Name, First Name
Anaphylaxis Plan of Care Alert

Designated eating area inside school building		
Safety Measures:		
Other Information:		
Other Individuals To Be Contacted Regarding Plan Of Care:		
Before-School Program Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	School Bus Driver/Route # (If Applicable)	<div style="border: 1px solid red; height: 20px;"></div>
After-School Program Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Other:	<div style="border: 1px solid red; height: 20px;"></div>
This plan remains in effect for the school year without change and will be reviewed on or before: .		
It is the parent(s)/guardian(s)/student 18+ responsibility to notify the principal if there is a need to change the Plan of Care during the school year.		
I acknowledge that the information contained on this form may be shared with Grand Erie District School Board staff, volunteers, transportation providers in order to provide appropriate supports for my child. Depending on the nature/severity of the medical condition, I acknowledge that my child's information and photograph may be made accessible to staff, volunteers and transportation providers in the form of a notice and/or poster. In the event of an emergency, I give permissions for GEDSB to administer an EpiPen or other emergency measures deemed appropriate.		
Parent(s)/Guardian(s)/Student 18+:	_____ Signature	_____ Date
Student Over 16:	_____ Signature	_____ Date
Principal:	_____ Signature	_____ Date
Personal information contained on this form is collected under the authority of the Education Act, in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purposes of the education of students.		

APPENDIX C – Anaphylaxis Medical Plan Template

(Page 1 of 3)



APPENDIX C - Anaphylaxis Medical Plan Template
(Page 1 of 3)

LAST NAME, FIRST NAME

Grand Erie District School Board
349 Erie Avenue, Brantford, Ontario N3T 5V3

Health Management Plan			
Name	OEN	Board Id #	Grade
School	Family	DOB	Gender
Additional Contact Information			
Teachers:			
Created By:	on:	Last Edit by	on:
Emergency Contacts			
Name	Relationship	Daytime Phone	Alt. Phone
Prevalent Medical Conditions			
POC Type	Plan Date	Status	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> Picture </div>
<input checked="" type="checkbox"/> Anaphylaxis		Draft	
<input type="checkbox"/> Asthma			
<input type="checkbox"/> Diabetic			
<input type="checkbox"/> Epilepsy			
<input type="checkbox"/> Heart Condition			
<input type="checkbox"/> Other			
<input type="checkbox"/> Administration of Medication			
<input type="checkbox"/> Personal			



APPENDIX C - Anaphylaxis Medical Plan Template
(Page 2 of 3)

LAST NAME, FIRST NAME
Anaphylaxis Plan of Care Alert

Grand Erie District School Board
349 Erie Avenue, Brantford, Ontario N3T 5V3

Anaphylaxis Plan of Care Alert - Draft

Name	OEN	Board Id #	Grade
School	Family	DOB	Gender
Additional Contact Information			

Created By: _____ on: _____ Last Edit by: _____ on: _____ Status: Draft Finalized on: _____

KNOWN LIFE-THREATENING TRIGGERS

- ☐ Food(s) _____
☐ Insect Stings _____
☐ Other _____

Epinephrine Auto-Injector(s) Expiry Date (s): _____

Dosage: EpiPen
 Jr. 0.15 mg ☐ EpiPen 0.30 mg ☐

Location Of Auto-Injector(s): _____

Previous anaphylactic reaction:
 Yes ☐ (Student at greater risk) No ☐ (Has had NO anaphylactic reaction)

Has asthma:
 Yes ☐ (Student at greater risk) No ☐ (Has had NO anaphylactic reaction)
If student is having a reaction and has difficulty breathing, give epinephrine before asthma medication.

Any other medical condition or allergy?

DAILY/ROUTINE ANAPHYLAXIS MANAGEMENT

SYMPTOMS

A STUDENT HAVING AN ANAPHYLACTIC REACTION MIGHT HAVE ANY OF THESE SIGNS AND SYMPTOMS:

- | | |
|--|--|
| <input type="checkbox"/> Skin system: | hives, swelling (face, lips, tongue), itching, warmth, redness. |
| <input type="checkbox"/> Respiratory system (breathing): | coughing, wheezing, shortness of breath, chest pain or tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing. |
| <input type="checkbox"/> Gastrointestinal system (stomach): | nausea, vomiting, diarrhea, pain or cramps. |
| <input type="checkbox"/> Cardiovascular system (heart): | paler than normal skin colour/blue colour, weak pulse, passing out, dizziness or lightheadedness, shock. |
| <input type="checkbox"/> Other: | anxiety, sense of doom (the feeling that something bad is about to happen), headache, uterine cramps, metallic taste. |

Avoidance of an allergen is the main way to prevent an allergic reaction.

Food Allergen(s): eating even a small amount of a certain food can cause a severe allergic reaction.

Foods to be avoided:

Safety Measures:

Insect Stings: (Risk of insect stings is higher in warmer months. Avoid areas where stinging insects nest or congregate. Destroy or remove nests, cover or move trash cans, keep food indoors.)

Designated eating area inside school building



APPENDIX C - Anaphylaxis Medical Plan Template
(Page 3 of 3)

LAST NAME, FIRST NAME
Anaphylaxis Plan of Care Alert

Grand Erie District School Board
349 Erie Avenue, Brantford, Ontario N3T 5V3

Safety Measures: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
Other Information: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
AUTHORIZATION/PLAN REVIEW	
STAFF MEMBERS WITH WHOM THIS PLAN OF CARE IS TO BE SHARED <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	OTHER INDIVIDUALS WITH WHOM THIS PLAN OF CARE IS TO BE SHARED <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>
<p style="text-align: center;">Other Individuals To Be Contacted Regarding Plan Of Care:</p> <p>Before-School Program Yes <input type="radio"/> No <input type="radio"/> _____ Transported by GEDSB _____</p> <p>After-School Program Yes <input type="radio"/> No <input type="radio"/> _____ Other: _____</p>	
<p>This plan remains in effect for the school year without change and will be reviewed on or before: .</p> <p>It is the parent(s)/guardian(s)/student 18+ responsibility to notify the principal if there is a need to change the Plan of Care during the school year.</p> <p>I acknowledge that the information contained on the this form may be shared with Grand Erie District School Board staff, volunteers, transportation providers in order to provide appropriate supports for my child. Depending on the nature/severity of the medical condition, I acknowledge that my child's information and photograph may be made accessible to staff, volunteers and transportation providers in the form of a notice and/or poster. In the event of an emergency, I give permissions for GEDSB to administer an EpiPen or other emergency measures deemed appropriate.</p>	
Parent(s)/Guardian(s)/Student 18+:	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Signature</div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div>
Student Over 16:	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Signature</div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div>
Principal:	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Signature</div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div>
<p>Personal information contained on this form is collected under the authority of the Education Act, in accordance with the Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purposes of the education of students.</p>	

APPENDIX D – Administration of Medication Verification Form



APPENDIX D - Administration of Medication Verification Form

Student Name
 Administration of Medication

Grand Erie District School Board
 349 Erie Avenue, Brantford, Ontario N3T 5V3

Administration of Medication - Open

Student Name

DOB

Gender

MEDICATION INFORMATION: TO BE FILLED IN BY PARENT/GUARDIAN

Name of Dispensing Pharmacy:

Pharmacy Address:

Phone:

Name of Physician:

Physician Address:

Phone:

MEDICATION INFORMATION: To be filled in by Parent/ Guardian

Reason for Medication:

Medication Prescribed	Dosage	Time of Administration	Possible side effects (if any)	Duration of continuing medication

Parent/Guardian Signature: _____

Date: _____

APPENDIX E – Administration of Medication Form



APPENDIX E - Administration of Medication Form

Student Name
Administration of Medication

Grand Erie District School Board
349 Erie Avenue, Brantford, Ontario N3T 5V3

Administration of Medication - Open				
Name School	OEN Family	Board Id # DOB	Grade Gender	
Created By: _____ on: 2019.09.11		Last Edit by on: 2019.09.11		Status: Open Finalized on: 2019.09.11
MEDICATION INFORMATION: TO BE FILLED IN BY PARENT/GUARDIAN				
Name of Dispensing Pharmacy: _____				
Pharmacy Address: _____			Phone: _____	
Name of Physician: _____			Phone: _____	
Physician Address: _____				
MEDICATION INFORMATION: To be filled in by Parent/Guardian				
Reason for Medication: _____				
MEDICATION INFORMATION: To be filled in by Parent/Guardian				
Medication Prescribed	Dosage	Time of Administration	Possible side effects (if any)	Duration of continuing medication
Parent/Guardian Signature: _____ Date: _____				

APPENDIX F – 9-1-1 Anaphylaxis Script Protocol

TO BE POSTED BY TELEPHONE

1. This is _____ School.
Address is: _____
Nearest Major Intersection is: _____
Telephone Number is: _____
2. We have a student who is having an anaphylactic emergency. We have administered an auto-injector. There has been no improvement in their condition. We need an ambulance IMMEDIATELY.
3. The closest entrance for the ambulance is on:
_____ Ave. / Road / Street.
4. A staff member will be outside the school entrance to provide direction.
5. Do you need any more information?
6. How long will it take you to get here?
7. Call parent / guardian / emergency contact.

APPENDIX G – Sample Letter to School Parents/Guardians from the Principal

On School Letterhead

Date:

Dear Parents:

We felt that all parents would like to be aware that there is a child in our school with a severe life-threatening food allergy (anaphylaxis). This includes any food that has (insert allergen here) in it. This is a medical condition that causes a severe reaction to specific foods and can result in death within minutes.

All our staff have been made aware of this situation and have been instructed in the correct procedures regarding anaphylactic shock.

Prevention, of course, is the best approach. Although this may or may not affect your child's class directly, we want to inform you so that you may choose to send foods with your child to school that are free from (insert allergen here). In a classroom setting, cross-contamination is the greatest risk for this type of allergy.

We endeavour to make the school a safe environment for all students.

Sincerely,

_____, School Principal.

APPENDIX H – Sample Items for School Newsletters/Websites

We would like all families to be aware that there is a child (or several children) in our school with a severe life-threatening allergy (anaphylaxis). This is a medical condition that causes a severe reaction to specific triggers and can result in death within minutes. Often the trigger is a type of food, such as peanuts or other nuts, eggs, milk, etc. Although this may or may not affect your child's class directly, we want to inform you that our school is "Nut Aware". At our school we refrain from bringing nut products into the school. There will be more information about anaphylaxis at our "Meet the Teacher Night". Thank you for your understanding and co-operation.

Anaphylactic Shock

Watch out for life-threatening allergies.

Many children have allergies. A few, however, are life-threatening. Some children, for example, are severely allergic to peanut butter. Even a tiny bit can be fatal within minutes. Nuts, shellfish, fish, eggs and milk are also known to cause severe reactions. Knowing that your child has allergies and knowing how to deal with them is your best defence.

If your child is allergic to peanuts or peanut products, please tell us. With your help, we will do our best to prevent mishaps and to make sure that all of our students are safe, healthy, and able to concentrate on learning.


If you would like further information about our policy, please call the school or visit our website: www.granderie.ca / Board / Bylaws, Policies, Procedures / SO 30 – Management of Potentially Life-Threatening Health Conditions, Including Administration of Medication, in School, Health Management Plan – Anaphylaxis.

APPENDIX I – Steps to Identify an Anaphylactic Student in the Student Information System

Setting the Critical Medical Condition Symbol in Power School

1. Start Page
2. Select Student
3. Select either Registration Form OR Emergency Contact / Medical

Anaphylactic Shock Condition Alert	()
Critical Medical Condition Alert	()
Student has suffered a concussion and is on a Return to Learn/Return to Physical Activity plan	()
Critical Medical Notes	
Other Medical Notes	

4. Check "Anaphylactic Shock Condition Alert"
5. Check "Critical Medical Condition Alert"
6. Check "Student has suffered a concussion...", if applicable.
7. Enter student's medical / health information in the "Critical Medical Notes" field (Note: information **must** be in this field to generate the alert symbol).
8. Click Submit.
9. A Critical Medical Alert symbol will appear next to student's name.
10. A Concussion Alert symbol  will appear next to the student's name if this field was indicated as applicable.

Entering information in the "Other Medical Notes" field for non-life-threatening conditions will not generate the Critical Medical Condition Alert.

For more information, refer to Section 6.09 of the Power School OnSIS Instruction Manual:

<http://geportal.granderie.ca/linksandresources/powerschoolmanual/Pages/default.aspx>