

## Appendix E - Anaphylaxis Prevention and Management Plan components

- Plan to develop awareness of life-threatening allergies among staff, students, parents via information sharing and training
- Strategies for reducing allergens in designated classrooms, areas, school-wide
- Annual anaphylaxis and epinephrine auto-injector pen training information, including dates of training
- An individual Plan of Care for each student with a known life-threatening allergy
- Communication plan (students, parents, staff, transportation, volunteers, service providers)

### Prevention and Awareness

While it is not possible to create a completely risk-free environment, school staff and parents/guardians can take important steps to minimize potentially fatal allergic reactions. It is unrealistic to attempt to ban/eliminate allergens completely. The goal is to minimize and control allergens through education.

Communication with the parent community is also an important prevention tool. Providing information on the topic of allergens and specifically on how to reduce the use of common allergen-containing foods for lunch or snacks enhances awareness.

**As a suggestion, and with the cooperation and participation of the classroom teacher, the following practices may be implemented to help to create safer environments in classrooms for persons with severe food allergies:**

- Students with food allergies eat only the snacks or lunch they bring from home.
- Cross-contamination (where some foods may become contaminated with a non-related allergen) should be avoided during the preparation of foods.
- Trading and sharing of food should be discouraged.
- Students should be reminded not to share utensils, drinking cups or straws.
- The use of food in crafts and activities should be reviewed in all shared spaces.
- Hand washing should be encouraged before and after eating, or after lunch or recess.
- Desks or other eating surfaces should be kept clean of food.
- Attempts should be made to reduce food allergens in the classroom during snacks, lunches and special occasions.

- Parents/guardians should be asked to review the ingredients of food they send into the classrooms if specific food allergens are not be brought into a school environment.
- Staff should provide information to student volunteers who may be assisting in classrooms about who is allergic and how to get help quickly. Adult supervision during meal times should be considered for younger elementary students.
- Students should be reminded on a regular basis to help minimize the risk by not bringing food allergens to school. Annual education for all students on the topic of allergies/anaphylaxis so as to minimize risks and promote understanding and tolerance is important.
- Information regarding students with allergies/anaphylaxis (i.e., the individual Plans of Care) should be kept in a visible location in the classroom (teacher's day book, occasional staff notes on the teacher's desk and/or on bright, coloured paper posted on the wall). This information must be quickly accessed by all visitors to the classroom, from volunteers to supervising teachers.
- Anaphylactic students should be permitted, whenever possible, to keep the same desk/locker for the duration of the school year.
- Plans should be put in place (i.e., special seating or designated areas where allergens can or cannot be present and supervision is available) to minimize risks when parental support is not forthcoming, even after sufficient and reasonable requests have been made.

**It is suggested that the following steps be taken to create safe conditions outside the classroom:**

- Students/parents/guardians should be encouraged to provide and use belt/hip holsters or waist pouches, and carry an EpiPen® at all times.
- Students' 2nd EpiPen® should be taken on field trips.
- Emergency plans, that include a working cell phone, should be reviewed with teachers/volunteers before a field trip.
- Permission slips for off-site activities should include information about food allergies.
- Students should be discouraged from taking food outside at recess.
- Students should be encouraged to wash their hands before and after eating.
- A list of ingredients should be requested if foods are ordered in from commercial sources.
- Food preparation/handling areas should be kept clean to minimize cross-contamination.
- If packed lunches are required, students with life-threatening allergies should be reminded not to eat or drink anything that is not provided from the student's home.

- Garbage disposal should be handled safely to avoid cross-contamination. Students with life-threatening allergies should not participate in garbage clean-up.

**The following are recommended as additional prevention measures in secondary schools.**

- Food ingredient lists should be posted in the cafeteria and available to students on request.
- On-going communication is recommended between school administration and food services staff to reduce common allergen-containing foods.
- Warning signs should be posted on vending machines where the product being sold may contain food allergens such as nuts, peanuts, or peanut butter.
- There should be on-going training for cafeteria kitchen contractors to prevent cross-contamination by hand washing after each preparation, separated cutting boards, sanitizing food preparation counters and cleaning/washing knives when changing food preparation.

### **Communication Plan**

It is suggested that the parents and students in classes where there are life-threatening allergies, be given information on the first day of school and/or at appropriate times thereafter and that they be asked to cooperate in creating an allergen free environment.

It is suggested that the principal and staff gain the cooperation of other parents in the school by working with the parents of the students with life-threatening allergies to do the following:

- Provide information at the beginning of the school year, via newsletter, website, social media, et cetera, explaining the dangers of life-threatening allergies and the need for guidelines regarding certain foods.
- Possibly arrange for a buddy system for the classroom, playground and the school bus.

Parents/guardians and prescribing health care practitioners of students with life-threatening allergies are required to complete an Administration of Medication form annually, and submit this to the school.

The Plan of Care for each student with life-threatening allergies, as completed by the principal or designate, should be provided to parents, posted in appropriate areas, and copied to appropriate staff.