

Anaphylactic Policy

Sept 1, 2023

Definition of Anaphylaxis

Anaphylaxis is a severe allergic reaction that can be fatal, resulting in circulatory collapse or shock. The allergy may be related to food, insect, medicine, latex, etc.

Purpose of the Policy and Procedures

KIS is committed to taking a pro-active, positive position regarding the prevention of anaphylaxis. The purpose of the policy is to provide a process for dealing with anaphylaxis in the school.

Strategy to Reduce Risk of Exposure

1. Foods which “may contain” nut warnings, or any other food allergy recognised within the school, will not be served.
2. Parents are responsible to read all labels prior to sending the food item to school.
3. Staff purchasing foods on behalf of the KIS School must read food ingredients labels every time they purchase a product.
4. Any persons supplying food to the children will be notified of all life threatening allergies.
5. All children and staff will wash hands before and after handling food
6. All surfaces will be cleaned with a cleaning solution prior to and after preparing and serving foods.
7. All cleaning supplies, medicines and any other products that may be of danger and / or commonly produce allergic reactions will be stored away.
8. Extra special supervision of anaphylactic children will be conducted during eating.
9. Parents with children with anaphylaxis will provide an individual plan for their child prior to enrolment on our Anaphylaxis Emergency Plan form.

Individual Plan and Emergency Procedures

Prior to enrolment, the parent/guardian will meet with the administrator/staff to provide input for the child’s individual plan and emergency procedures. This plan will include but is not limited to:

Description of the child’s allergy
Monitoring and avoidance strategies
Signs and symptoms of anaphylactic reaction
Staff roles and responsibilities

1. Parent/guardian consent for administering allergy medication, sharing information and posting Emergency Plan (form attached to be completed by parent)
2. Emergency contact information
3. Location of Epi Pen
4. Physician note for child to carry Epi Pen
5. Parents are requested to advise the administrator/staff if their child develops an allergy, requires medication and/or of any changes to the child’s individual plan or treatment. Individual plans will be revised yearly and as directed by the parent or physician.
6. Copies of individual plans are to be in each child’s file, emergency bags, and each child’s classroom.

Effective Date: January 2024

Last Revised: January 2024

Review: September 2026

Emergency Protocol

- One person stays with the child at all times
- One person goes for help or calls for help
- Follow emergency procedures as outlined in child's individual plan
- Call 911. Have the child transported to hospital, even if symptoms have subsided. Symptoms may occur hours after exposure to allergen
- Administered Epi Pen is to accompany child to hospital
- Administered Epi Pen is to be given to hospital employee or child's parent for disposal
- One calm staff must stay with the child until parent or guardian arrives. The child's back-up Epi Pen auto injector should be taken

Training

- Each school year, all staff will be trained by a health professional, and/or parent/guardian of each child. Parent/guardian with an anaphylaxis child enrolled in the school will train the child's teacher and assistant before the child attends class.
- Staff, students and volunteers must review the school's anaphylactic policy and any individual plans before they begin their employment and provide care and at least annually afterwards.
- Volunteers and students are not permitted to administer medication unless under extreme circumstances, e.g., "staff member is unconscious."
- Training will include procedures to be followed in the event of a child having an anaphylactic reaction, recognizing the signs and symptoms and administering medication during our annual first-aid certification
- Staff will conduct a check to confirm child(ren) have their required medication with them before each transition, (i.e., moving from the class to gym, leaving the school, etc.)
- The staff will be required to sign and date that they have received training.
- KIS school administrator will keep a log on file of all training dates, trainers and staff signatures