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| <p>Safety and Emergency Measures 10340</p> <hr/> <p>Students with Life-Threatening Allergies</p> | Administrative Application | |
| | Last Reviewed / Approved on: | February 20, 2026 |
| | References: | <p>Student Emergency Response Form Administrative Application 10330 – Administration of Prescribed Medication in Emergencies Administrative Application 10360 – Duty to Accommodate - Students with a Disability and/or Complex Medical Needs Policy 12 – Role of the Director Policy 17 – Catholic School Community Councils</p> |
| | Status: | Operational |

Preamble

The Regina Catholic School Division (RCSD) works with all families and students to ensure safety and well being for everyone.

Application

1. Students with Life-Threatening Allergies

- a. When a student has been identified with a life-threatening allergy, it is the responsibility of the school staff and the school community in consultation with the parents to develop school-based procedures that ensure the safest environment possible for the student.
- b. Every principal shall ensure that, upon registration, parents/guardians and students shall be asked to supply information on any pertinent life-threatening allergies.
- c. The principal in consultation and cooperation with the parents/guardians of the student, Catholic School Community Councils (CSCCs), and staff should be involved in the development of school level procedures.
- d. Clear and anticipatory procedures should be developed for responding to a life-threatening anaphylactic emergency including training of all school staff in the use of an epinephrine, auto-injection device (*EpiPen*®).
- e. Parents/guardians of student who have life-threatening allergies must take full responsibility for providing the school with medical information, protocol for treatment, and an adequate supply of auto-injections or other medication.
- f. All students with life-threatening allergies should wear medic alert bracelets or necklaces which identifies the specific allergy. Parents are responsible for

providing these items.

- g. Schools should involve parents/guardians of anaphylactic student in information-sharing sessions with staff and other parents/guardians in order to develop a school-wide understanding.
- h. *Application 10330 – Administration of Prescribed Medication in Emergencies* must be followed. The administration of medication document should be reviewed periodically with parents/guardians. It is the parent's responsibility to inform the school of any change to the student's physical condition or medication requirements.
- i. School level prevention shall include strategies that reduce the risk of exposure to allergy causative agents in the classrooms and common school areas.
- j. An emergency response protocol should be developed for each student and must include the maintenance of an easily accessible, up-to-date supply of auto-injections and arrangements for administration of epinephrine and immediate transportation to the hospital.
- k. School level procedures should ensure that the school community has met their obligations to provide a safe environment for the student in a way that meets the needs and respects the rights of the whole school community.
- l. School staff, when planning field trips, sports trips, and/or outdoor education experiences will need to plan within the parameters dictated by the seriousness of the student's allergy and ensures that speedy access to medical help is available.
- m. Regular training in dealing with life-threatening allergies, including the administration of medication by an auto-injection device, shall be reviewed annually with all school staff in schools where there are student suffering from life-threatening allergies.
- n. While the school community will attempt to create the safest possible environment for a student with anaphylaxis, the school staff will support whenever possible the goal of self-management by the student of this life-threatening condition.

2. **Suggestions for Developing A School Plan for Managing Life-Threatening Allergies**

- a. The school should notify parents/guardians of the procedure it follows to limit exposure to allergens. This may include eliminating the allergen from a classroom or restricting the allergen to one area of the school (depending on individual circumstances). Schools have the responsibility to inform parents/guardians of students at risk and that despite all reasonable efforts they are unable to guarantee an allergen free environment.
- b. A *Medical Information Form* should be posted in the staff room and office. This information should include a recent photograph of the student, details on the type of allergy, monitoring and avoidance strategies, appropriate treatment and

emergency contact information (refer to *Medical Alert Form*)

- c. Pairing the allergic student with friends who can recognize allergic reactions can be set up through a buddy system.
 - d. Food allergies can be discussed with the class, stressing their seriousness. At the beginning of the year, an appropriate guest, such as doctors, parents/guardians; *Allergy/Asthma Information Association (AAIA)*, etc. may be invited to speak to the classmates.
 - e. All students should be taught not to share lunches or trade snacks.
 - f. When foods are served in the classroom, during special occasions, choose ones that are plain and readily identified, such as fruit and vegetables. The parents/guardians of students with life-threatening allergies may be approached to provide their own food for special events or to help coordinate allergen-free snacks.
 - g. If parents/guardians are asked to donate food for special occasions, request that they provide a complete list of ingredients.
 - h. Do not use life-threatening allergens in arts and crafts activities (peanuts, feathers, eggs).
 - i. An *EpiPen®* should be stored in easily accessible locations for staff at all times, (classroom, lunchroom, office) but be inaccessible to students - review annually.
 - j. *EpiPens®* could be carried in fanny packs at recess and noon hour by supervisors. Some means of communication should be provided between the playground and the school office. The school would provide the packs.
 - k. Parents/guardians and staff must carefully monitor *EpiPen®* expiration dates.
 - l. The school shall inform all parents/guardians when major school repairs are being done, i.e., tarring the roof, painting, re-doing the carpets, using large amounts of any substance with fumes.
 - m. A process for reviewing expiration dates for *EpiPen®* medication should be established by parents/guardians and school staff.
3. **Suggestions for Parent/Guardian Involvement in the Management of Life-Threatening Allergies**
- a. Obtain a Medical Release Form from their supervising physician (family doctor, paediatrician, or allergist) for students with life-threatening allergies. The doctor should be willing and able to furnish the school personnel with information and an action plan following the Administrative Application 10360 – Duty to Accommodate Students with a Disability and or Complex Medical Needs

- b. Parents/guardians should be accessible to the school by providing in-service to staff on signs, symptoms, and treatment of anaphylaxis and acute asthmatic episodes.
- c. Parents/guardians should gradually teach their student to assume more and more responsibility for the avoidance of their allergen. Parents/guardians must educate their student to do the following:
 - i. Know how to use the *EpiPen*® and inhaler (and determine the age when the student is ready to carry it himself/herself).
 - ii. Know where medication is and who can get it.
 - iii. Not to share snacks or other foods.
- d. Role-play emergency situations.
Parents/guardians may supply information for school publications, including:
 - i. Recipes
 - ii. Foods to avoid
 - iii. Alternate snacks
 - iv. Any resources to educate on allergies and asthma (*Parents of Allergic/Asthmatic Children*)