

FREQUENTLY ASKED QUESTIONS (FAQ's) - 2007

In response to the questions and comments on the HCDSB school administrators Anaphylaxis survey (October 2006) the following are the 'frequently asked questions' from the survey with responses provided.

TOPICS - QUESTIONS AND ANSWERS	PAGE
1. Accessing information from Parents/Guardians.....	1
2. Communication with Parents/Guardians/employees.....	1
3. Administrators in service to school staff and others.....	2
4. Reducing the risk of causative agents in classroom and common school areas.....	3
5. Supervision of students with anaphylaxis during lunch (elementary).....	4
6. Maintaining a file for anaphylactic students.....	4
7. Individual Student Plan.....	5
8. Parent/Guardian providing Epi Pens.....	6
9. School storage of Epi Pens.....	7
10. Use of medications other than Epi Pen.....	8
11. Checklist of information to be provided by Parents/Guardians.....	8
12. Sample letter to Parents/Guardians for their child to carry their Epi Pen.....	9
13. Sample letter to Parents/Guardians to supply two Epi Pens.....	10

FREQUENTLY ASKED QUESTIONS

1. ACCESSING INFORMATION FROM PARENTS:

- Registration – parents asked to supply information on life threatening allergies
- Maintain a file for the anaphylactic pupil
- Develop an individual plan for each pupil who has an anaphylactic allergy

Question:

How do we get a more timely response from parents for forms and information to complete student file and individual student plan?

Answers:

The following statement to be placed in the Parent/Guardian Anaphylaxis Package 2007 under Parent/Guardian Obligation:

“In order that the school complies with the legislated requirements of providing a safe environment for your child, you are strongly encouraged, to provide all relevant information and forms about their life threatening allergy to the school principal in a timely manner as outlined in the Parent/Guardian package. Failure to do so may place your child at unnecessary risk.”

2. COMMUNICATION PLAN FOR THE DISSEMINATION OF INFORMATION ON LIFE THREATENING ALLERGIES TO PARENTS, PUPILS AND EMPLOYEES:

Question:

What resources are available to teachers to inform students in age appropriate terminology about life threatening allergies and anaphylaxis?

Answer:

Committee is presently developing grade appropriate lessons and list of resources to be used with students.

Question:

How are Occasional Teachers to be informed of anaphylactic students in the classroom and in other areas of the school where they may be supervised by the Occasional Teacher?

Answer:

- a) Teachers are to be instructed by principal that when calling their absence to ‘Smart Find’ to leave a voice message identifying students they teach with anaphylaxis and the location of the Student Individual Plan.
- b) Teacher to provide easy accessibility to Student Individual Plan.
 - Elementary – located in occasional teacher folder on teacher’s desk or located on wall/bulletin board of classroom
 - Secondary – attached to teacher lesson plan.

2.

- c) Process in place where the school principal/designate informs the occasional teacher of:
- Location of Student Individual Plan forms of students in the school with life threatening allergies, e.g. staff room.
 - Location of stored Epi Pens
 - Identity of students who are anaphylactic in other classes that occasional teacher will teach/supervise.
e.g. rotary classes, banked planning time, supervision of 2-3 classrooms at lunchtime

3. ADMINISTRATORS IN SERVICE ON DEALING WITH LIFE THREATENING ALLERGIES FOR SCHOOL STAFF AND OTHERS ...

Question:

Who, on staff, is the principal responsible to provide information and training on anaphylaxis?

Answer:

- All teachers on staff
- Educational Assistants
- Day Custodian
- Local 3166: Secretary, office assistant, library technicians, receptionists, financial clerks, library clerks, (those individuals who come in contact with anaphylactic students on a regular basis)
- Noon hour supervisor(s)

Question:

When should teachers and others who come in direct contact with anaphylactic students on a regular basis be in serviced on life threatening allergies and anaphylaxis?

Answer:

Prior to student's first day of attending school in September.

- With the difficulty of accessing staff prior to the first day of school in September the following is provided for your consideration:
 - a) Many of your teachers have already been in serviced on the board/school anaphylaxis protocol during the previous school year. **A suggestion would be that an in service (review) be held in June for staff in preparation for September.**
 - b) Identity of students with anaphylaxis would have to be provided to staff prior to student's first day of school in September (e.g. this information could be provided in June, last week of August, early morning of first day of school):
 - Classroom teacher – name and Student Individual Plan (where applicable) provided by school administrator prior to students attendance.

3.

- All teachers - Anaphylaxis Emergency Treatment Plan posted in high traffic area e.g. staff room or a list of names of students and their classrooms provided to staff)

NEW HIRES, LONG TERM OCCASIONALS, AND TEACHER TRANSFERS :

- a) The **NEW HIRE** and **L.T.O** is to be directed, by Human Resources, to access the HCDSB Anaphylaxis e learning presentation prior to reporting to their school:
 - STAFFNET: www.hcdsb.org click on ‘Highlight’ – ‘Anaphylaxis Presentation’
- b) The School principal to meet with NEW HIRE, LTO to go over school specific anaphylactic student identification and anaphylaxis protocol. If the teacher has an anaphylactic student provide teacher with: ‘*Classroom Teacher (With an Anaphylactic Student) Responsibilities Checklist*’ STAFFNET.

TEACHER TRANSFER reporting in September. (We assume that these teachers have had information regarding the Board’s Anaphylaxis protocol from previous school.)

- School principal to meet with teacher to go over school specific anaphylactic student identification and anaphylaxis protocol. Where applicable provide teacher with a copy of: ‘*Classroom Teacher (With an anaphylactic student) Responsibilities Checklist* - STAFFNET.

Review of anaphylaxis information: Elementary – January; Secondary – start of Term 2.

4. STRATEGIES THAT REDUCE THE RISK OF EXPOSURE TO ANAPHYLACTIC CASUATIVE AGENTS IN CLASSROOMS AND COMMON SCHOOL AREAS:

Question:

How do we make our school staff aware of and follow Board protocol of not bringing in items containing peanuts and tree nuts for their lunches and snacks?

Answer:

During your Anaphylaxis in-service to staff emphasize that Board protocol requesting that items containing peanuts and tree nuts not be brought on school premises applies to everyone, school staff included. Please be aware of the contents of the food items you are bringing in for lunches and snacks and check that they do not contain peanuts or tree nuts.

4.

5. SUPERVISION OF ANAPHYLACTIC STUDENTS DURING LUNCH (ELEMENTARY)

Question:

Should students eat in an area where there is an adult present at all times? What about the situation of one teacher, noon hour supervisor circulating between two/three classrooms?

Answer:

a) In general the situation where a supervisor is supervising two/three classrooms is appropriated under the following conditions:

- Students in each of the classes have been serviced on anaphylaxis to food items and the food(s) that their classmate(s) with life threatening allergy, is not to eat, appropriate rules for safe eating and no sharing of food;
- The student(s) with life threatening allergy and their location in the eating area (classroom) is known to the supervisor (teacher, noon hour supervisor, supply teacher);
- The supervisor is at all times circulating between the two/three classrooms; location of the supervisor is known by the students;
- The identified student(s) with life threatening allergy has an eating 'buddy' to access the supervisor immediately in case of an incident.
- Students are taught how to contact the office using classroom communication system in case of an emergency (age appropriate).

b) Some situations may call for a supervisor (teacher, noon hour supervisor, educational assistant) present at all times when child is eating. Each student situation must be determined on an individual bases, based on such factors as the age and maturity of the child, special needs of the child, the severity of the child's allergy and from the information gathered from the parents and indicated on the Student's Individual Plan.

6. MAINTAIN A FILE FOR EACH ANAPHYLACTIC PUPIL:

Question:

What are the contents of the students file?

*What parts of the file needs to be up dated each school year?

Answer:

Student file is to contain:

a) ***Proof of diagnosis*** that the child has a life threatening allergy, which can be any one of the following:

- copy/photocopy of prescription
- photocopy of the prescription label from the Epi Pen container
- copy/photocopy of 'The Official Receipt' from the pharmacy that contains all relevant information about the prescription.
- letter/note from the doctor/allergist

*The proof of diagnosis does NOT have to be updated each school year as long as the child's diagnosis and prescription stays the same from the doctor/allergist.

b) ***Request and Consent for the Administration of Epinephrine Form*** (located in the Parent/Guardian Package).

*This form can be used again, during the following school year, only when there are no changes (e.g. emergency contact numbers). There is a section at the bottom of the first page where parents can initial and date that no changes have occurred and can be used again for the upcoming school year.

c) ***If there are instructions from the physician.***

d) ***Other:*** You may place a copy of the 'Individual Student Plan' in the students file.

Question:

Where can the contents of the file be located?

Answer:

Contents of the student file can be contained in:

- Student's OSR
- Separate file(s) system

7. AN INDIVIDUAL PLAN TO BE DEVELOPED BY THE SCHOOL PRINCIPAL FOR EACH PUPIL WHO HAS AN ANAPHYLACTIC ALLERGY:

Question:

What are the contents of the Student Individual Plan?

*What parts of the Student Individual Plan needs to be updated each school year?

Answer:

Student Individual Plan is made up of the following sections:

a) ***Anaphylaxis Emergency Treatment Plan*** (located in Parent/Guardian Anaphylaxis Package)

* This form is to be completed with a recent picture of the individual for each new school year.

b) Copy of '***How to Administer an Epi Pen***'

* Copy of this form to be attached to the Anaphylaxis Emergency Treatment Plan.

c) ***Monitoring and Avoidance Strategies*** (located in Administrators Checklist Package, Appendix A)

* If there are no changes to the student's plan, have the parents initial and date the bottom portion of page one indicating that no changes to the existing plan are required at this time and can be used again for the upcoming school year.

Question:

What part of the Student Individual Plan is posted?

Answer:

The Anaphylaxis Emergency Treatment Plan (with student picture) is posted in a high traffic area (e.g. staff room for staff reference).

Question:

What is done with the STUDENT INDIVIDUAL PLAN once it is completed by principal in consultation with parent?

Answer: Copies are made and:

- Classroom teacher receives a copy and shares information with ‘others’ in the classroom who are in direct contact on a regular basis with the student (educational assistants, other teachers, volunteers).

Elementary: Classroom teacher will locate a copy of the Student Individual plan

a) displayed on wall (after consultation with parents) OR placed in Supply Teacher folder in an accessible location on the desk.

Secondary: Copy of plan is attached to day plans for supply/on call teachers.

- A copy may be placed in Student File.

8. PARENT/GUARDIAN TO PROVIDE THE MEDICATION - EPI PENS

Question:

How do schools receive in a more timely fashion, from parents/guardians, the medication required by student for their safety and well being?

Response to parents who:

- Refuse to provide for a second Epi Pen.
- Informs the school that an expired Epi Pen is still good

Answer:

In order that the school complies with the legislated requirements of providing a safe environment for your child, you are strongly encouraged to provide the medication (epinephrine auto injectors) in a timely manner as outlined in the Parent/Guardian Package. Failure to do so may place your child at unnecessary risk.

Question:

What is the response to the parent who refuses to have their child, follow Board protocol, of carry their Epi Pen at all times while on school property? OR the High school student who refuses to carry their Epi Pen with them?

Answer:

John Langill, Assistant Superintendent of Education; Memo of September 7, 2006:

- a) Meet with parents and try to encourage the carrying of the Epi Pen by their child for the child’s safety.

If the meeting was not successful:

- b) Inform parents they are to write a letter requesting a ‘waiver’ with a rationale for their request not to have their child carry their Epi Pen to John Langill, Assistant Superintendent of Education
- c) John Langill will respond by sending the ‘waiver’ with a covering letter along with the original parent request letter to principal and parent.
- d) Parent is to sign the ‘waiver’ form and give it to the principal where it is stored along with ‘parent’s request letter and the covering letter from John Langill, in the student’s OSR.

9. SCHOOL TO PROVIDE STORAGE FOR EPINEPHRINE AUTO INJECTORS:

Question:

Where do you suggest we store the student’s ‘second’ Epi Pen?

Answer:

A location that is readily accessible, secure but NOT under lock and key (e.g health room).

Question:

Where can we locate small storage cabinets to place the EpiPens?

Answer:

Contact the Board’s Purchasing Department.

Question:

Is there a standard practice for storing the second EpiPen in a secure location and readily accessible when needed:

Answer:

No

Question:

What is the most efficient way of storing, identifying whose EpiPen and making it readily accessible when needed?

Answer:

There is not one most efficient method. Each school site is different with location storage areas for EpiPens in varied locations. As long as the following conditions are met you have an efficient system for your school:

- All relevant teachers, board employees and volunteers at the school know the location of the stored/second EpiPens.
- Location and/or Epi Pens are accessible at all times.
- Location is secure but NOT locked.

Question:

We store our Epi Pens in the Health room which is locked after school hours. What do we do when we have ‘after school hour’ activities with students who have life threatening allergies and may require their second Epi Pen?

Answer:

- a) Where possible make arrangements for immediate access to the Health room e.g. custodian during after hour activities.
- b) Supervising teacher/coach takes the second Epi Pen(s) from the locked storage location (Health room) prior to it being locked and returns the Epi Pens that evening (if possible) or next morning before school begins.
- c) The teacher/coach has ready access to the 'generic' Epi Pen purchased by school.

10. USE OF MEDICATIONS OTHER THAN EPINEPHRINE AUTO INJECTOR

Question:

Should Benadryl be used or not?

Answer: (Sources: Anaphylaxis Canada, Canadian Society of Allergy and Clinical Immunology)

Epinephrine is the medication of choice in the treatment of an anaphylactic reaction. Given the rapidity with which symptoms can develop and progress, epinephrine must be available immediately.

School Board protocol is to give epinephrine at start of any reaction (e.g. EpiPen) in conjunction with a known or suspected allergy contact. Other medications such as Benadryl or asthma medications should not be given before or instead of the epinephrine. *(The EpiPen will not cause harm if given unnecessarily to a healthy person. The effects of the medication will wear off.)*

11. CHECKLIST REQUESTED:

Could you develop a checklist to be located in front of student file so it would be easy to check what was missing.

Response:

CHECKLIST OF FORMS PARENT/GUARDIAN IS TO PROVIDE SCHOOL

- Proof of diagnosis (one of the following):
 - Copy/photocopy of prescription
 - Photocopy of the prescription label from Epi Pen container
 - Copy/photocopy of 'The Official Receipt' from pharmacy
 - Letter/note from doctor/allergist.

- Request and Consent for the Administration of Epinephrine Form

- Anaphylaxis Emergency Treatment Plan + Picture of student attached.

- Parent/Guardian signature on the copy of section: MONITORING AND AVOIDANCE STRATEGIES of the Student Individual Plan.

- Two Epi Pens
 - One the student carries
 - One in the school's storage facility.

13. SAMPLE LETTER TO PARENTS/GUARDIANS TO PROVIDE TWO EPI PENS:

Dear Parents/Guardians:

Re: STUDENTS TO SUPPLY TWO EPIPENS – ONE TO BE KEPT IN A SECURE LOCATION IN THE SCHOOL

The Halton Catholic District School Board’s protocol is for students to have two EpiPens at the school. This protocol is based on the legislated obligation of parents/guardians to supply the life saving medication required by their child. The Board follows best practices as outlined by Anaphylaxis Canada. Please refer to the following ‘*Frequently Asked Questions – Epinephrine*’ from Anaphylaxis Canada.

Source: <http://www.anaphylaxis.ca/content/whatis/qa.asp>

How many EpiPens Should I Carry?

There should be at least two doses of epinephrine available at all times. A second dose could be required 10-20 minutes after the first if the reaction is continuing. The situation could occur where:

- The reaction is very severe, requiring a second dose
- The dose given is inadequate
- The injector is faulty
- The administration of the EpiPen was faulty
- Ambulance takes longer than 10-20 minutes to get to the location of the anaphylactic student.

To ensure your child has sufficient medication at school in case an emergency situation arises please assist us in providing two Epi Pens.

With thanks.

Sincerely

Principal

Response from Parent/Guardian

Please return this portion of the information letter to the school principal.

I have read the information letter provided above.

Name Printed

Signature

Date

Comments/Questions:

