



Category: Occupational Health, Safety, and Environment	Responsible Owner: VP Operations	Effective Date: February 2023
Policy Number: 9.5	Approval Body: Board of Governors	Policy Name: Anaphylaxis Policy

A. POLICY:

PURPOSE/COMMITMENT: Columbia College recognizes that it has a duty of care to students who are at risk from life-threatening allergic reactions while under school supervision.

The purpose of this policy is to minimize the risk to students with severe allergies to potentially life-threatening allergens without depriving these students of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school.

This policy is designed to ensure that students at risk are identified, strategies are in place to minimize the potential for accidental exposure, and staff are trained to respond in an emergency situation.

While Columbia College cannot guarantee an allergen-free environment, the College will take reasonable steps to provide an allergy-aware environment for students with life-threatening allergies by implementing following steps, which include:

1. a process for identifying anaphylactic students;
2. a process for keeping a record with information relating to the specific allergies for each identified student with anaphylaxis to form part of the student’s file;
3. a process for establishing an emergency procedure plan, to be reviewed annually, for each identified student with anaphylaxis to form part of the student’s file;
4. an education plan for students with anaphylaxis and their parents to encourage the use of Medic-Alert identification;

SCOPE: Students with allergies that may result in anaphylaxis.

WHEN TO USE THE POLICY: This policy should be used when addressing matters to do with anaphylactic reactions on campus or on College-sanctioned events.

DEFINITIONS:

Anaphylaxis: Anaphylaxis is the result of the immune system, the body's natural defense system, overreacting to a trigger. This is often caused by an allergen, but not always.

Common anaphylaxis triggers include:

- foods – including nuts, milk, fish, shellfish, eggs and some fruits
- medicines – including some antibiotics and non-steroidal anti-inflammatory drugs (NSAIDs) like aspirin
- insect stings – particularly wasp and bee stings
- general anesthetic
- contrast agents – dyes used in some medical tests to help certain areas of your body show up better on scans

- latex – a type of rubber found in some rubber gloves and condoms

Anaphylaxis usually develops suddenly and gets worse very quickly. The symptoms include:

- feeling lightheaded or faint
- breathing difficulties – such as fast, shallow breathing
- wheezing
- a fast heartbeat
- clammy skin
- confusion and anxiety
- collapsing or losing consciousness
- There may also be other allergy symptoms, including an itchy, raised rash (hives); feeling or being sick; swelling (angioedema) or stomach pain.

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B. PROCEDURES:

1. Identifying anaphylactic students
 - a. New students are asked to complete a Medical History Form upon arrival at the College.
2. Retaining information relating to specific allergies
 - a. Medical History forms will be retained by the School Nurse.
 - b. The School Nurse will be responsible for ensuring that privacy is maintained while at the same time ensuring that vital information is available to those who need it at short notice.
 - c. For each identified student, the Nurse will keep a Student Emergency Procedure Plan on file. These plans will contain the following information:
 - i. Student-Level Information
 - ii. Name
 - iii. Contact information
 - iv. Diagnosis
 - v. Symptoms
 - vi. Emergency Response Plan
 - vii. School-Level Information
 - viii. Emergency procedures/treatment
 - ix. Physician section including the student’s diagnosis, medication and physician’s signature (where possible).
 - d. It is the school principal’s responsibility for collecting and managing the information on students’ life-threatening health conditions and reviewing that information annually.
3. Maintenance of Emergency Procedure Plan
 - a. The School Nurse will maintain an “emergency action plan form” for each at-risk student (i.e. those with severe allergies).
 - b. The Principal (UT) or Head of High School (HS) must ensure that the student is provided with an opportunity to meet with designated staff, prior to the beginning of each school year or as soon as possible to develop/update an individual Student Emergency Procedure Plan.
 - c. The student’s parents/guardian will be informed of the Student Emergency Procedure Plan which will be kept in the Nurse’s Office (High School students under 19 only).
 - d. The Student Emergency Procedure Plan will include at minimum:
 - i. The diagnosis
 - ii. The current treatment regimen

- iii. A record of who within the school community is to be informed about the plan – e.g. teachers, security;
 - iv. Current emergency contact information for the student’s parents/guardian;
 - v. A requirement for those exposed to the plan to maintain the confidentiality of the student’s personal health information;
 - vi. Information regarding the parent/guardian’s responsibility for advising the school about any change/s in the student’s condition; and
 - vii. Information regarding the school’s responsibility for updating records.
4. School Level Emergency Procedure Plan
- a. The following procedure will be followed by Columbia College personnel:
 - i. Administer the student’s auto-injector (single dose) at the first sign of a reaction. The use of epinephrine for a potentially life-threatening allergic reaction will not harm a normally healthy child, if epinephrine was not required. Note time of administration.
 - ii. Call emergency medical care (911 – where available)
 - iii. Contact the child’s parent/guardian
 - iv. A second auto-injector may be administered within 5 to 15 minutes after the first dose is given if symptoms have not improved (i.e. the reaction is continuing, getting worse, or has recurred).
 - b. If an auto-injector has been administered, the student must be transported to a hospital (the effects of the auto-injector may not last, and the student may have another anaphylactic reaction).
 - c. A teacher or College employee should with the student until delivered to medical personnel or into the care of a parent/guardian/custodian. College employees will not be allowed to accompany an individual into Emergency.

In the Event of a Student Experiencing Anaphylaxis:

1. If an allergic student expresses any concern that a reaction might be starting, the student should always be taken seriously.
2. Because of the unpredictability of reactions, early symptoms should never be ignored, especially if the person has suffered an anaphylactic reaction in the past.
3. It is important to note that anaphylaxis can occur without hives.
4. When a reaction begins, it is important to respond immediately, following instructions in the student’s Student Emergency Procedure Plan. The cause of the reaction can be investigated later. The following symptoms may lead to death if untreated:
5. Breathing difficulties caused by swelling of the airways; and/or a drop in blood pressure indicated by dizziness, light-headedness or feeling faint/weak.
6. EpiPens will be kept at the following locations:
 - a. College Nursing Station (Main Campus and North Campus)
 - b. Security Desk, Main Campus lobby.
 - c. Front Desk, North Campus

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

- <https://foodallergycanada.ca/tools-and-downloads/downloads/information-sheets/>
- <https://foodallergycanada.ca/professional-resources/educators/school-k-to-12/>
- <http://www.vch.ca/public-health/children-youth-schools/school-health/vancouver-school-health-manual/allergies-anaphylaxis-info-for-vancouver-schools>
- https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/healthyschools/anaphylaxis/bc_anaphylactic_child_safety.pdf
- https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/e/m232_07.pdf

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

n/a

REFERENCE TO BYLAWS:

n/a

RELATED ACTS AND REGULATIONS:

n/a

RELATED POLICIES:

n/a

APPROVALS:

IF APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:
Chair, OHSEC:	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner:	Date:
Principal or Designate:	Date:
Chair, Board of Governors:	Date:

Proposed Review Date: February 2028	Dates(s) revised:	Replaces Policy Number:
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