

Anaphylaxis Policy
Halton Waldorf School
2026

Halton Waldorf School (HWS) is committed to providing a safe and inclusive environment for students with life-threatening allergies.

Anaphylaxis is a serious and potentially life-threatening allergic reaction requiring immediate treatment. The purpose of this policy is to reduce the risk of exposure to known allergens, ensure appropriate planning and communication, and provide a clear response in the event of an anaphylactic reaction.

The HWS Early Childhood and Grade School campus is nut-free. Nuts and products containing nuts are not permitted on this campus. Families, employees, volunteers, and visitors are expected to follow this requirement and to carefully review food ingredients before bringing food onto the campus. Additional allergen restrictions may be established for individual classrooms or programs based on the needs identified in a student's Anaphylaxis Action Plan.

The School recognizes that it is not possible to create a completely allergen-free environment. HWS will take reasonable precautions to reduce the risk of exposure while ensuring students with allergies can participate safely and fully in school life.

1. Individual Anaphylaxis Action Plans

An individualized Anaphylaxis Action Plan will be maintained for every student identified as being at risk of anaphylaxis.

The plan will include:

- the student's photograph and identifying information;
- known allergens;
- signs and symptoms of anaphylaxis;
- emergency procedures and treatment;
- location of the student's epinephrine auto-injector(s);
- emergency contact information; and
- any additional avoidance, accommodation, or medical instructions applicable to the student.

Plans will be developed in consultation with the student's parent/guardian and, where appropriate, the student and health-care provider.

Plans will be reviewed at least annually and whenever there is a change in the student's condition, treatment, medication, or emergency contact information.

Relevant staff, teachers, bus drivers, and others with direct responsibility for the student will have access to the information needed to respond safely.

2. Parent/Guardian Responsibilities

Parents/guardians of a student at risk of anaphylaxis are responsible for:

- informing the School of the student's allergy upon registration and as soon as an allergy is diagnosed;
- providing current medical and emergency information;
- providing the School with the student's completed Anaphylaxis Action Plan and required consent forms;
- notifying the School promptly of any changes to the student's allergy, treatment, medication, or emergency contacts;
- providing the required number of current, unexpired epinephrine auto-injectors;
- replacing medication before it expires; and
- working collaboratively with the School to develop appropriate risk-reduction strategies.

Parents/guardians are encouraged to teach their child, according to their age and developmental ability, to recognize symptoms, communicate when they may be experiencing a reaction, avoid known allergens, avoid sharing food, and carry or access their medication appropriately.

3. School Responsibilities

Administration will:

- identify students known to be at risk of anaphylaxis;
- maintain current Anaphylaxis Action Plans and emergency information;
- ensure emergency medication is readily accessible;
- ensure relevant staff and other responsible adults are informed of individual student needs;
- coordinate appropriate accommodations and risk-reduction measures;
- ensure anaphylaxis training is provided to staff at least annually and to new staff as appropriate;
- establish procedures for occasional staff, volunteers, bus drivers, field-trip supervisors, and others who may be responsible for a student at risk;
- ensure appropriate planning for field trips, transportation, extracurricular activities, special events, and off-site activities; and

- review this policy and related procedures regularly.

4. Training and Awareness

Employees who work directly with students will receive regular training appropriate to their responsibilities.

Training will include:

- recognizing the signs and symptoms of anaphylaxis;
- knowing where emergency medication is located;
- administering an epinephrine auto-injector;
- following emergency procedures; and
- understanding individual student Anaphylaxis Action Plans.

Staff responsible for a student at risk of anaphylaxis must be familiar with that student's plan.

Volunteers, occasional staff, bus drivers, coaches, and other adults supervising students will receive the information and instruction necessary for their role.

5. Reducing the Risk of Exposure

HWS will use reasonable measures to reduce the risk of accidental exposure to known allergens.

Depending on the needs of individual students, measures may include:

- communicating classroom or program-specific allergen restrictions to families;
- establishing safe food preparation and eating practices;
- requiring handwashing before and after eating where appropriate;
- cleaning eating surfaces following meals and snacks;
- discouraging students from sharing food, beverages, utensils, or food containers;
- reviewing ingredients and labels when food is provided by the School;
- considering allergies when planning celebrations, fundraising activities, field trips, camps, and special events; and
- establishing additional precautions where circumstances warrant.

Families are expected to cooperate with the School's allergy-related instructions.

HWS cannot guarantee an allergen-free environment. The emphasis of this policy is on allergen awareness, reasonable risk reduction, preparedness, and rapid emergency response.

6. Food and Special Events

Where food is brought into a classroom or provided at a school activity, staff will consider the needs identified in students' Anaphylaxis Action Plans.

Families must comply with any allergy-related food restrictions communicated for a classroom, program, trip, or event.

Students at risk of anaphylaxis should not eat food unless it is known to be safe for them. Alternative food may be provided by the student's family when appropriate.

Activities that do not centre on food are encouraged for classroom celebrations and special occasions.

7. Epinephrine Auto-Injectors

Epinephrine is the first-line treatment for anaphylaxis and should be administered promptly when anaphylaxis is known or suspected.

Students may carry their own epinephrine auto-injector where appropriate based on their age, maturity, ability, and individual plan.

Additional prescribed epinephrine may be stored in a readily accessible and designated location identified in the student's Anaphylaxis Action Plan.

Emergency medication must not be stored in a location that would delay access during an emergency.

Parents/guardians are responsible for supplying prescribed medication and ensuring that it remains current and unexpired.

8. Emergency Response

When an anaphylactic reaction is known or suspected:

1. Administer epinephrine immediately using the student's prescribed epinephrine auto-injector. When in doubt, give epinephrine.
2. Call 911 immediately and advise the dispatcher that the student is experiencing an anaphylactic reaction.
3. Keep the student appropriately positioned and under continuous adult supervision. The student should not be permitted to stand or walk unnecessarily.
4. If symptoms do not improve or worsen, a second dose of epinephrine may be administered as early as five minutes after the first dose, if available and in accordance with the student's emergency plan.
5. Contact the student's parent/guardian or emergency contact.
6. The student must be transported to hospital by emergency medical services, even if symptoms improve or disappear.

7. A responsible adult will remain with the student until responsibility is transferred to emergency medical personnel or the student's parent/guardian, as appropriate.

Staff should not delay administering epinephrine while attempting to contact a parent/guardian or administrator.

9. Field Trips, Transportation and Off-Site Activities

Students at risk of anaphylaxis will be included in school activities wherever reasonable precautions can be established.

Before a field trip or off-site activity, the supervising staff member will:

- review the student's Anaphylaxis Action Plan;
- identify potential allergen exposure risks and appropriate precautions;
- ensure prescribed epinephrine is immediately accessible;
- ensure supervising adults know the student's identity, allergens, symptoms, and emergency procedures;
- ensure at least one responsible adult is prepared to administer epinephrine; and
- confirm that emergency communication and access to emergency medical services have been considered.

Similar precautions will apply to school transportation. Bus drivers responsible for transporting a student at risk of anaphylaxis will receive appropriate information and emergency-response instruction.

10. Student Responsibilities

Students are encouraged, according to their age, maturity, and ability, to take increasing responsibility for managing their allergies.

Students at risk of anaphylaxis should:

- avoid known allergens;
- not share food, drinks, utensils, or containers;
- communicate immediately if they believe they are experiencing an allergic reaction;
- know where their epinephrine is located; and
- carry their epinephrine auto-injector when required by their individual plan.

All students are expected to respect allergy-related rules and understand that deliberately exposing another student to a known allergen is unsafe and will be addressed seriously by the School.

11. Privacy and Communication

Information about a student's allergy will be shared only to the extent reasonably necessary to protect the student's health and safety and in accordance with applicable privacy requirements.

The School will balance student privacy with the need to ensure that employees and other responsible adults can recognize and respond appropriately to an anaphylactic emergency.

12. Policy Review

This policy will be reviewed regularly and updated as required to reflect current legislation, regulatory requirements, medical guidance, and school practices.

Related Resources and Requirements

- *Sabrina's Law, 2005*
- Ontario Ministry of Education, *Policy/Program Memorandum 161: Supporting Children and Students with Prevalent Medical Conditions*
- Ontario Regulation 137/15 under the *Child Care and Early Years Act, 2014*, where applicable
- Food Allergy Canada, *Anaphylaxis Action Plan*
- Food Allergy Canada/Canadian Society of Allergy and Clinical Immunology, *Anaphylaxis in Schools & Other Settings*