

MINISTER'S DIRECTIVE

No. MD 2017-04

Procedures for Dealing with Life Threatening Allergies

Pursuant to clause 3(2)(e) and subsection 4(1) of the *Education Act* R.S.P.E.I. 1988, Cap. E-.02, I hereby issue the following Minister's Directive respecting procedures for dealing with life threatening allergies:

1. In this Minister's Directive,
 - (a) "allergen-free policy" means a school-specific policy developed in consultation with Health PEI and the Department of Education, Early Learning and Culture in which one or more specific allergens are prohibited from the school premises;
 - (b) "anaphylaxis" means a severe life-threatening allergic reaction generally involving two or more organ systems that occurs when an allergic individual is exposed to a particular protein material (antigen) including but not limited to exposure to peanut, nuts, eggs, insect sting or medication;
 - (c) "Emergency Allergy Alert Form" means the emergency allergy alert form included in the Information Handbook on Anaphylaxis;
 - (d) "epinephrine auto-injector (Epi Pen®)" means a disposable spring-loaded and self-injectable syringe with a concealed needle that contains the drug epinephrine;
 - (e) "Extreme Allergy Management and Prevention Plan" means the Extreme Allergy Management and Prevention Plan included in the Information Handbook on Anaphylaxis;
 - (f) "Information Handbook on Anaphylaxis" means the most recent edition of the *Information Handbook on Anaphylaxis* published by Health PEI and the Department of Education, Early Learning and Culture, as amended from time to time;
 - (g) "school staff" includes instructional and non-instructional personnel employed at a school, school bus drivers who may be required to transport a student, and persons who prepare or serve food to students at a school.
2. An education authority shall include the following requests for information in the student registration form:
 - (a) Does your child have a life-threatening allergy to certain foods, insect venom, medication or other material?
 - (b) If your answer to the above question is yes, please indicate the substance to which your child is allergic.
 - (c) Has a medical doctor recommended that your child have an emergency epinephrine auto-injector (Epi Pen®) available for use at school?

3. An education authority shall advise the parent of a student who is at risk of anaphylaxis that the parent is responsible for providing the following to the principal of the school or his or her designate:
 - (a) information about the student's allergy;
 - (b) information from the student's medical doctor, which can be provided through completion of Part 2 of the Extreme Allergy Management and Prevention Plan;
 - (c) authorization to school staff to carry out emergency procedures in response to anaphylaxis;
 - (d) consent to disclose the allergen-related health information of the student with school staff for the purposes of allergy management and prevention, and emergency administration of epinephrine to the student;
 - (e) a completed copy of the relevant sections of the Emergency Allergy Alert Form;
 - (f) a recent photo of the student.
4. An education authority shall advise the parent that he or she is responsible for providing their child with
 - (a) an allergy alert bracelet or other identification respecting the student's allergy; and
 - (b) a carrying pouch and an unexpired epinephrine auto-injector (Epi Pen®) for use at the school and on school-sponsored activities.
5. (1) A principal of a school shall, upon being advised that a student enrolled in the school is at risk of anaphylaxis,
 - (a) provide the parent of the student with copies of this Minister's Directive, the Extreme Allergy Management and Prevention Plan (Parts 1 and 2) and the Emergency Allergy Alert Form;
 - (b) provide an opportunity to the parent of the student to attend a meeting with the principal or his or her designate for the purposes of completing and reviewing the Extreme Allergy Management and Prevention Plan (Parts 1 and 2) and the Emergency Allergy Alert Form when the student is registered to attend the school and annually thereafter;
 - (c) provide information, including a copy of the Extreme Allergy Management and Prevention Plan (Parts 1 and 2) and the Emergency Allergy Alert Form, to school staff who may be required to assess the student's need for administration of epinephrine or to administer epinephrine.
 - (d) post in the staff room of the school, the student's classroom(s), school office or other school location easily accessible to school staff, a photo of the student and copy of the Emergency Allergy Alert Form, including the location of an epinephrine auto-injector (Epi Pen®);
 - (e) arrange for a public health nurse to conduct an information and training session for all school staff on an annual basis;

(f) order epinephrine auto-injectors (Epi Pen®) and replacements for used or expired epinephrine auto-injectors (Epi Pen®) as required from the Department of Education, Early Learning and Culture in order to maintain the quantity required in section 6 of this Directive; and

(g) implement an allergen-free policy in the school specific to the student's risk of anaphylaxis unless advised by Health PEI that an allergen-free policy is not necessary, and follow the prevention and management procedures as described in the Information Handbook on Anaphylaxis.

(2) The principal of a school shall, where a student enrolled in the school is at risk of anaphylaxis and is transferring to another school,

(a) inform the principal of the receiving school in writing that the student is at risk of anaphylaxis; and

(b) forward a copy of the Extreme Allergy Management and Prevention Plan (Parts 1 and 2) and the Emergency Allergy Alert Form to the principal of the receiving school.

6. (1) The Department of Education, Early Learning and Culture shall provide epinephrine to the principal of a school as follows:

(a) where there is one student at risk of anaphylaxis, 2 epinephrine auto-injectors (Epi Pen®);

(b) where there are two, three or four students at risk of anaphylaxis, 4 epinephrine auto-injectors (Epi Pen®);

(c) where there are five or more students at risk of anaphylaxis, 6 epinephrine auto-injectors (Epi Pen®).

(2) Where epinephrine is being provided with respect to students who weigh between 10 kg (23 lb) and 30 kg (67 lb), an EpiPen Jr.® shall be provided.

(3) The Department of Education, Early Learning and Culture shall maintain records respecting the distribution of epinephrine auto-injectors (Epi Pen®) to the principals of schools, and notify the principals at least one month in advance of the expiry date of the epinephrine auto-injectors (Epi Pen®)".

This Minister's Directive is effective September 1, 2017.

Dated at the City of Charlottetown, this 23 day of June, 2017.



Doug Currie
Minister of Education, Early Learning and Culture