

Jack Hulland Elementary School

Allergy Awareness and Anaphylaxis Plan

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Approved By: JHES Administration

Endorsed By: JHES School Council

Revised: TBD (as needed)

OVERVIEW

There are many different foods and environmental factors that can cause allergic reactions in humans. Anaphylaxis is a sudden and potentially fatal allergic reaction that requires emergency medical attention.

It is difficult to ensure compliance with food restrictions on an ongoing basis. Food restrictions alone do not take the place of effective risk reduction strategies. Emphasis should be on preventing allergic emergencies through education, awareness, and training, and being prepared to respond in the event of an emergency.

This plan has been created by the Jack Hulland Elementary School (JHES) Administration Team, in accordance with the *Yukon Education Act*,¹ in consultation with JHES School Council, teachers, and the Government of Yukon's Department of Education.

PURPOSE

The purpose of the JHES Allergy Awareness and Anaphylaxis Plan is to ensure that JHES students at risk of severe allergies, including anaphylaxis, are identified, that strategies are implemented to mitigate potential for accidental exposure, and that staff are trained to respond to emergency situations.

Individuals at risk of anaphylaxis must be taught and learn to avoid specific triggers. While the key responsibility lies with the students at risk and their families, the school community must also be allergy aware and do their part.

The Plan is intended to supplement the existing policies, standards, and procedures set out by the Government of Yukon (Appendix 1), including the Administration of Medication to Students Policy (Appendix 1).

¹ [Yukon Education Act](#) paragraph 113(2)(e)

PLAN

The following guidelines are intended to help parents and school staff identify what known allergens are permitted in the classroom, based on grade-level. These guidelines may vary by classroom and are subject to change throughout the school year based on the known allergies, their severity, and changes in allergy status among those in the classroom.

Food restrictions by grade level

KINDERGARTEN: No nuts, and a full restriction on other known allergens affecting a person in that class.

GRADES 1, 2, and 3: Restrictions in that classroom on specific identified allergens affecting a person in that class.

GRADES 4 to 7: Restrictions in that classroom may be considered based on medical advice, severity, and in consultation with parents, staff and administration.

IDENTIFICATION OF STUDENTS/STAFF AT RISK

In primary classrooms with known anaphylactic allergies, an Allergy Awareness Wall will be constructed, and contain age-appropriate visuals for signs, symptoms, and how to respond to an anaphylactic reaction. Classroom doors will be labelled with allergen stickers if there are food restrictions in place.

It is the parent's responsibility to inform the School Administrator about a student's allergies and complete an "Authorization of Administration of Medication Plan/Medical/Emergency Procedure Planning Form" (in the School Procedures Handbook, see Appendix 1) for the student each year, as well as promptly update school staff on any changes.²

These detailed, up to date, and accurate plans for the students with allergies provide crucial insight and an understanding of what is required in the event of an allergic emergency and help to ensure the proper supports are in place should an allergic emergency occur.

Copies of students' "Authorization of Administration of Medication Plan/Medical/Emergency Procedure Planning Form" (see Appendix 1, School Procedures Handbook) will be given to respective classroom teachers and will also be taken on field trips. The "Field Trip Readiness Checklist" (Appendix 4) can be used to supplement the "Offsite Experiential Learning Policy" (Appendix 1).

Copies of students' "Authorization of Administration of Medication Plan/Medical/Emergency Procedure Planning Form" (see Appendix 1, School Procedures Handbook) for students with

² Government of Yukon [Anaphylaxis Policy](#)

anaphylactic allergies should be kept in areas accessible to all staff while respecting the privacy of the student.³

Both personal and school-supplied stock epinephrine will be accessible, and staff trained to use either, as per individual student medical/emergency plans.

CREATING AN ALLERGY AWARE SCHOOL ENVIRONMENT

Students should only eat food that is brought from home, unless it is approved by their parents.

Students must wash hands with soap and water before and after eating.

Students should not share food, utensils, containers, or water bottles/straws.

Students with allergies may eat at a designated table(s) within the classroom or lunchroom. This accommodation can be assessed at the beginning of each year, with input from parents, staff, and the student. This accommodation would also apply to combined field trips and students visiting other classes.

Staff will supervise students during meal and snack times to support safe practices and encourage adherence to the JHES Allergy Awareness and Anaphylaxis Plan.

At the end of each day shift, custodians will wipe down surfaces using a household cleaning product and separate paper towels for each surface. The school will work with the cleaning staff to source appropriate cleaning options that are safe for use and contain ingredients that are effective at removing allergens from surfaces.

Parents must provide additional education to their child if the child has specific severe allergies.

Parents and the school will work together to ensure that staff and volunteers are aware of students who have food allergies.⁴

Assume food provided by the cafeteria, bake sales, class parties, and celebrations may contain allergens, even if labelled. Cross-contamination cannot be ruled out for homemade items.

For celebrations at school, non-food celebratory items (e.g., pencils, stickers, or small tokens) are encouraged instead of food for birthdays and other class events to support inclusivity and reduce risk. Where staff are aware in advance that food will be shared among students, and where there is a known allergy within that classroom, this will be communicated to families

School Lunch and Hot Meal Programs (Yukon First Nations Education Directorate or Government of Yukon initiatives) will make every effort to provide allergen-safe options and

³ Government of Yukon [Anaphylaxis Policy](#)

⁴ Government of Yukon [School Nutrition Policy](#)

minimize cross-contamination in school kitchens. Despite these efforts, students and families should remain aware that some risk always exists.

All students are encouraged to comply with "no eating" while on school buses.

AVAILABILITY AND LOCATION OF EPINEPHRINE AUTO INJECTORS

Students at risk of anaphylaxis should carry their epinephrine auto-injector(s) with them at all times, when they are mature enough to do so. All personal epinephrine auto-injectors should be labelled with the student's name and, if not carried by the student, kept in an easily accessible, unlocked location, out of the reach of young students.

It is the parent's responsibility to provide the school with an epinephrine auto-injector(s) which is not expired (it is recommended that parents keep a log of expiry dates and promptly replace outdated auto-injectors).⁵

School Administrators must have epinephrine auto-injector(s) available for use, and may purchase generic non-prescription epinephrine auto-injectors using their school budget.⁶

Dosage Reference:

- EpiPen Jr: 0.15mg for 15-30 kg
- EpiPen: 0.3mg for greater than or equal to 30kg⁷
- Allerject: available in 0.15mg and 0.3mg, includes audio instructions
- Canadian Society of Allergy and Clinical Immunology (CSACI)⁸ now recommends 0.1mg for children less than 15kg if prescribed
- Note that some healthcare providers may prescribe differently than these dosages⁹

Generic epinephrine auto-injectors in both the 0.15mg and 0.3mg doses purchased by JHES administration must be clearly marked and kept in the school's first aid kit in the office, as well as in first aid kits taken on field trips. School Administration will check the expiry dates monthly and replenish stock as required. The "Monthly Audit: Epinephrine Auto-injector Expiry Dates" (Appendix 3) can be used to verify and record this information.

As per the Government of Yukon's Anaphylaxis Policy (Appendix 1) an epinephrine auto-injector should be given **at the first sign** of a known or suspected anaphylactic reaction, including in undiagnosed individuals.¹⁰ 9-1-1 or local emergency medical services should be called following

⁵ Government of Yukon [Anaphylaxis Policy](#)

⁶ Government of Yukon [Anaphylaxis Policy](#)

⁷ www.epipen.ca

⁸ <https://aacijournal.biomedcentral.com/articles/10.1186/s13223-015-0086-9#:~:text=Conclusion-For%20the%20child%20weighing%20less%20than%2015%20kg%2C%20given%20the,the%200.15%20mg%20epinephrine%20autoinjector>

⁹ <http://resources.allergyaware.ca/download/epinephrine-2021-a.pdf>

¹⁰ Government of Yukon [Anaphylaxis Policy](#)

administration of epinephrine, and advised that someone is having a life-threatening allergic reaction. School staff must follow instructions received from emergency medical services.

While epinephrine is usually effective after one injection, symptoms may recur, and further injections may be required to control the reaction. A second dose of epinephrine may be given as early as five minutes after the first dose if there is no improvement in symptoms. The second dose of epinephrine should only be given in situations in which the allergic reaction is worsening or not improving. Signs that the reaction is worsening are that the patient's breathing becomes more difficult or there is a decreased level of consciousness.¹¹

While it is generally recommended that a second dose of epinephrine be administered if there are no signs of improvement after the first dose, a student's "Authorization of Administration of Medication Plan/Medical/Emergency Procedure Planning Form" (Appendix 1) takes precedence, and any individual plans must be followed.

A student's "Authorization of Administration of Medication Plan/Medical/Emergency Procedure Planning Form" (Appendix 1) should specify the type and dosage of epinephrine auto-injector used by the student, and when to use it.

The location of a student's epinephrine auto-injector should be outlined in the student's "Authorization of Administration of Medication Plan/Medical/Emergency Procedure Planning Form" (Appendix 1).

Medication locations will be known to all staff.

A student's personal epinephrine auto-injector as well as stock epinephrine should be accessible within one minute (including on buses/field trips). Where required, a staff member should be assigned the responsibility to administer.

In the event a student experiences an anaphylactic reaction, refer to applicable Government of Yukon resources (Appendix 1).

All staff should know about students with severe allergies and be prepared to treat them as per their Emergency Plan.

TRAINING AND EDUCATION FOR STAFF AND STUDENTS/PARENTS

<https://www.allergyaware.ca/> offers world-class e-learning about potentially life-threatening allergies and anaphylaxis¹²

¹¹ <http://resources.allergyaware.ca/download/anaphylaxis-3rd-edition-revised.pdf>

¹² <https://www.allergyaware.ca/>

Free courses for staff such as “Anaphylaxis in Schools”¹³ and information such as “Epipen – How to Use and When to Use”¹⁴ will be taken/reviewed by all staff (every effort will be made to include substitute teachers, teachers on call, and casual staff) annually. The “Staff Training Components Checklist” (Appendix 3) can be used to verify and record completion of training requirements.

School Administration will ensure substitute teachers, teachers on call, casual staff, and volunteers are briefed on allergy-aware practices before supervising students. This information will also be included in all substitute planning books.

Annually, staff are to review and understand all other Government of Yukon policies and procedures listed within this plan (Appendix 1). Training for staff will be scheduled during working hours/Professional Development Days.

At the beginning of each school year (and as required), school Administrators and teachers will send letters of communication to parents, outlining any food restrictions that may be applicable to specific classrooms, and include the School Allergy Awareness and Anaphylaxis Plan.

At the beginning of each school year (and as required), staff will work with students with known anaphylactic allergies and their parents to ensure that staff are familiar with the student’s “*Authorization of Administration of Medication Plan/Medical/Emergency Procedure Planning Form,*” including epinephrine auto-injector administration technique (how to use it) and when to use it, if applicable.

At the beginning of each school year (and as required), staff will review the JHES Allergy Awareness and Anaphylaxis Plan, and the Government of Yukon’s Anaphylaxis Policy.

Students will receive education on allergy awareness and anaphylaxis during school assemblies and/or class presentations.

REVISION

This document is to be reviewed annually by JHES School Administration, teachers, School Council, and the Government of Yukon Department of Education, with updates made as required.

¹³ <https://www.allergyaware.ca/courses/>

¹⁴ www.epipen.ca

APPENDIX 1

Government of Yukon Resources

1. [Anaphylaxis Policy](#) (includes roles and responsibilities of parents and school administration)
2. [Administration of Medication to Students Policy](#)
3. [Offsite Experiential Learning Policy](#)
4. [School Procedures Handbook](#)
 - a) 8.04 School Emergency Plan, Page 71
 - b) 9.07 Authorization of Administration of Medication Plan/Medical Emergency Procedure Planning Form, Page 82
 - c) 9.08 Anaphylaxis Staff Training, Page 83
 - d) 9.09 Do Not Resuscitate Order, Page 84
 - e) 9.13 Use of Automated External Defibrillators (AEDs) Procedure, Page 101
5. [School Nutrition Policy](#)
6. [School Sale of Home Prepared Foods to the Public Policy](#)
7. [Yukon Education Act](#), subsections 168(i) and (m)

Other Resources

1. [Food Allergy Canada](#)
2. <https://allergyaware.ca>
3. www.epipen.ca

APPENDIX 2

Monthly Audit: JHES Epinephrine Auto-injector Expiry Dates

Audit Period [Month/Year]:

Date Audit Completed:

Auditor Name:

Inventory Review

- Locate all stock epinephrine auto-injectors purchased by JHES at the school.
- Confirm all storage locations (i.e., school's first aid kit, first aid kits taken on field trips).
- Confirm all epinephrine auto-injectors are stored according to manufacturer guidelines (light, temperature, etc.).

Expiry Date Verification

- For each epinephrine auto-injector, record the following information:

Location:

Brand:

Dosage (0.3mg/0.15mg):

Expiry Date:

Expiring within 60 days? Y / N

Action Taken:

*NOTE: Epinephrine Auto-injectors expiring within the next 60 days should be scheduled for replacement immediately.

Damaged or Used Devices

- Check for signs of damage, discoloration, or cloudiness in the solution.
- Check if any epinephrine auto-injectors have been used or tampered with.
- Replace any devices that are compromised.

Replacement and Re-Ordering

- Re-order epinephrine autoinjectors as needed.
- Document expected delivery date for replacements.
- Remove and safely dispose of expired or used devices.

Documentation and Reporting

- Complete this checklist and store it in a log (for auditing purposes).
- Notify responsible personnel (School Administration) if any issues found.
- Schedule next month's audit.

Additional Comments:

APPENDIX 3

Staff Training Components Checklist

Component: Anaphylaxis in Schools

Description: Online course

Component: EpiPen – How to Use

EpiPen – When to Use

Description: Online Information

Staff Training Record

Staff Name:

Job Title:

Date of Training:

Completed “Anaphylaxis in Schools”: Y / N

Completed “EpiPen – How to Use”: Y / N

“EpiPen – When to Use”: Y / N

Additional Comments:

APPENDIX 4

Field Trip Readiness Checklist

Trip Destination:

Date of Trip:

Trip Leader:

School Group/Name:

Names of Students with Allergies:

PRE-TRIP PLANNING

- Identify students with allergies (confirm medical needs, triggers and Emergency Plans).
- Review individual *Authorization of Administration of Medication Plan/Medical/Emergency Procedure Planning Forms*.
- Ensure staff understand each Plan and Emergency Steps.
- Notify parents (inform of trip details; confirm medications including Epinephrine auto-injectors are current and sent with student/designate).
- Assign staff (at least one staff member designated to each child with a known allergy).
- Emergency contact list prepared (include parents, Emergency Services and school contacts).
- Check destination allergy policies (verify if venue allows allergens and understands allergy precautions).
- Prepare allergy-safe snacks/meals (confirm dietary restrictions, and separate allergy-safe foods).

DAY-OF-TRIP CHECKS

- Medications accounted for (packed and labelled).
- First Aid Kit ready (includes stock epinephrine autoinjectors in appropriate dosages).
- Staff present (confirm all assigned staff are present and briefed).
- Medication access plan (staff know who carries medications and where they are stored, including epinephrine auto-injectors).
- Risk mitigation review.
- Emergency action plans reviewed (staff have reviewed what to do if a reaction occurs).

POST-TRIP FOLLOW UP

- All Epinephrine auto-injectors returned to students/families/school.
- Incident reporting (any allergic reactions or near misses documented and reported).
- Parent communication (notify parents of any health-related issues during trip).

TRIP-SPECIFIC NOTES: