POLICY:		POLICY NUMBER:
Anaphylaxis		**AC-2-8**
		PREVIOUS/REPLACES: **Anaphylaxis**
APPROVED BY: **Executive Council**	EFFECTIVE DATE AS OF: **October 2, 2019**	PRIOR VERSIONS: **October 30, 2009**

1. Policy Statement:

Anaphylaxis is a sudden and severe allergic reaction, which can be fatal, requiring immediate medical emergency measures be taken. This severe allergic reaction can be caused by food, insect stings, medications, latex or other substances.

The Manitoba Institute of Trades and Technology (to be referred to as MITT) recognizes that it has a duty of care to students who are at risk from life- threatening allergic reactions while at MITT. For students who are minors (under the age of 18), MITT staff are authorized to administer auto-injectors to treat anaphylaxis according to the guidelines and protocols outlined in the Unified Referral and Intake System Manual (URIS) as directed by the Winnipeg Regional Health Authority (WRHA) and the Province of Manitoba.

Students and their parents are **strongly** encouraged to register under the URIS program to ensure MITT staff are aware of the student's medical condition, to ensure proper mediation is available and that MITT staff have the training to administer the auto-injector.

International students enrolled in MITT post-secondary programs who are under the age of 18 are not eligible for URIS registration. Parents/guardians are still responsible for informing MITT and the student's homestay, residence, or other housing accommodation of the student's medical condition.

For any student who is older than 18 years old and has a life-threatening condition that may require the administration of an auto-injector and wishes to inform MITT, it is the student's responsibility to provide this information to MITT of the condition and where the injector is stored.

If a URIS plan has not been completed, MITT shall assess the situation and will administer an auto-injector to any student if it is a life-threatening emergency provided an auto-injector is available and the staff member has the knowledge on how to administer it.

2. Scope:

This policy applies to all MITT instructors and staff members; all secondary and post-secondary students under 18 years of age and their parents/guardians.

3. Procedure:

A. Unified Referral and Intake System (URIS)

URIS is a program delivered by the Winnipeg Regional Healthy Authority which supports children who have specific health care needs while attending a K-12 school. A registered nurse works with parents, students and schools to develop health care plans and train the staff responsible for the student while at school.

a. MITT High School Students

When admission to MITT High School is requested for a student under the age of 18, a URIS application will be provided to the parent/guardian by MITT during the admissions process.

If the student has been identified as having a risk of anaphylaxis, parents/guardians are responsible for submitting the completed URIS application to the WRHA. Parents/guardians are also responsible for re-applying to URIS for each subsequent year of study at MITT until the student's eighteenth birthday.

Once the students have been registered with URIS, MITT will maintain the student's URIS health plan for the current school year. The student is responsible for carrying his/her own auto-injector at all times.

Training for MITT staff and instructors will be led and initiated by the URIS Nurse and facilitated by MITT as close as practical to the start of classes for the current school year or term.

b. Secondary Students from Sponsoring School Divisions

School divisions sponsoring students in MITT programs are responsible for indicating in the Health Information section of the *MITT High School Student Application* that the student is registered with URIS at the sponsoring school and is at risk of anaphylaxis.

The *MITT Student Referral Form* completed by the sponsoring school must also indicate that the student has an existing URIS health plan in place.

Once a student is confirmed to be admitted to an MITT program, the sponsoring high school and/or school division are responsible for providing a separate MITT URIS application to the student's parents/legal guardians.

c. MITT Instructors and Support Staff

MITT will facilitate staff and instructor URIS training for anaphylaxis emergencies delivered by the URIS Nurse at least once per school year or as-required based on student enrollment.

The Instructor and program area staff, including substitute instructors, as well as the Dean, Director, or Principal, and Student Advisor, must be aware of students with severe allergy and have access to the URIS plan. MITT will provide storage for student health plans at each campus location where a URIS student is in attendance and is at risk of anaphylaxis.

Staff will be encouraged to listen to the concerns of the student at risk, who usually knows when a reaction is occurring, even before the signs appear. It cannot be assumed that the student will be able to properly self-administer their auto-injector. (In some cases, the student may be in denial that they are having a reaction).

MITT will ensure that a copy of the student's URIS health plan and an auto-injector accompany the student on any off-campus events during school hours and that a copy of the plan is provided to work practicum sites as applicable.

If an MITT staff member is required to respond to an emergency related to a URIS health plan, MITT will ensure that all details of the incident are communicated to the student's parent/guardian, to the URIS Nurse as required, and recorded in the appropriate MITT student file. (See MITT Accident/Incident Report).

d. Parents/Legal Guardians:

Annual submission of the URIS application and communicating any changes in the student's health information to the URIS Nurse is the responsibility of the student's parents/guardians.

Parents/guardians are responsible for ensuring that the student always carries an auto- injector with them at all times while attending any MITT class, event or training off-site.

B. Confidentiality

MITT is committed to protecting the privacy of personal information and personal health information of all members of the MITT community.

All MITT staff involved in the treatment of anaphylaxis of a MITT student shall keep this information confidential and will only discuss such matters to other MITT staff as deemed necessary to ensure the safety of the student.

MITT will comply with all obligations under *The Freedom of Information and Protection of Privacy Act* (FIPPA) and *The Personal Health Information Act* (PHIA) and MITT's Privacy and Access to Information policy.

Any unnecessary disclosure regarding such matter may be subject to disciplinary action, up to and including termination of employment from MITT.

4. Administration:

The Vice-President, Academic is responsible for ensuring this policy is adhered to.

5. Review:

This policy will be reviewed as required by Academic Council and will be reviewed by Executive Council every five years. This policy shall remain in effect until amended or revoked, regardless of the five-year review.

6. Reference:

Administering Medicine to Secondary Students and Minors
Progressive Discipline Policy
MITT High School Application Form
MITT Student Referral Form
MITT Accident/Incident Report
URIS Policy and Procedures Manual
The Freedom of Information and Protection of Privacy Act and Regulations
The Personal Health Information Act and Regulations