

SEVERE ALLERGY POLICY



Severe Allergy Policy

Category: *Student-Related*
Approval: *VPOC*
Responsibility: *Provost*
Date: *November 16, 2016*

Definitions:

Anaphylaxis: The most serious type of allergic reaction.

Symptoms of Anaphylaxis* can vary for different people, and can be different from one reaction to the next. They generally include two or more of the following body systems: skin, respiratory, gastrointestinal and/or cardiovascular. However low blood pressure alone in the absence of other symptom, can also represent anaphylaxis.

- Skin: hives, swelling (face, lips, tongue), itching, warmth, redness;
- Respiratory (breathing): coughing, wheezing, shortness of breath, chest pain or tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing;
- Gastrointestinal (stomach): nausea, pain or cramps, vomiting, diarrhea;
- Cardiovascular (heart): paler than normal skin colour/blue colour, weak pulse, passing out, dizziness or lightheadedness, shock;
- Other: anxiety, sense of doom (the feeling that something bad is about to happen) headache, uterine cramps, metallic taste.

*Source: [National Anaphylaxis Guidelines \(Anaphylaxis in Schools and Other Settings\), 3rd Edition Revised](#)

Of these anaphylaxis symptoms, trouble breathing and a drop in blood pressure are identified as the most dangerous, and can lead to death if not immediately treated/if treatment is delayed.

Epinephrine: The drug used to treat anaphylaxis. It is commonly delivered using an auto-injector.

Severe Allergy: Allergies to food, insect stings, medication and other substances can trigger an potentially life-threatening allergic reaction (anaphylaxis). The most common causes are food and insect stings.

Stock Epinephrine: Term used to describe the availability of undesignated epinephrine auto-injectors - devices that are not prescribed to a particular person and that may be used in anaphylactic emergencies.

Purpose/Reason for Policy:

- To increase awareness across the campus community of the existence of severe allergies, the importance of helping to keep students with severe allergies safe, and what individuals can do if someone is experiencing an allergic reaction;
- To outline the personal responsibilities of students with severe allergies relating to the management of their allergy;
- To outline the roles and responsibilities of University units and staff/faculty to support students with severe allergies; and,
- To ensure continuous improvement to services for students with severe allergies to reduce the likelihood of a life-threatening allergic reaction while on campus.

Scope of this Policy:

This policy will apply to all members of the Queen's community in their interactions with students.

Policy Statement:

Student health and wellness is of primary concern to the university. Queen's University is committed to:

- Providing students with severe allergies with the information and support they need to assist them with the management of their allergy;
- Increasing the campus community's awareness of the existence of severe allergies and how to support students with severe allergies to reduce the likelihood of a reaction;
- Promoting the appropriate response in the event of a reaction; and,
- Working to reduce the likelihood of a life-threatening allergic reaction on campus through enhanced education and services.

Responsibilities:

Campus partners, including Undergraduate Admission and Recruitment, Residence Admissions, Residence Life, Hospitality Services, Health Services, Health Promotion, Queen's Student Accessibility Services, the Student Experience Office, Campus Security and Emergency Services, the Department of Environmental Health and Safety, the Alma Mater Society (AMS), the Society of Graduate and Professional Students (SGPS), the Office of the Vice-Provost and Dean of Student Affairs, and University Communications will work together to fulfil the university's commitment to supporting students with severe allergies.

Queen's University will:

- Follow this policy at all times;
- Work to increase awareness across the campus community of the existence of severe allergies and the importance of helping to keep students with severe allergies safe;
- Provide appropriate training to the necessary staff to address anaphylactic emergencies and severe allergy management support on campus; and,
- Maintain programs, services and communications to students about managing severe allergies on campus.

Office of the Provost and Vice-Principal (Academic) will:

- Ensure policy implementation.

Office of the Vice-Provost and Dean of Student Affairs and its affiliated departments and units will:

- Develop and maintain clear, consistent procedures outlining how Residence Admissions, Residence Life and Hospitality Services will inform, support and respond to students with severe allergies;
- Ensure all Residence Life and Hospitality Services employees receive role-specific and regular training on how to support and respond to students with severe allergies;
- Provide opportunities for students to notify Residence Admissions and Hospitality Services, about the specific nature of their severe allergy and to consult with trained staff regarding any accommodation(s) required;
- Ensure that students are provided with multiple opportunities and platforms to learn about the campus supports and resources that are available to assist them in the management of their allergy (e.g. one central webpage with information and links, specific instructions in Residence Admissions process, opportunities for one-on-one consultations at Summer Orientation, content in pre-arrival webinars, etc.);
- Work with Orientation Week/large campus student event organizers to promote activities that are inclusive for students with severe allergies;

- Communicate regularly with students about the importance of self-identification, self-management and available campus resources before they arrive, and as they transition through university, and provide same information to parents;
- Facilitate opportunities for students to connect with other students managing a severe allergy; and,
- Raise campus awareness of severe allergies through the provision of information, on the role that students, staff and faculty can play in allergy reaction prevention, response and stigma reduction.

Office of the Vice-Principal (Finance and Administration) and Office of the Vice-Principal (Facilities, Properties, and Sustainability) and its affiliated departments and units will:

- Ensure Campus Safety and Emergency Service (“CSES”) personnel and Queen’s First Aid (“QFA”) staff are equipped with stock epinephrine and are trained to administer it appropriately;
- Ensure CSES personnel are trained to recognize the symptoms associated with a suspected allergic reaction and to follow the appropriate response protocol;
- Ensure CSES respond immediately when notified of a suspected allergic reaction; and,
- Develop and maintain appropriate processes, guidelines and response protocols for university-sanctioned events that promote inclusive, safe events and minimize risk for students with severe allergies.

Students with severe allergies are encouraged to:

- Practice ongoing and constant vigilance in the management of their severe allergy throughout their time at university.
- Carry an epinephrine auto-injector at all times;
- Wear medical identification (e.g. Medic Alert) at all times;
- Ask questions, before selecting/purchasing food, about ingredients and the potential of cross-contamination;
- Tell others with whom they are in regular contact (e.g. dons, roommates, floor mates, housemates, teammates, friends etc.) about their allergy, how to recognize symptoms of a reaction, what to do, and where they keep their epinephrine auto-injector;
- Identify themselves through the first-year/upper-year residence admissions process, if applicable, as having a severe allergy;
- Contact [Queen's Hospitality Services](#) before arriving on campus, or as soon as possible, to discuss plans to accommodate their specific condition and allergen(s); and
- Once on campus, follow the plan and advice provided, and follow-up with Queen's Hospitality Services if there are any concerns at any time during the year.

Contact Officer:	<i>Office of the Vice-Provost and Dean of Student Affairs</i>
Date for Next Review	<i>2019-05-01</i>
Related Policies, Procedures and Guidelines	<i>Developed by units with outlined responsibilities</i>
Policies Superseded by This Policy	<i>n/a</i>