

Students

Students with Special Health Care Needs

Accommodating Students with Food/Environmental Allergies

In order to properly implement the Board policy pertaining to the management of food/environmental allergies, the following administrative regulations/guidelines are hereby established.

General Guidelines:

1. Each school shall establish a method of ensuring that relevant information is transmitted to all supervising persons of an identified student. It is incumbent upon the school to notify any person who may be supervising an identified student with food/environmental allergies, especially those which may be life-threatening, such as, but not limited to, peanut allergies.
2. The primary concern of the school is the prevention and appropriate treatment of potentially severe allergic reaction, anaphylaxis.
3. Parents with allergic children must provide the school with an individualized action plan prepared by the student's physician. The school nurse will develop, in consultation with the parent(s) and/or physician of the student, a written plan for allergen avoidance and response. This allergy plan will establish the specific protocols to help the student avoid allergens as well as develop emergency response protocols in the event of the student's contact with the identified allergen. This plan shall be provided to all personnel supervising the student, including a list of student names to cafeteria personnel.
4. The District nor its school personnel shall be responsible for determining food allergens and/or those foods or ingredients in foods that are safe for a student with an identified food allergy to consume.
5. At risk students are recommended to have some means of identification, such as a medical alert bracelet.
6. Most food-allergic students bring their lunch from home. However, guidelines established by the USDA Child Nutrition Division in charge of school lunches requires school food service staff to provide substitute meals to allergic students if the physician of the student sends in written instructions certifying the student's allergy, what foods are to be avoided and safe substitutions.
7. A no-food and no utensil trading/sharing policy within the school will be encouraged.
8. Permit parents, upon written request, to review/preview menus and ingredients used in school lunches in order to select safe foods their child may eat by contacting food service.

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General Guidelines (continued)

9. The District will not knowingly make use of peanuts, peanut products, tree nuts and tree nut products for instructional purposes.
10. Administrators and teachers will encourage non-food related alternatives to celebrate developmental milestones and student accomplishments. Parents that bring in home prepared foods will be encouraged to provide a list of ingredients. Parents that bring in commercially purchased foods will be encouraged to provide the printed labels that show food ingredients. The teacher can give the allergic student a substitute snack provided by the parent/guardian when the need arises.
11. School personnel planning a field trip will provide the school nurse with a list of participants in advance of the trip. The school nurse will identify those students with identified food allergies and provide the teacher with a copy of the written food allergy plan for the student(s).
12. Provide training for appropriate staff in the use of epinephrine auto injections.
13. Epinephrine auto injections should be kept in close proximity to students at risk of anaphylaxis and in all cases where it is administered, the student must be sent to the hospital immediately.
14. Consider the following avoidance strategies due to the fact that risk can never be fully eliminated in the school environment:
 - a) Parents should be encouraged to instruct their children in how to avoid contact with substances to which they are allergic.
 - b) Carefully monitor identified students. Allergic students should consider eating foods that are only prepared at home.
 - c) Students should be encouraged not to exchange foods or utensils with other students.
 - d) Surfaces, toys and equipment should be washed clean of allergic containing foods.
 - e) Food personnel should be instructed about necessary measures required to prevent cross contamination during food handling, preparation and serving of food.
 - f) Check hand soap ingredients to be sure it does not contain peanut oils.

Guidelines Specific to the Health Office

1. Prior to the start of each school year, the School Medical Advisor will supply a prescription and directions for the use of epinephrine auto injectors and benadryl / antihistamines or other appropriate medications for the school nurse. All school health offices will have additional epinephrine auto injectors for unidentified students and for identified students should the need arise.

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2. As set forth above, a parent or guardian who wishes to have a written food allergy plan for his or her child must provide a completed Emergency Health Care Plan Food Form on an annual basis to the school nurse. The school nurse, in consultation with the student, parent(s) and/or physician for the student, shall develop a written plan for the student. This plan will establish, among other things, strategies for food allergy avoidance by the student and emergency care plan (ECP) in the case of an allergic reaction. The plan will be reviewed annually and revised as needed provided that the parent(s) provide the completed Emergency Health Care Plan annually to the school nurse. The school district is not responsible for researching, developing, implementing, updating, or otherwise drafting a written plan for a student whose parent(s) do not submit, on an annual basis, a completed Emergency Health Care Plan Form.
3. Upon receipt of the Emergency Health Care Plan Form, the school nurse shall request from the parent(s) and/or the student's physician, as appropriate, information regarding the student's allergy, including but not limited to physician medication orders, information sheet and physicians' emergency protocol. Parents shall also be required to provide a recent photograph of the student to help food service/cafeteria personnel and substitute school personnel recognize the student. Additionally, the District asks and strongly encourages parents to have their child wear a medical alert bracelet at all times. This will aid emergency responders in the event of an allergic reaction.
4. The District requires all physician medication orders and physician emergency care protocols provided to the school nurse to be signed by the physician and parent. The school nurse will review the orders and clarify any questions with the ordering physician and/or School Medical Advisor. All medication orders or prescriptions must be in full compliance with Board of Education medication policies and regulations. Should the student's physician order or prescribe medication for the treatment, management and/or emergency response to the student's identified allergy, the parent(s) shall be solely responsible for obtaining at the expense of the parent(s) and providing all such medications for the treatment of an allergic reaction as ordered by the physician (which order, as discussed above, must be provided to the school nurse).
5. At the elementary level, the epi-pen or epinephrine auto injector, if prescribed or ordered by the student's physician, will be kept in the school clinic in accordance with the student's administration of medications plan. The elementary student, shall not be permitted to carry the medication on his or her person. Students in grades 5-12, with the permission of their parents/guardians and physician, are encouraged to carry their medication with them at all times, provided that the school nurse determines, in his or her sole discretion based upon the assessment of the circumstances, that it is appropriate for the student to do so, with the permission of the students physician.

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Guidelines Specific to the Health Office (continued)

6. Appropriate school personnel, as per Board of Education medication policies and regulations shall be trained by the school nurse in the signs and symptoms of anaphylaxis and the administration of the epi-pen or epinephrine auto injector. The school nurse shall also instruct appropriate personnel supervising a student with an identified food allergy regarding the student's emergency plans for food allergies.
7. A copy of the Emergency Health Care Plan for the identified allergic student shall be kept in the office of the school nurse, with the classroom teacher(s), as well as in the folder for any substitute school personnel supervising the student. If the student with the identified food/environmental allergy has a prescription or order calling for the administration of an epi-pen or epinephrine auto injector and any other physician ordered medication in response to an allergic reaction, the plan concerning the administration of such medication shall be kept in the school nurse's office and in folders for school personnel and substitutes.
8. No school personnel including, but not limited to, teachers and school nurses, will determine or attempt to determine whether foods brought to school by the student with an identified food allergy or food brought to school by another student are safe for an allergic student to consume; only the parent/guardian shall make the determination of food safety for their child.
9. The District nursing supervisor (or school nurse) shall notify the District Transportation Coordinator of those students with identified food/environmental allergies that may threaten the health and/or safety of the student.
10. The classroom teacher will notify parents by letter of children in grades K-4 in classes where students have been identified with school allergies.
11. The District nursing supervisor/school nurse shall notify Food Services regarding the names of students in each school with a food allergy.

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Guidelines Specific to the Classroom

1. The teacher of a student with an identified food allergy shall notify the parent/guardian of the identified allergic student during the planning process for any special event that may include food (celebration, teaching unit, field trip). The teacher in grades K-4 will post in the classroom a sign stating no food sharing and/or trading.
2. The school nurse will inform classroom teachers regarding the names of students with identified food/environmental allergies who are enrolled in their class. The school nurse will also provide the teachers of such students with a copy of the applicable food/environmental allergy plan, including the emergency health plan.
3. Teachers will communicate with the parent of an allergic student and the room parent(s) or guardian(s) regarding event planning to ensure that the class takes appropriate allergy management and/or avoidance measures.
4. The teacher of a student with an identified food/environmental allergy must inform the school nurse of all field trips during the planning process. Such notice must be provided at least one week in advance of the planned trip so that the school nurse and teacher can make appropriate arrangements for the student.
5. Teachers are expected to be mindful of field trips and/or other class activities (on or off school grounds) that include hands on activities. Teachers are expected to make reasonable inquiry as to any items, displays, etc. that may contain products to which the student with the identified food/environmental allergy is allergic. (i.e., nuts or fish shells)
6. Within a reasonable period of time prior to any field trip or class activity held off school grounds, teachers are expected to establish communication strategies in consultation with the principal and the school nurse regarding any field trip or class activity off school grounds.
7. The teacher is expected to provide the parent(s) of the student with the identified food/environmental allergy with information concerning the trip so that the parent(s) can make a determination as to the food safety for their child. The District is not responsible for making such a determination. If the parent is unable to make the determination or the menu is unavailable (as on a field trip) the parent shall send safe food on the trip with the student. In some circumstances, the school district may permit the parents to authorize their high school students to make their own safe choices.

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Guidelines Specific to Food Service/Cafeteria

1. Food service personnel will be instructed by the Director of Food Services about necessary measures required to prevent cross-contamination during food handling, preparation and serving of food.
2. Parents/guardians will be encouraged to review/preview menus. Information regarding the ingredients of the school lunch will be provided, upon request, by the Food Services Director to parents/guardians, student and staff.
3. An allergy free area at the table will be made available to students in preschool to grade 4 with identified food allergies in the cafeteria. Friends whose lunches do not contain any offending food may be seated in this area.
4. The “allergy free” area will be washed with water and soap solution prior to the first lunch and after each following lunch period. Disposable paper towels will be used to wipe the tables.
5. The Food Services Director will investigate ingredients and cross contamination issues with vendors. No foods with peanut/nut contents will knowingly be served in the elementary, middle or high schools through food services.

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