



Cincinnati Hills Christian Academy
Health Policy
Severe life threatening Allergies (food, latex, insects, etc.)

Food and other allergens can trigger severe reactions leading to potentially serious health consequences or anaphylaxis (Food Allergy & Anaphylaxis Network, 2016). Accidental exposure to allergens can happen anywhere, anytime including the school environment. Because parents/guardians know a student's medical history better than anyone else it is imperative that parents/guardians, work closely with their private health care provider to provide the school pertinent, timely information about a student's level of sensitivity and their type and severity of reactions. Timely communication and action between the Parent/Guardian, student and school personnel include:

Parent/Guardian Responsibilities:

1. Notifying the school about the student's medical diagnosis and prescribed medical treatments for their severe allergies by signing and returning the FARE Severe Allergy Action Plan which is posted on the school's web page. (Attachment-1). The plan must be signed by both the parent and the child's physician. A current picture of your child may be attached to the plan. The signed FARE Severe Allergy Action Plan is due to the school nurse **by the first day of the academic year or immediately thereafter for students already enrolled and newly diagnosed with a severe or life threatening allergy**. This plan will be shared with school personnel who might be involved with managing an emergency during the routine school day by the building nurse. For all after school activities, it is the parent's responsibility to share the FARE Severe Allergy Action Plan with those responsible for the child.
2. Delivering properly labeled medications in original packaging directly to the school nurse with a signed School Medication Permission Form (Attachment-2) by the **first day of the academic year or immediately thereafter for students already enrolled and newly diagnosed** with a severe or life threatening allergy. If a student has permission from a Physician to carry either an Epi-Pen or an inhaler for self-administration, the parent/guardian also agrees to provide the nurse with a back up supply of medication prior to the beginning of the school year or immediately upon the occurrence of a new diagnosis. The parent also agrees to replace any medications upon expiration in a timely fashion.
3. Submitting a signed Severe Allergy Parent Letter (Attachment -3) also found on the CHCA web site, to the building nurse by the first day of school.
4. Setting up an appointment with the school nurse **prior to the first day of the academic year** to deliver the FARE Severe Allergy Action Plan, prescribed medications and the CHCA School Medication Permission form and to discuss any desire for the student to sit at the "No Peanuts Please" table during the regular school day as well as any desire to have the faculty send out a class letter/e-mail or newsletter to other parents and students in class with the affected students in grades Pk-4.
5. Instructing faculty and all after school activity coordinators (coaches, ect) that as the parent/guardian, you will **provide alternate snacks** or treats to be used in the classroom during regular snack time, class parties or celebrations or during after hour, school sponsored activities and as such, no pre-approved food items delivered by the parent can be given to your child.
6. Communicating all information about triggers and treatment surrounding the student's life threatening allergies to the appropriate District Transportation Supervisor who coordinates the student's bus service to and from school.
7. Reporting, and encouraging the student to report, all threats or harassment associated with allergy related bullying immediately to the building Principal or building Nurse.
8. Review and update policies/procedures with the school staff, the student's physician and the student (if age appropriate) should a reaction occur.
9. Review the Student Responsibilities below with your student prior to the start of the school year or upon any new diagnosis of a severe life threatening allergy.
10. Providing for one to one observation in a medical facility or at home if Epinephrine is administered. Student should not be sent to school or any after school extracurricular activities for 24 hours following Epinephrine administration.

Student Responsibilities:

1. Know signs and symptoms of their allergic reactions.
2. Follow the ALLERGIC CHILD'S MOTTO: "When in doubt, do without"!
3. Carry emergency medication responsibly. (Written medication order from physician must be on file.)
4. Be able to demonstrate proper administration of Epi-Pen, Inhaler or other prescribed emergency medication to the school nurse.
5. Notify an adult immediately if allergic reaction occurs.
6. Go to nurse's office accompanied by staff/student if an allergic reaction occurs.

School Nurse Responsibilities:

1. The School Nurse will include the student's name on the Confidential Medical Information/Emergency Action Plan and/or provide a copy of the Severe Allergy Action Plan to those who might be called upon to administer emergency care during the regular school day or on sanctioned school field trips.
2. The School Nurse will offer the Faculty an annual in-service on Severe Allergies, Anaphylaxis and the proper use of an Epi-Pen.
3. The School Nurse Will meets with the Supervisor of food service and provides a copy of the student's Allergy Action Plan and discuss the location of required medications.
4. The School Nurse will prepare all emergency medications for faculty for field trips for students in grades K-8th and for High School students who do not have medical authorization to carry and self-administer their own medications.
5. Notify Parents of expiration dates on Epi-pens, inhalers and Benadryl prior to expiration so that the parent can get refills.
6. The School Nurse will call 911 if Epinephrine is administered, alert Parents and Administrators if Epinephrine is administered and alert parents that student must be observed outside the school for 24 hours post administration of Epinephrine before returning to all school activities.

Staff Responsibilities:

1. Review the Confidential Medial Information/Severe Allergy Action Plan and keep a copy of the data in the sub folder.
2. Notify School Nurse and Parents about all field trip dates, locations and potential risks as known.
3. Pick up the prepared medications needed to treat an allergic reaction the morning of the planned field trip and ask the School Nurse any questions about the medications including what to administer, when to administer and how to use an Epi-Pen if unfamiliar for grades k-8th or for any High School Students who does not have medical authorization to carry and self-administer their own mediations.

Attachments: (Forms below are available for Parent access on the CHCA website).

1. **FARE Severe Allergy Action Plan** (to be signed by Parent/Guardian and Physician)
2. **School Medication Permission Form** (to be signed by Parent/Guardian and Physician)
3. **Severe Allergy Parent Letter** (to be signed by Parent)

Notes:

The Food Allergy & Anaphylaxis network
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