



Quick Reference Guide for Food Allergy Management

1. Each student with an *epinephrine auto-injector* **must** have an individual severe-allergy Medical Action Plan (MAP) signed by their physician and parent or guardian that provides instructions on what to do if the student has an allergic reaction.
2. RCS staff should not hesitate to act if a student reports signs of an allergic reaction.
3. RCS staff will keep student information private unless permission was given by the parent or guardian in writing to share names or allergies.
4. Classroom rewards and academic or behavioral incentives will consist of non-food items only.*
5. Unscheduled or unplanned food distribution is not permitted. Families will not bring in food for other students.
6. RCS staff will enforce a zero-tolerance approach, in accordance with the RCS Code of Conduct, regarding bullying and threats toward any student with food allergy conditions. When appropriate, classroom education for students regarding food allergies will be conducted.
7. During school hours, food should not be eaten or served in common areas outside of the cafeteria (i.e. school office, computer labs, multi-purpose rooms, etc.) unless otherwise designated by the district.
8. All school staff and students will wash their hands before and after eating and prior to resuming classroom activities following the lunch/recess period.
9. Elementary classroom birthday celebrations will be limited to non-edible items and/or activities.*
10. Snacks will not be provided by the district for all before- and after-hour school-sponsored events, such as School-Age Care (SAC).
11. No student will provide or share a snack with another student.
12. For individual snacks, only pre-packaged, labeled, and manufactured foods should be brought to school. Families will consider food restrictions of other students.
13. Cut up fruits and vegetables are allowed for classrooms that do not have students with life-threatening allergies. Classrooms with food allergen situations may have added restrictions.
14. Whenever food is consumed before or after school, thorough cleaning processes of all hard surfaces, tables, utensils, serving platters, etc. must be followed.
15. Food is restricted at elementary school classroom party celebrations (i.e. Halloween, winter holidays, Valentine's Day, and cultural or end-of-year celebrations). If students are participating in the exchange of valentines, only non-edible valentines (no candy or food) should be brought to school for distribution to other students.*
16. All classrooms that cook or use foods for activities or instruction will contain ingredients suitable for those students in that room with food allergies. RCS staff will inform parents/guardians of planned food usage, in any classroom, ahead of time. Ingredient lists must be made available (48 hours is preferred).

* For activity ideas, refer to *Alternatives to Food-Based Celebrations and Rewards* in the appendix of the RCS "Managing Life-Threatening Allergies in School Children: Guidelines and Practices."

* For a more thorough explanation of specific responsibilities, please reference the *RCS Guidelines and Protocols for Students with Food Allergies* located on the district website at: <https://www.rochester.k12.mi.us/pages/113926/food-allergy-guidelines-and-protocols>. The RCS "Managing Life-Threatening Allergies in School Children: Guidelines and Practices" handbook is referenced in the regulation and serves as a more thorough guide. It contains the complete/full staff responsibilities lists, educational components, forms, suggested resources, and signage to aid in the overall food allergy management program.