



Guidelines for Managing Students with Food Allergies

Lake Highland Preparatory School is committed to ensuring, as much as possible, the health and safety of all students. Lake Highland will strive to consistently follow these steps with regard to daily management of food allergies in individual students.

Family's Responsibilities

- Notify the school of the student's allergies.
- Work with the school team to develop an Emergency Care Plan (ECP) that states the student's needs throughout the school. Example in Lower School - the classroom, the cafeteria, After Care program and field trips.
- Provide written documentation, instructions, and medications as directed by a physician, using the ECP as a guide. Include a photo of the student on the written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the student in the self-management of his or her food allergy including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how and when to tell an adult about an allergy-related problem, and how to read food labels (age appropriate). Also, instruct the student not to share food at school with classmates.
- Provide emergency contact information including updates as necessary.

School Guidelines

- Teachers and staff will be made aware of any students in their care who have allergies. Allergy information and treatment will be communicated on to teachers and staff for each student with food allergies requiring possible emergency epinephrine administration in pre- kindergarten through 12th grade.
- Students' emergency epinephrine may be stored in the clinic or classroom. Students, with parents' permission and a completed Medication Administration form, may carry emergency epinephrine with them throughout the school day and for after-school activities.
- Teachers will communicate with affected parents, as necessary, prior to food activities in the classroom and on field trips: e.g.- LS math counting lesson using food or US foreign language banquets.
- Students and teachers should wash their hands before and after eating.
- Classroom tables will be cleaned after being used for eating or class activities that involve food items.
- Food should not be shared among students.

- Emergency epinephrine administration devices, such as Epi pens, will be taken on field trips. The main campus clinic will stock two Epi pen 0.3mg and two Epi pen Jr 0.15mg with a Medical Doctor's order. The stock Epi pens will be stored securely on campus; one Epi pen 0.3mg and one Epi pen Jr 0.15mg will be stored in the cafeteria and the other Epi pen and Epi pen Jr. will remain in the clinic's emergency bag. The middle school clinic will stock and store two Epi pens in a secure location.
- If an employee, who has received education on the signs and symptoms of anaphylaxis and a demonstration of an emergency epinephrine auto injector (Epi pen), recognizes the signs and symptoms of anaphylaxis the following steps should be taken:
 - The Epi pen may be administered.
 - 911 is to be called by the person administering or another LHP employee assisting.
 - The school nurse, security personnel and school administration must be notified.
 - Only Administration shall contact the student's parents/guardians.
 - An LHP employee must accompany the student to the hospital.
 - The used Epi pen (or generic epinephrine auto injector) must be given to the LHP employee accompanying the student to the hospital.
- Professional development regarding food allergy awareness, anaphylaxis, and emergency epinephrine administration will be provided for faculty and staff.

Student's Responsibilities

- The student should not trade food with others.
- The student should not eat anything with unknown ingredients or that is known to contain any allergen.
- The student should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- The student should notify an adult immediately if something is eaten that is believed may contain the food to which they are allergic.