

MONONA GROVE SCHOOL DISTRICT

Administrative Rule 453.5

Managing Students with Life Threatening Allergies

Parent/Guardian (*and health care provider) Responsibility

- Inform the principal, school nurse, the bus company, and the district's School Nutrition Coordinator in writing of your child's allergies prior to the start of school (preferably before the student returns to school following a new diagnosis) by:
 - ✓ *Providing medication(s) and medication orders with signatures from parent/guardian and your child's health care provider by the start of school, annually, or if changes are made thereafter. Monona Grove School District policies regarding the administration of medication to students must be followed. For example: provide properly labeled medications and replace medications after use or upon expiration.
 - ✓ *Providing an Emergency/Food Allergy Action Plan for your child that includes documentation, instructions and medications as directed by the physician. Include a small photo of the child on the written form. These forms are available in the school office.
- *Provide ongoing education to your child in the self-management of their allergy including:
 - ✓ Safe and unsafe foods;
 - ✓ Strategies for avoiding exposure to unsafe foods/the offending allergen including never sharing food/drinks;
 - ✓ Symptoms of allergic reactions;
 - ✓ How and when to tell a teacher or other supervising adult they may be having an allergy-related problem;
 - ✓ How to check food labels (age appropriate);
 - ✓ How and when to use/store the Epi-pen/Auvi-Q and call EMS (if able and when age appropriate).
- *Provide a medic-alert bracelet for your child (optional if appropriate for your child).
- Introduce your child to the bus driver if appropriate and explain the allergy prior to riding the bus.
- Notify your child's after school activity/clubs of your child's allergy and provide medication and your child's Emergency/Food Allergy Action Plan with picture.
- If your child will be keeping an Epi-pen/Auvi-Q with them such as in a back pack or purse or on their person, notify all supervising adults in writing of the location and also provide a back-up in the school office. Epi-pens/Auvi-Q should not be kept in cars, or lockers or other non-accessible locations. Students younger than 6th grade may keep an

Epi-pen/Auvi-Q and Benadryl in their backpack and or in the classroom under the supervision of staff such as bus drivers and teachers. Medication in the classroom will be kept in a secure location that is not accessible to other children (but not locked!). These students (younger than 6th grade) who have an Epi-pen/Auvi-Q in their back pack on the bus will keep the back pack next to the bus driver during the bus ride and will sit in or near the front seat of the bus.

- *If your child is allergic to peanuts/nuts, advise them to sit at the designated “peanut/nut-free” table in the school cafeteria or other area with their friends who do not have peanuts/nuts in their lunches. (In the school cafeterias for grades K-8, a peanut/nut free table is available for any students without peanuts/nuts to sit at. Nut Allergy Classrooms may also designate a peanut/nut free table/area for classroom snacks).
- FOOD at School:
 - ✓ If your child is allergic to peanuts and/or tree nuts, nut allergy classroom guidelines will be implemented in your child’s classroom. Discuss this with the teacher. (See Addendum A)
 - ✓ Provide a container/supply of safe snacks for your child.
 - ✓ Your child will not be allowed to have home baked or foods without a label unless you give the teacher prior approval. Your child may choose an alternative snack from their container of safe snacks. (School staff will not be responsible for determining safe ingredients for your child at snack times. Except as stated in the nut allergy classroom guidelines)
 - ✓ Preview the monthly lunch menu to determine safe ingredients for your child at lunchtime.
 - ✓ Daily classroom snacks:
 - Are provided by each individual student’s parent/guardian or purchased through food service if the school has a morning snack program;
 - Are NOT shared/traded.
 - ✓ Special Occasion/Celebration treats: In a nut allergy classroom, special occasion treats should follow the Nut Allergy Class Guidelines (See Addendum A).

The Allergic Student’s Responsibility

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain the offending allergen(s).
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Should be proactive in the management of their allergies based on their developmental level.

- Are expected to act responsibly with any medication they are keeping with them including not sharing the medication with others, and keeping the medication in the designated place.

The School's Responsibility

- Review the health records submitted by the parents/physicians. The school nurse will use this information to develop an individual health care plan which will include an emergency action plan (including student's picture if available or if provided by parent/guardian) before the start of school.
- Provide the written health care plan to all staff that interacts with the student on a regular basis. The plan will include the usual symptoms of a reaction to watch for and steps to take in case of a reaction. All staff that may have interaction with the student is expected to adhere to the plan and the district's LTA policies/guidelines.
- Arrange for the school nurse (RN) to provide training to designated school personnel on the administration of an Epi-pen/Auvi-Q in accordance with State Nursing and Good Samaritan laws governing the administration of emergency medications as well as the Monona Grove School District's medication policies.
- Arrange for the school nurse/nurse assistant to provide additional in-service to school personnel and students about life threatening allergies.
- Provide the emergency allergy action plan to the bus company.
- Follow guidelines for a nut allergy classroom where students who have peanut/nut allergies have classes (includes classrooms that are not the student's primary class). (See Addendum A for guidelines on nut allergy classrooms)
- Review closely and modify lesson plans so that the student's offending allergen is not part of the lesson or project (i.e. use skittles math instead of M&Ms' math). This will require additional teacher planning so that all allergic students can be included safely and comfortably in all classroom projects.
- Staff planning field trips must make a concerted effort to ensure that these trips are safe for students with life-threatening allergies. Contact the site in advance and explain the situation so that projects, activities, snacks, etc. are safe.
- Provide a peanut/nut free table or area (or other allergen free, if deemed necessary) for peanut/nut allergic students to eat. The lunchroom supervisors (under direction from their supervisor) will designate and maintain this table daily. The same table will be designated each day. The designated table will be cleaned with separate cleaning supplies that are not used to clean other tables. Any student who does not have peanut/nut products may be allowed to sit at this table. School food service hot lunches are peanut/nut free (with the exception of PBJ combo lunch option). Therefore, any student eating a school hot lunch (with the exception of PBJ combo lunch option) may sit at the peanut/nut free table.

- Work with the district School Nutrition Coordinator to maintain cafeteria clean up and food preparation practices that eliminate or minimize the potential for cross contamination of potential food allergens. The Coordinator will provide training to school food service staff.
- School hot lunch menus will indicate foods that may contain peanut, nut, pork, and eggs. PBJ (peanut butter and jelly) grab-n-go sandwiches are available as an option. PBJ grab-n-go sandwiches are prepackaged (“Uncrustables”) to prevent cross contamination in the cafeterias.
- If classrooms or sports/activity teams have someone known to have a peanut/nut allergy, then lunches provided by school food service for field trips/bus trips will not contain peanut or nut products. Teachers, coaches or the activity advisor of the peanut/nut allergic student should plan ahead with the School Nutrition Coordinator to provide peanut/nut-free options for the trip. Otherwise, parents/guardians provide their child’s individual lunch/snacks and these are NOT shared/traded.
- Students will be encouraged to wash their hands and classroom desk/table tops after snacks and lunch or after using materials known or thought to contain peanut or nut.
- Implement latex precautions including:
 - ✓ Use only latex-free gloves in any area of school including, health offices, school nutrition, custodial, and special education.
 - ✓ Latex-free first aid materials available (such as band aids, tape) for persons with an identified allergy to NRL (natural rubber latex).
 - ✓ Permit only Mylar balloons in school buildings (no latex balloons).
 - ✓ Use alternative latex-free supplies in classrooms including science, PE, music and art.

ADDENDUM A - Guidelines for a Nut Allergy Classroom

1. Daily classroom snacks:
 - a. Are provided by each individual student's parent/guardian or purchased through food service if the school has a morning snack program.
 - b. Should not be nut butter or contain nuts/peanuts as a main ingredient.
 - c. Are NOT to be shared/traded.
2. Special Occasion/Celebration treats:
 - a. Must be in the original package and have a complete ingredient label that does not contain peanut or tree nuts or will not be served to any students in the classroom.
 - b. Home baked or bakery bought foods are not allowed due to potential for cross contamination.
 - c. Fruits and veggies that are cut, skinned or peeled at home are not allowed due to potential for cross contamination from utensils and surfaces.
3. The classroom teacher will send a letter home to all parents in the classroom explaining the guidelines of a nut allergy classroom at the start of school as well as reminder letters at various times of the year when special occasion treats are likely to be brought to school such as: holidays, Halloween, Valentine's day, classroom parties. Bird and animal food is also not allowed in the classroom as it may contain peanut/nut products.
4. Lessons/projects should be planned and modified so that peanut/nut products are not a part of the project. This includes foods that may contain peanut/nut such as plain M&Ms.
5. A Nut Allergy Classroom poster should be posted in the classroom (preferably near the entrance) and should include a list of these guidelines.
6. Students in this classroom should wash their hands with soap and water after eating classroom snacks and upon the return from lunch/lunch recess. This will be made part of the daily routine.
7. A peanut/nut free class snack table/desks may be designated for any students who do not have peanut/nut containing snacks (includes school food service purchased snacks)
8. Students will be encouraged to wash their classroom desk/table tops after snacks or after using materials known or thought to contain peanut or nut.

ADOPTED: August 26, 2016