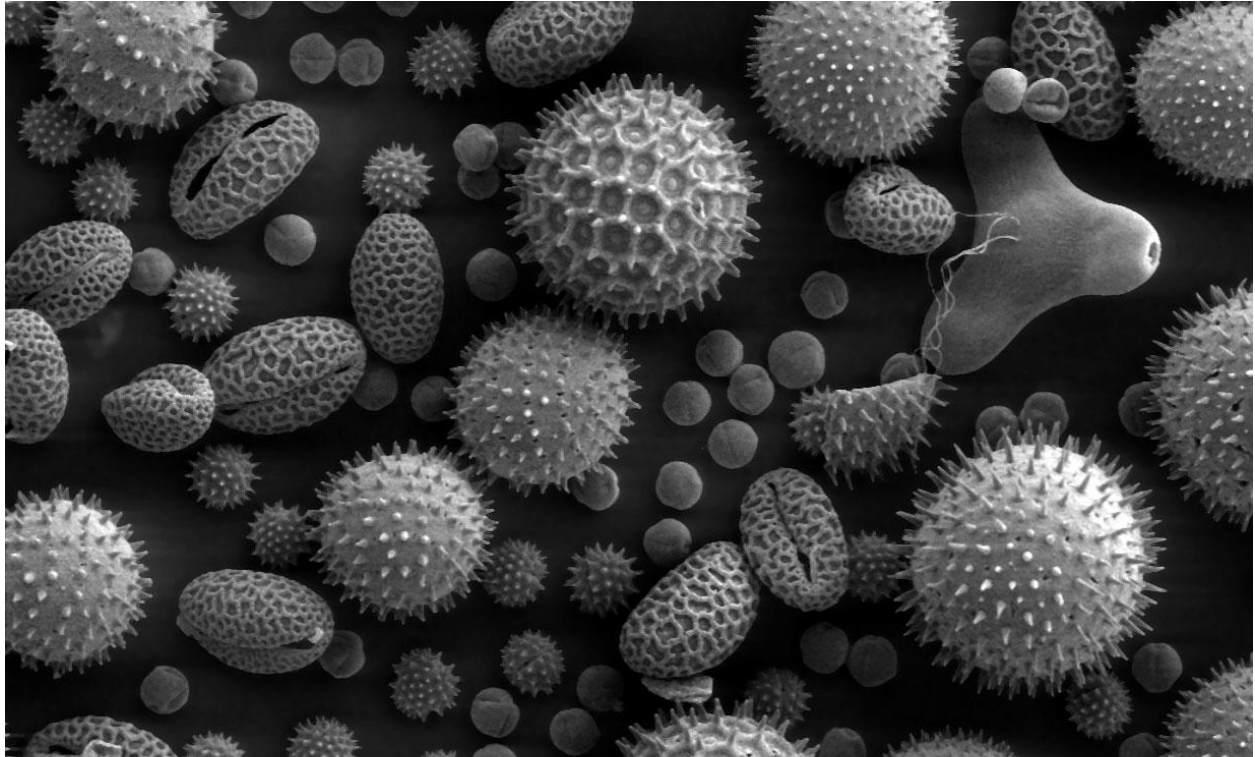


EDMONDS SCHOOL DISTRICT GUIDELINES FOR MANAGEMENT OF ALLERGIES



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**Edmonds
School District**

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EDMONDS SCHOOL DISTRICT GUIDELINES FOR MANAGEMENT OF ALLERGIES

Edmonds School District is aware that anaphylactic reactions are most often caused by exposure to substances to which a student is allergic and these exposures can be life threatening. The sources of these allergens are typically foods, medications, stinging insects and latex. The risk of accidental exposure to these allergens can be reduced in the school setting when school staff, students, parents/legal guardians, and licensed healthcare professionals work cooperatively to minimize risks and provide a safe environment.

ALLERGY MANAGEMENT CONCEPTS

Awareness: Key school team members will be aware of which students and staff have a life-threatening allergy. Education and training will be provided to staff members annually.

Prevention: School will limit or avoid possible exposure of students with life-threatening allergies to their allergens. The law RCW 28A.210.320 requires each family to provide the school a completed *Student Health Registration Form* that indicates if the student has any allergies. A medical order form, *Allergic Reaction Medication Authorization Form*, is to accompany the diagnosis to provide the authority for the school to deliver life saving medication. Both of these forms and the accompanying medications are required at school before the student with a life-threatening allergy can attend school.

Emergency Response: Students with a life-threatening allergy will have a severe allergic reaction plan in place. Immediate medical treatment is critical to saving a life and **calling 911 will be in every plan. Best practice procedures always require that the administration of epinephrine first is key.** This means if there is a suspected exposure to a life-threatening allergen and epinephrine has been ordered for a student, it will be administered. In the event the student's physician has ordered an antihistamine, it will be given after the epinephrine and is only given as a second line of treatment.

Record Keeping: Health Services will complete a Health Care plan for all students with a moderate to severe allergy, this plan will be kept in our electronic records and shared with those that need to know of the student's allergy, moderate to severe reaction symptoms and how to address the health concern. If an anaphylaxis event were to occur, staff involved in the response are responsible for filling out an *Epinephrine Administration Form attached in this document* to help us learn about the incident, and provide follow up education and training as needed to staff. It also helps collect data on the number of occurrences we have in the school per year.

SPECIAL NOTE:

1. **Special events/non-routine days**- are the greatest risk for a life-threatening allergic reaction to occur due to changes in the normal routine of the student or the routine of the classroom being altered. Examples are classroom parties, field trips, a substitute teacher, and after school events. **Staff must be prepared, always have the health care plan available, an awareness as to where to find emergency medication and think ahead to possible exposures.**
2. **Before and after school activities**- not all before or after school activities located in school buildings are sponsored by the school district. It is the responsibility of the parents/guardians to ensure that supervising staff of non-school sponsored events are aware of the student's medical concerns.
3. **District transportation**- all district transportation vehicles will be a no food consumptions environment to limit or avoid possible exposure of students with life-threatening allergies to their allergens. Food is allowable for consumption if it is an accommodation related to a health situation associated with diabetes or another life-threatening health condition.

For activities and events that are school sponsored the school nurse will assist school staff with additional accommodations and training needed. A health concerns list with the students health concerns and plan will be shared with program leads.

ROLES AND RESPONSIBILITIES

It is important to create a collaborative approach, it takes a team to ensure the best for our students. The collaborative team approach, referred to as the 504 Team, creates the best result for everyone involved. The 504 team is made up of the parent/guardian and key building team members that can help create the safest learning environment for the student.

Family's Responsibility

- Notify the school of the student's allergy.
- Work with the school team to develop a plan that accommodates the student's needs throughout the school, including in the classroom, the cafeteria, before and after school programs, or during school sponsored activities.
- Provide written medical documentation, instructions, medications, and medical orders as requested by the school nurse.
- Replace medications after administration or upon expiration. Student will not be permitted to be on school grounds without medications. If medication is at school the medication must be unexpired.

- Ensure all necessary registration verification forms are filled out accurately and updated annually.
- Educate the student in the self-management of their allergy including:
 - Safe and unsafe foods
 - Strategies for avoiding exposure to allergens
 - Symptoms of allergic reactions
 - How and when to tell an adult they may be having an allergy related problem
 - How to read food labels (age appropriate)
- Review school board policies/procedures related to life-threatening conditions
- Share with the school any medical care plans/orders with school nurse, and the student (if age appropriate).
- Notify school office staff of any changes in emergency contact phone numbers.
- Notify school nurse of any changes needed on the Health Care Plan.
- Notify school when moving; parent/guardian is responsible for the transfer of necessary information, paperwork, and medication so student can safely attend school.
- Share allergy information and medication(s) with all before and after school programs/activities.
- Notify the school nurse with any health care plan concerns.
- Provide snacks as per the Wellness Policy 3435 for classroom parties and other special events.
- The safest option for a student with life-threatening allergies, is to bring food from home. If this is not possible, work with food and nutrition services to ensure safe school meal options are selected if the student will eat at school.

Student's Responsibility

- Should not share or trade food or eating utensils with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should wash their hands with warm, soapy water before eating or when a potential exposure to an allergen has occurred.
- Should be proactive in the care and management of their allergies and reactions based on their developmental level.
- Should notify an adult immediately if they experience any typical symptoms associated with allergic reactions, even if they can not identify the allergy source.
- Should notify an adult if they are being picked on or threatened by other students as it relates to their allergy.
- If self-carrying auto-injectable epinephrine, understand the implications of its use.

Office Staff's Responsibility

- Review registration forms and identify students with life-threatening allergies.

- Hand out health forms to parents/guardians registering or reporting that their student has a serious allergy condition. Explain that required forms must be returned and approved by the school nurse prior to the student attending school. This is in compliance with the state law.
- Notify the principal and nurse immediately that a student with a life-threatening allergy will be enrolling via email or call.
- Receive and review all required forms, medical orders, and any other information the parent/guardian provides.
- Intake of medication provided by parent/guardian in accordance with medication policy and procedure.
- Immediately inform nurse that the completed paperwork and medication(s) are available.
- Ensure all emergency medication, stored in the office, is easily accessible during the school day and locked at the end of the school day.
- Remind substitutes who are checking in at the office, of any alerts for the students they will be with that day and the location of Health Care Plans/Emergency Medication and other important health related information.
- Be aware of signs and symptoms of an allergic reaction and the prompt emergency action that is necessary to protect a life.

Nurse's Responsibility

The nurse is the key resource for medical direction and staff/student training. The nurse **MUST** be contacted as soon as a student is identified with an allergy. Key responsibilities are:

- Work with school staff and parents/guardians to develop an individual health care plan/accommodations plan before the student's first day of school.
- Create, review and approve a Health Care Plan.
- Ensure all Life-Threatening Health Care Plans are on file in the electronic record and the office emergency notebook and easily accessible.
- Notify Food and Nutrition Services of the student name and allergy for the school meals point of sale system.
- Review Health Care Plan with key staff and provide staff training, review if staff have completed Safe Schools online training "Health Emergencies: Life-Threatening Allergies" prior to delegating emergency medication administration.
- Review Health Care Plan annually and update as needed. Communicate with parents/guardians and medical professionals as needed.
- Monitor emergency medication(s) expiration dates.
- Be a resource to school staff in accommodating student needs.
- Provide a copy of the Life-Threatening Health Care Plan to Food and Nutrition Services staff.

Teacher's Responsibility

The teacher has the greatest impact on the student and classroom environment. Making the school a place where the student can be accepted is very important. Key responsibilities are:

- Understand parent/guardian and student needs.
- Notify office staff when allergy related symptoms occur or exposure is suspected.
- Administration of emergency medication(s), calling 9-1-1, following Life Threatening Emergency Care Plan and notifying building nurse and parent/guardian.
- Know the Life-Threatening Health Care Plan and school/classroom accommodations.
NOTE: All Health Care Plans are located on the schools database. Inform substitutes of the plan(s) and ensure all paperwork is current and available.
- Review/rethink lesson plans and field trips in regard to allergies.
- Be prepared for special events, parties and field trips. The greatest risk for a student to have an allergic reaction is when a class activity is outside the normal routine.
- Emphasize hand washing with soap and water and surface washing before and after eating or handling food. Hand sanitizer does not remove allergens.
- Train all students not to share food or eating utensils.
- Review craft and science kits/projects in regards to specific food allergies.
- Practice the Health Care Plan at least once and early in the school year as possible.
- Know the location of all emergency information and medications.
- Know how medications are accessed after normal school hours and on special trips.
- Know how to contact emergency services at school or on a field trip.
- Ensure compliance with district field trip procedures and use a field trip checklist during the planning of a field trip.
- Provide snacks as per the Wellness Policy 3435 for classroom parties and other special events. If requesting food from Food and Nutrition Services for field trips or events please specify student name to be able to assess for allergens.
- Be aware of signs and symptoms of an allergic reaction and the prompt emergency action that is necessary to protect a life.

Food and Nutrition Services Responsibility

Food and Nutrition Services has access to educational resources and staff that are trained in nutrition, labeling, and food production. Their role is to clearly communicate with the school staff and parent/guardian what allergens exist on the school menus.

Key responsibilities are:

- Know the ingredients in school food items.
- Annually review food labels.
- No peanut and nut products are produced by nutrition services.
- Participate as a member of the 504 team as needed.
- Provide and maintain diet prescription forms and special diet accommodations.
- For field trips, all sack meals ordered for the students with life-threatening allergies with the student's name and allergy.

- Need to be familiar with school emergency procedures, and be able to recognize the symptoms of an allergic reaction.
- Prevent cross contamination of allergenic food products.
- Make menu accommodations as needed. Communicate these changes with the school nurse.
- Provide appropriate food substitutions that comply with Health Care Plan and/or Diet Prescription Form.
- Communicate food substitutes to school nurse and students with allergies or intolerances.

TYPES OF ALLERGENS

Medication: Any medication can trigger an allergic reaction. Common categories of drugs that cause anaphylaxis are antibiotics and anti-seizure medications. To avoid medication allergies at school, any new medication should be first administered at home to observe student's reaction. Parent/guardians are to provide the school with required medical forms and medication once the medication is ready to be administered at school. All medication management in schools must comply with state and federal requirements. Contact Health Services with any questions: 425-431-3001. Ensure the student know their medication allergy and possible symptoms (if age appropriate).

Stinging Insects: The venom of stinging insects such as yellow jackets, honey bees, paper wasps, hornets and fire ants cause discomfort for most people who are stung. However, some reactions can be severe and life-threatening. An anaphylactic allergic reaction to stings usually do not happen on the first sting. An anaphylactic reaction may take place after two or more stings that have occurred over a period of time. It's always important to look for allergic reactions in students, even if they have not shown symptoms before or are not known to have an allergy to stinging insects. Students are to contact an adult immediately if they are stung by a stinging insect or have an allergy to venom.

Latex: Latex allergy tends to affect 5% of the population. High risk groups include those with Spina Bifida, and those who have undergone multiple medical procedures where latex products are commonly used. There is no cure for a latex allergy; avoidance of latex-containing products is the only way to prevent a reaction. Common latex containing products include: gloves and balloons. Latex containing products that rarely cause reactions are: rubber bands, erasers, and elastic in clothing. Latex paint does not include latex. Some children may have a cross reactivity to bananas, chestnuts, passion fruit, avocado, kiwi, celery or melon if they are known to have a latex allergy. It is important to follow up with a health care provider in these cases. Edmonds School District will only use non-latex gloves, non-latex bandage strips, use non-latex face masks or respirators for Cardiopulmonary Respiration protective equipment and will not allow balloons with the presence of latex on school grounds and buses. Mylar balloons are a safe substitute.

Food:

Any food can cause an allergic reaction; the most common foods include peanuts, tree nuts, shellfish, fish, milk, wheat, soy, and eggs. A true food allergy involves an interaction between a food protein and the immune system which is diagnosed by a healthcare professional. There is no cure for food allergies; avoidance of exposure is the best strategy. Some strategies include:

- Handwashing with soap and warm water before and after eating is the most effective way to prevent exposure.
- Classroom management includes notification to parent/guardians that the classroom has a student(s) with an allergy. The student's name should not be revealed due to confidentiality and permission to share should be discussed with parent/guardians as outlined in the Health Care Plan.
- Teachers are to ensure science kits and classroom activities are safe for students with allergies. Avoid food in the classroom but if food is used in this setting or on a field trip, must ensure it is safe for the student with allergies.
- Surfaces need to be cleaned with soap and water. Cleansing wipes, hand sanitizer and baby wipes do not remove food allergens and should not be used to prevent allergic reactions.
- Meal time accommodations should be discussed with parent/guardians regarding the need for a specified eating instruction as outlined in the Health Care Plan.
- Students will be trained and reminded not to share food, and tables and benches will be washed with warm soapy water by an adult prior to students with allergies attending lunch.
- Playground attendants and custodians need to be aware of items that could cause a severe allergic reaction on school grounds.

A HEALTHY ENVIRONMENT AND THE PREVENTION OF SOCIAL ISOLATION AND BULLYING

Students with allergies need an environment where they feel secure and can interact with caring people they trust. Bullying, teasing, and harassment can lead to psychological distress for students with allergies which could lead to a more severe reaction when the allergen is present. A positive psychosocial climate—coupled with allergy education and awareness for all students, families, and staff members—can help remove feelings of anxiety and alienation.

Staff members should promote and reinforce expectations for a positive and supportive climate by making sure the needs of students with allergies are addressed. For example, they can avoid using language and activities that isolate students with allergies and encourage everyone's help in keeping the classroom safe from allergens. Students can help develop classroom rules, rewards, and activities. All students and staff members share responsibility for preventing bullying and social isolation of students with allergies. Allergy education and awareness can be

an effective strategy to improve social interactions, reduce peer pressure, and decrease risk-taking behaviors that expose them to allergens.

EDMONDS SCHOOL BOARD POLICY

Policy: 3413 Life Threatening Health Conditions Immunizations

Life-Threatening Health Conditions

Prior to attendance at school, each child with a life-threatening health condition will present a medication or treatment order addressing the condition. A life threatening health condition means a condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and nursing plan are not in place. Following submission of the medication or treatment order, a nursing plan will be developed.

Students who have a life-threatening health condition and no medication or treatment order presented to the school will be excluded from school, to the extent that the district can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, and according to the following due process requirements:

- A. Written notice to the parents, guardians or persons in loco parentis delivered to the parents in person or by certified mail;
- B. Notice of the applicable laws, including a copy of the laws and rules;
- C. The order that the student will be excluded from school immediately and until a medication or treatment order is presented;
- D. Explain the rights of the parents and student to a hearing, the hearing process and explain that the exclusion continues until the medication or treatment plan is presented or the hearing officer determines that the student should no longer be excluded from school;
- E. If the parents request a hearing, the district will schedule one within three school days of receiving the request, unless more time is requested by the parents; and
- F. The hearing process will be consistent with the procedures established for disciplinary cases pursuant to Chapter 392-400 WAC.

Policy: 3416 Medication at School

Administration of Medication at School policy is approved by the board with advisement from the Certificated School Nurses and following the outline of the statutory conditions found in RCW 28A.210.260 and 270. Public school districts provide for the administration of oral medication, topical medications, eye drops, ear drops or nasal spray medication of any nature to students who are in the custody of the school district or school at the time of administration.

Administration of medication at school can be provided with acquisition of medication requests and instruction from parent or legal guardian and acquisition of medication requests and instruction from a licensed health care professional prescribing within the scope of their prescriptive authority. The documented instruction needs to contain the identity of the medication and dosage to be administered and be written, current and unexpired from a licensed health professional. The medication needs to be presented to the school in the original container and properly labeled.

Schools have the responsibility to ensure that medications are stored in a safeguarded environment, with access limited to those who have authority to access medications. A medication request form and medication administration record must be kept for each student. It is preferable for medications to be dispensed before and/or after school hours under supervision of a parent/guardian.

Medication administration at each school site is provided under the Registered Nurse License of the assigned Certificated School Nurse in accordance with RCW 18.79. This is a function that can be delegated to designated building staff that are supervised and have been trained in proper medication procedures noted in RCW 28A.210.260 [5 and 7].

In accordance to RCW 28A.210.260 [8a] the parent or legal guardian can determine a "parent-designated adult" (PDA). The PDA is a volunteer, who may be a school district employee, who receives additional training from a health care professional selected by the parents, and who provides care for the child consistent with the individual health plan. The Registered Nurse is not responsible for the supervision of the PDA for the procedures that are authorized by the parent.

Procedures will be established to maintain compliance with this policy.

Policy: 3420 Anaphylaxis Prevention and Response

Anaphylaxis is a life-threatening allergic reaction that may involve systems of the entire body. Anaphylaxis is a medical emergency that requires immediate medical treatment and follow-up care by a trained medical professional.

The Edmonds School District Board of Directors expects school administrators, teachers and support staff to be informed and aware of life threatening allergic reactions (anaphylaxis) and how to deal with the resulting medical emergencies. For students, some common life threatening allergens are peanuts, tree nuts, fish, bee or other insect stings, latex and some medications. Affected students require planned care and support during the school day and during school sponsored activities.

Parents/guardians are responsible for informing the school about their student's potential risk for anaphylaxis and for ensuring the provision of ongoing health information and necessary medical supplies. The district will take reasonable measures to avoid allergens for affected students. The district will also train all staff in the awareness of anaphylaxis and prepare them to respond to emergencies. Additionally, student specific training will be provided for appropriate personnel.

Even with the district's best efforts, staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment. However, the district will take precautions to reduce the risk of a student having an anaphylactic reaction by developing strategies to minimize the presence of allergens in schools.

The superintendent will establish procedures to support this policy and to ensure:

1. Rescue protocol in cases of suspected anaphylaxis will follow OSPI's Guidelines for the Care of Students with Anaphylaxis (2009);
2. A simple and standardized format for emergency care plans is utilized;
3. A protocol is in place to ensure emergency care plans are current and completed;
4. Medication orders are clear and unambiguous;
5. Training and documentation is a priority; and
6. Each school's supply of epinephrine auto injectors, if any, is maintained pursuant to manufacturer's instructions and district medication policy and procedures.

Report of Epinephrine Administration

Demographics and Health History

Name: _____ School: _____

Type of Person: Student Staff Visitor

History of severe or life-threatening allergy: Yes, Known by school Unknown

1. Individual health care plan in place? Yes No Unknown
2. Student have a specific order for epinephrine? Yes No Unknown
3. Expiration date of epinephrine: _____ Unknown
4. Previous history of anaphylaxis? Yes, Known by Family Yes, Known by school Unknown
5. Previous history of epinephrine use? Yes, by student/family Yes, at school No Unknown
6. First occurrence known to school? Yes No Unknown

Epinephrine Administration Incident Reporting

7. Date and Time of Occurrence: _____

8. If known, specify trigger that precipitated this allergic episode:

Food Insect Sting Exercise Medication Latex Other: _____ Unknown

If it was food, please specify which food: _____

Please check: Ingested Touched Inhaled Other: _____

9. Where symptoms developed:

Classroom Cafeteria Health Room Playground Bus Other: _____

10. Symptoms: **Please circle all that apply.**

Respiratory	GI	Skin	Cardiac/Vascular	Other
Cough	Abdominal Discomfort	Flushing	Dizziness	Sweating
Difficulty Breathing	Diarrhea	General Rash	Faint/Weak	Irritable
Hoarse Voice	Difficulty Swallowing	General Itching	Headache	Loss of Consciousness
Nasal Congestion	Itchy Throat/Mouth	Hives	Fast Heart Beat	Metallic Taste
Swollen Throat/Tongue	Nausea	Lip Swelling	Chest Discomfort	Red Eyes
Shortness of Breath	Vomiting	Pale	Blue Lips/Extremities	Sneezing
Chest Tightness		Localized Rash		Cramping
Wheezing Sounds		Localized Itching		

11. Where was Epinephrine administered?

Classroom Cafeteria Health Room Playground Bus Other:

12. Location of Epinephrine storage:

Health Room Classroom Student Self-Carry Other:

13. Epinephrine Administered by:

School Nurse Staff Member School Student Student-Self Other:

If epinephrine was administered by someone other than the nurse, was this person formally trained and delegated? Yes No Don't Know

14. Time of onset of symptoms: _____

15. Time(s) of administration of epinephrine: _____ Second Dose Required? Yes
 No

16. Dosage of epinephrine administered: 0.3mg 0.15mg Other: _____

17. Was an antihistamine administered? Yes No

18. Time antihistamine administered: _____

19. Time EMS called: _____

20. Time Family called: _____

Outcome

21. Transferred to Emergency: Yes No

Transferred via: Ambulance Parent/Guardian

22. Hospitalized: Yes No Unknown

School Follow-Up

23. Debriefing meeting occur at school to discuss event? Yes No Unknown

24. School nurse notified? Yes No Unknown

25. Recommended changes:

Change in Health Care Plan Staff Education/Training Needed Related to Allergies

Increased Information Sharing of Allergy Concern None

Other: _____

Form Completed By

Name: _____ Date: _____

Title: _____

Signature of School Administrator: _____

Signature of School Nurse: _____

RESOURCES

Edmonds School District menu and allergy resources are available at:

<http://cdn.myschoolmenus.com/instance/2055021/district/23.html>.

The Food Allergy and Anaphylaxis Network (FAAN). www.foodallergy.org

American Academy of Pediatrics: www.aap.org

American Academy of Allergy, Asthma and Immunology: (AAAAI). www.aaaai.org

Asthma & Allergy Foundation of America: www.aafa.org/

National Institute of Allergy and Infectious Diseases NIAID:

www.niaid.nih.gov/topics/foodallergy/clinical/Pages/default.aspx

Guidelines for the Care of Students with Anaphylaxis, OSPI:

www.k12.wa.us/HealthServices/Publications/09-0009.aspx

National Association of School Nurses: <http://www.nasn.org/>

Camas School District- Guidelines for the Management of Students with Life-Threatening Allergies

Spokane Public Schools- Guidelines for Managing Life-Threatening Food Allergies in Schools