

**PROCEDURE:**

**1. Notification of a student with food allergies at-risk for anaphylaxis**

- Upon new enrollment and during yearly required online registration, the parent/guardian will have the opportunity to disclose any food allergies for their student.

**2. If a food allergy is noted on a student's online enrollment/registration, the school nurse will:**

- Send home an allergy packet, which includes the district medication administration request form, an allergy/anaphylaxis action plan for the student's physician to fill out, and a food allergy meal accommodation request form, which must be signed by a physician
- Develop an IHP for the food allergy
- Initiate the 504 process, if appropriate

**3. The school nurse will provide/coordinate education and training with designated staff. Training will be conducted annually.**

- Training will cover the following the following:
  - ✓ Most common food allergies
  - ✓ Dangers related to the use of food for instructional/reward purposes
  - ✓ Signs and symptoms of anaphylactic reaction
  - ✓ How to administer epinephrine (EpiPen/Auvi-Q)
  - ✓ Implementation of IHP
  - ✓ Communication procedures for initiating Emergency Response Team
  - ✓ Communication procedures for substitute folders
  - ✓ Control factors including hand washing and cleaning procedures
  - ✓ Post anaphylactic debriefing

**4. In the event of an anaphylactic event, a post exposure debriefing will be held on the campus with all staff members involved. The following will be addressed:**

- Interview of student and witnesses regarding details leading up to exposure
- Identification of the source of the allergen exposure
- Communication with cafeteria if allergen was due to food served at school
- Review of student's IHP/EAP
- Steps to prevent further exposure
- Replacement of epinephrine if used at school

## RESPONSIBILITIES OF CLASSROOM TEACHER

In supporting a safe school environment, it's important for students, parents, and school personnel to work collaboratively identifying students at-risk for anaphylaxis, reducing the risk of exposure to food allergens, and to react quickly should an exposure or allergic reaction occur.

### CLASSROOM:

- Complete food allergy training
- Ensure that volunteers, substitutes, aides and student teachers are informed of the student's food allergy and take necessary safeguards.
- Leave information in a prominent and accessible format for substitute teachers.
- Inform parents and school nurse of any school events where food will be served.
- Ensure that a student suspected of having an allergic reaction is accompanied by an adult to the clinic.
- Do not put a student on the bus if there are any signs or symptoms of an allergic reaction.

### CLASSROOM ACTIVITIES:

- Avoid use of food in classroom activities (e.g. arts and crafts, counting, science projects)
- Use non-food items such as stickers, pencils, etc. as rewards instead of food
- When organizing class parties or special events consider only providing pre-packaged food with food labels.

### SNACKS/LUNCH:

- Encourage handwashing before and after snacks and lunch. Alcohol-based hand sanitizers are not effective in removing allergens from hands.
- Encourage student to not trade or share food
- Encourage parent/guardian to send a box of "safe" snacks for their child

### FIELD TRIPS:

- Give the nurse at least 1 week notice prior to field trips
- Ensure the student's Allergy Action Plan and epinephrine are taken on the trip
- Collaborate with parent of student with food allergies when planning field trips
- Invite parent of students at-risk for anaphylaxis to accompany their child on school trips, and/or act as a chaperone. However, the student's safety or attendance must not be a condition of the parent's presence on the trip.
- Ensure that 1 person on the field trip is trained in recognizing signs and symptoms of life-threatening allergic reactions and trained to use an EpiPen.

## RESPONSIBILITIES OF PARENT/GUARDIAN AND STUDENT

In supporting a safe school environment, it's important for students, parents, and school personnel to work collaboratively identifying students at-risk for anaphylaxis, reducing the risk of exposure to food allergens, and to react quickly should an exposure or allergic reaction occur.

### THE RESPONSIBILITIES OF THE PARENT/GUARDIAN:

- Notifying the school of the student's allergies in accordance with TEC, Section 25.022. This can be done yearly with online enrollment/registration or by obtaining and completing the HB742 Food Allergy form, which is found on the Poolville ISD website.,
- Providing completed Poolville ISD Medication Administration Request Form, and Allergy Action Plan (signed by physician) to the school nurse in a timely manner at the beginning of each school year.
- Working with the school nurse to develop or review student's IHP
- Providing properly labeled medications and replacement medications after use or expiration
- Working with your child in the self-management of their food allergy including:
  - ✓ Safe and unsafe foods
  - ✓ Strategies for avoiding exposure to unsafe foods
  - ✓ Symptoms of allergic reaction
  - ✓ How and when to tell an adult they may be having an allergy-related problem
  - ✓ How to read food labels (age-appropriate)
- Meeting with school staff for post exposure conference
- Provided emergency contact information update when needed

### THE RESPONSIBILITY OF THE STUDENT:

- No trading food with other students
- No eating anything with unknown ingredients or known to contain any allergen
- Being proactive in the care and management of their food allergies and reactions (as developmentally appropriate)
- Immediately notifying an adult if they have eaten something they believe may contain a food to which they are allergic

## RESPONSIBILITIES OF THE SCHOOL NURSE

In supporting a safe school environment, it's important for students, parents, and school personnel to work collaboratively identifying students at-risk for anaphylaxis, reducing the risk of exposure to food allergens, and to react quickly should an exposure or allergic reaction occur.

- Annually review information parents report during online enrollment/registration to identify any student with a food allergy
- Work with the parent/guardian in development of IHP
- Ensure parent has received allergy packet with Medication Administration Request form, Allergy Action Plan (to be completed and signed by physician), and Food Allergy Meal Accommodation Request form (to be completed by physician).
- Notify student nutrition, transportation, and teacher(s) of the student with a severe food allergy as appropriate
- Provide a copy of Allergy Action Plan to classroom teacher(s), transportation and any other staff with a need to know
- Ensure that medications kept in the clinic are properly labeled and have not expired
- Store medications in an accessible but unlocked cabinet in case of emergency
- Provide food allergy training as outlined in the Care of Students with Food Allergies At-Risk for Anaphylaxis guideline
- Maintain documentation of training
- Ensure a trained staff member attends field trips if a parent is not in attendance

## RESPONSIBILITIES OF STUDENT NUTRITION

In supporting a safe school environment, it's important for students, parents, and school personnel to work collaboratively identifying students at-risk for anaphylaxis, reducing the risk of exposure to food allergens, and to react quickly should an exposure or allergic reaction occur.

- Review legal protections for students with life-threatening allergies and ensure that students with severe food allergies that participate in the federally-funded school meal program are given safe food alternatives if their physician completes a Food Allergy Meal Accommodation request
- Read all food labels and recheck routinely for potential allergens
- Train all student nutrition staff to read food labels and recognize food allergens
- Maintain contact information for manufacturers of food products
- Review and follow sound handling practices to avoid cross-contamination with potential food allergens
- Follow cleaning and sanitation protocol to avoid cross-contamination
- Avoid use of latex gloves

## **RESPONSIBILITY OF CAMPUS ADMINISTRATOR**

In supporting a safe school environment, it's important for students, parents, and school personnel to work collaboratively identifying students at-risk for anaphylaxis, reducing the risk of exposure to food allergens, and to react quickly should an exposure or allergic reaction occur.

- Ensure that designated staff complete food allergy training annually
- Ensure that at least 1 trained staff members attends field trips when a student with food allergies who are at risk for anaphylaxis is also attending
- Encourage limited use of foods as rewards and manipulatives in the classrooms
- Ensure that a plan is in place to respond to exposure or allergic reaction when a school nurse is not available

## **RESPONSIBILITIES OF COACHES/SPONSORS OF BEFORE & AFTER SCHOOL ACTIVITIES**

In supporting a safe school environment, it's important for students, parents, and school personnel to work collaboratively identifying students at-risk for anaphylaxis, reducing the risk of exposure to food allergens, and to react quickly should an exposure or allergic reaction occur.

- Provide the school nurse with a list of students who are participating in the before and/or after school sponsored activity
- Ensure all coaches/sponsors know if the student is self-carrying epinephrine and/or where the student's epinephrine is located on campus
- Discourage trading or sharing of food and utensils
- Encourage restriction of the use of foods that are known allergens
- Do not provide snacks with known allergens

Student's parent completes required online enrollment/yearly registration and lists a food allergy for their student



YES



NO allergy reported



No further action needed

The following documents will be provided/sent home to student's parent

- Medication Administration Request Form
- Food Allergy Action Plan
- Food Allergy Meal Accommodation Request Form

The school nurse will notify the following:

- Student Nutrition – a copy of the Food Allergy Meal Accommodation Request will be provided if signed by student's physician
- Classroom Teacher – notify teacher of student with sever food allergy and arrange for Level II training
- Transportation – if student rides a bus



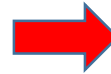
Above referenced forms returned and medications turned into nurse



YES



NO



1. Call parent and remind that forms are needed
2. If forms are still not returned, send forms home again by mail

The school nurse will:

- Develop an IHP
- Conduct staff training
- Keep epinephrine in an unlocked, accessible cabinet