

ALLERGY

Mamaroneck Union Free School District

EMERGENCY ACTION PLAN

Student's name: _____ DOB: _____ Grade/class: _____

School: ☐ Central ☐ Chatsworth ☐ Mamaroneck Avenue ☐ Murray ☐ Hommocks ☐ High School ☐ Other _____

ALLERGY TO: _____

PHOTO ID

Mother/Guardian: _____ (H) _____

(C): _____ (W) _____

Father/Guardian: _____ (H) _____

(C): _____ (W) _____

Emergency Contact: _____ (H) _____

(C): _____ (W) _____

Allergy Physician: _____ Phone: _____

Primary Care Physician: _____ Phone: _____

Asthmatic: ☐ Yes* ☐ No * High risk for severe reaction

☐ If checked, give epinephrine immediately for ANY symptoms if allergen was likely consumed.

Signs of an allergic reaction include:

SYSTEMS:

- MOUTH
- THROAT
- SKIN
- GUT
- LUNG
- HEART
- Other

SYMPTOMS:

- itching & swelling of the lips, tongue or mouth
- itching and/or a sense of tightness in the throat, hoarseness, and hacking cough
- hives, itchy rash, and/or swelling about the face or extremities, widespread redness
- nausea, abdominal cramps, vomiting, and/or diarrhea
- shortness of breath, repetitive coughing, and/or wheezing
- "thready" pulse, "passing-out", pale, blue, dizzy
- Feeling something bad is about to happen
- Any combination of symptoms from different body parts

THE SEVERITY OF SYMPTOMS CAN QUICKLY CHANGE. ALL ABOVE SYMPTOMS CAN POTENTIALLY PROGRESS TO A LIFE-THREATENING SITUATION!

ACTION:

1. Call school nurse, or administration if the school nurse is not available.
2. If an allergic reaction is suspected, give Epinephrine auto injector or assist student to administer his/her own Epinephrine auto injector. Please note time Epinephrine was administered
 - To administer an Epinephrine, you must have received training from your school nurse
3. Lay student flat and raise legs. If breathing difficulty or they are vomiting let them sit up or lie on their side.
4. Call 911. Alert the need for a paramedic to administer epinephrine.
5. Alert emergency contact.
6. Inform building administration that 911 has been called.
7. Keep the student calm.

Emergency Medications: ☐ Student is Independent and carries his/her own medication

Name of drug

Amount

1. Epinephrine auto injection* ☐ Junior (0.15 mg) or ☐ Adult (.30 mg)
2. Antihistamine* will be sent on field trips only if student is self-directed

* Medication permission sheet(s) must be on file in the Health Office

Do not hesitate to administer medication or call 911 even if parents cannot be reached!

Comments/Special Instructions: _____

Signature of parent/guardian: _____ Date: _____

Signature of Health Care Provider: _____ Date: _____

Parent signature gives permission to speak to child's physician/practitioner and school staff as needed.

4/23

PARENT – PLEASE COMPLETE THE OTHER SIDE OF FORM

ALLERGY INFORMATION FORM

Dear Parent(s) or Guardian(s):

Please complete the information below and return it to the Health Office as soon as possible. If any changes occur during the school year, please notify the school nurse.

Name of student: _____ Grade/class: _____

General History:

- ☐ Please list what your child is allergic to and what happens if he/she eats this or comes into contact with it:

1 ALLERGIC TO: _____

What happens to your child when he/she eats this or comes into contact with this?

When was the last time your child had a reaction to this? _____

2 ALLERGIC TO: _____

What happens to your child when he/she eats this or comes into contact with this?

When was the last time your child had a reaction to this? _____

3 ALLERGIC TO: _____

What happens to your child when he/she eats this or comes into contact with this?

When was the last time your child had a reaction to this? _____

- ☐ Medications child takes at home for his/her allergy:

Name	Dose	How often
_____	_____	_____
_____	_____	_____

• Side effects of medication that your child experiences: _____

- ☐ Following an allergic reaction, have you ever had to give your child:

☐ Antihistamine _____ ☐ An Epi pen (epinephrine) _____

- ☐ Number of times your child has had to be taken to an emergency facility for an acute allergic reaction in the past 12 months: _____

- ☐ Additional information/instructions: _____

Signature of parent/guardian: _____

Date: _____

4/23

PLEASE COMPLETE THE OTHER SIDE OF FORM

MAMARONECK

PUBLIC SCHOOLS

1000 W. Boston Post Rd.

Mamaroneck NY 10543

914-220-3000

CONSENT TO RELEASE MEDICAL INFORMATION

School: ☒ Central ☐ Chatsworth ☐ Mamaroneck Avenue ☐ Murray
 ☐ Hommocks ☒ High ☐ Other _____

Date: _____

Name of physician/practitioner: _____

Street Address: _____

City/Town; State; Zip: _____

Phone: _____

Name of student: _____

Date of birth: _____

To: Physician/practitioner

Please release any medical documentation and/or other information on the above named patient to the school nurse, and/or the school physician as maybe requested by a representative of the District's Health Office.

Parent's signature

Date

PARENT SIGNATURE DENOTES PERMISSION TO SHARE INFORMATION
WITH STAFF ON A NEED-TO-KNOW BASIS.

MAMARONECK UNION FREE SCHOOL DISTRICT

***EPINEPHRINE* Medication Permission Sheet** **at School/School - Sponsored Events**

To Be Completed By Parent

Student Name: _____ DOB: _____

Grade: _____ Teacher/Counselor _____ School: _____

I request the school nurse give the medication listed on this plan; trained staff may assist my child to take his/her own medications. I will provide the medication in the original pharmacy or over the counter container. This plan will be shared with school staff caring for my child.

Parent/Guardian Signature

Date

Email

Phone Where We Can Reach You ☐ Check if Cell

Parent signature gives permission to speak to student's physician/ practitioner and school staff as needed

To Be Completed By Health Care Provider-Valid for School Year

Diagnosis: Allergy: _____

Medication: Epinephrine Auto Injector

Dose: ☐ 0.15 mg ☐ 0.3 mg Route: IM Auto injection Time: PRN Severe Allergic Reaction

Recommendations: Call 911 if administered; call parent/guardian; call administrator

☐ **Independent Carry and Use Attestation Attached (Required for Independent Carry and Use)**

NYS law requires both provider attestation that the student has demonstrated he/she can effectively self-administer inhaled respiratory rescue medications, epinephrine auto-injector, Insulin, glucagon and diabetes supplies or other medications which require rapid administration along with parent/guardian permission delivery to allow this option in school. Check this box and attach the attestation to this form to request this option.

Name/Title of Prescriber (Please Print)

Date

Stamp

Prescriber's Signature

Phone

PLEASE RETURN TO THE SCHOOL NURSE

MAMARONECK UNION FREE SCHOOL DISTRICT

***ANTI HISTAMINE* Medication Permission Sheet**

at School/School - Sponsored Events

To Be Completed By Parent

Student Name: _____ DOB: _____

Grade: _____ Teacher/Counselor _____ School: _____

I request the school nurse give the medication listed on this plan; trained staff may assist my child to take his/her own medications. I will provide the medication in the original pharmacy or over the counter container. This plan will be shared with school staff caring for my child.

Parent/Guardian Signature

Date

Email

Phone Where We Can Reach You ☐ Check if Cell

Parent signature gives permission to speak to student's physician/ practitioner and school staff as needed

To Be Completed By Health Care Provider-Valid for School Year

Diagnosis: Allergy _____

Antihistamine: _____

Dose: _____ Route: PO Time: PRN Allergic Reaction

PRN, for what symptoms: _____

☐ Independent Carry and Use Attestation Attached (Required for Independent Carry and Use)

NYS law requires both provider attestation that the student has demonstrated he/she can effectively self-administer inhaled respiratory rescue medications, epinephrine auto-injector, Insulin, glucagon and diabetes supplies or other medications which require rapid administration along with parent/guardian permission delivery to allow this option in school. Check this box and attach the attestation to this form to request this option.

Name/Title of Prescriber (Please Print)

Date

Prescriber's Signature

Phone

Stamp

PLEASE RETURN TO THE SCHOOL NURSE

MAMARONECK UNION FREE SCHOOL DISTRICT

ATTESTATION AND PARENT PERMISSION REQUIRED FOR INDEPENDENT MEDICATION CARRY AND USE

Directions for the Health Care Provider: This form must be used as an addendum to a medication permission sheet, it is an attestation for a student to independently carry and use his/her medication as required by NYS law. A **provider order** and **parent/guardian permission** are needed in order for a student to carry and use medications that require rapid administration to prevent negative health outcomes. These medications should be identified by checking the appropriate boxes below.

Student Name: _____ **DOB:** _____

Health Care Provider Permission for Independent Use and Carry

I attest that this student has demonstrated to me that he/she can self-administer the medication(s) listed below safely and effectively, and may carry and use this medication (with a delivery device if needed) independently at any school/school-sponsored activity. Staff intervention and support is needed only during an emergency. This order applies to the medications checked below:

This student is diagnosed with:

- ☐ Allergy and requires Epinephrine Auto-injector
- ☐ Allergy and requires Antihistamine
- ☐ Asthma or respiratory condition and requires Inhaled Respiratory Rescue Medication
- ☐ Diabetes and requires Insulin/Glucagon/Diabetes Supplies
- ☐ _____ which requires rapid administration of _____
(State Diagnosis) (Medication Name)

Signature: _____

Date: _____

Parent/Guardian Permission for Independent Use and Carry

I agree that my child can use his/her medication effectively and may carry and use this medication independently at any school/school-sponsored activity. Staff intervention and support is needed only during an emergency.

Signature: _____

Date: _____

STAMP

PLEASE RETURN TO THE SCHOOL NURSE

MAMARONECK UNION FREE SCHOOL DISTRICT

GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES (Elementary Level)

WHO	RESPONSIBILITIES
PRINCIPAL/ ASSISTANT PRINCIPALS	<ul style="list-style-type: none"> ○ Inform custodial staff that an All table needs to be thoroughly cleaned any time food is consumed in the lunchroom, using a fresh cloth to prevent cross contamination ○ Review educational material annually from the school nurse for Sign and Symptoms of an Allergic Reaction ○ Identify students with allergies who may be eligible for a 504 plan and refer to the 504 committee ○ Will be given a copy of Emergency Action Plan (EAP) for each student from the nurse ○ Ensure the classroom is not being used for any activities that may bring the allergen into the room ○ Inform staff that food rewards are not to be used ○ Inform staff that parent/guardian must be informed about food celebration prior to the class event ○ Provide walkie-talkies for communication between Health Office, cafeteria and outdoor recess ○ Maintain a list of staff members with current CPR/AED certification ○ Develop protocols and train staff as to specific roles in an emergency
NURSE	<ul style="list-style-type: none"> ○ Request all medical history information from parent/guardian ○ Be available for parent/guardian to discuss students' needs ○ Request signed consent from parent/guardian to speak to the Healthcare Provider ○ Provide parent/guardian with the following forms: <ul style="list-style-type: none"> • <i>Consent Form</i> • <i>Medication Permission Sheet</i> • <i>Emergency Action Plan (EAP)</i> • <i>Guidelines for Students with Food Allergies</i> ○ Ensure that medication and forms are received in a timely manner ○ Post the Signs and Symptoms of an Allergic Reaction in the cafeteria ○ Encourage parent/guardian to provide the Food Service Company with information on student's allergies ○ Encourage the parent/guardian to contact the facility where a school trip is planned ○ Distribute educational material annually for sign and symptoms of an allergic reaction ○ Collaborate with administration to train staff and provide a safe environment ○ Encourage Epinephrine training for all staff members ○ Provide a list of all New Students with food allergies to Principals/Assistant Principals ○ Inform teachers of Allergy and provide "Food Allergy Alert Classroom" sign ○ Provide teachers with Emergency Action Plan (EAP) ○ Epinephrine <ul style="list-style-type: none"> • Request Medication Permission Sheet and EAP from parent/guardian • Epinephrine are in a marked unlocked cabinet in Health Office, in the emergency bag and in Epi Pen cabinets throughout the school • Place sign on med cabinet stating location of Epinephrine in Health Office • Offer Epinephrine training for staff members • Have trainees sign off on Epinephrine training form • Epinephrine trained staff will be shown where students Epinephrine Auto Injectors are kept in the Health Office • If student is designated Independent, student may self-carry Epinephrine Auto Injector ○ Will not determine and/or approve safety of foods ○ Encourage student to advocate for themselves

TEACHER	<ul style="list-style-type: none"> ○ Support parent/guardians of children with food allergies ○ Review educational material annually from the nurse for Sign and Symptoms of an Allergic Reaction ○ Post the "Signs and Symptoms of an Allergic Reaction" in a visible area in the classroom ○ Post a "Food Allergy Alert Classroom" sign on the door if indicated ○ Place a copy of the Confidential Student Health list and copies of EAP's in the substitute folder along with the sign and symptoms of an allergic reaction handout ○ Avoid the use of identified allergens in class projects, parties, holidays and celebrations, arts, crafts, science experiments, cooking, snacks, or rewards. Modify class materials as needed. ○ Inform parent/guardian if any pets will be in class ○ Inform parent/guardian about food celebration prior to the class event ○ Will not determine and/or approve safety of foods ○ Will only provide food to allergic student from items his/her parent/guardian has provided ○ Prohibit trading or sharing of food with students ○ Will make sure classroom and lunchtime aides are aware of student allergies ○ Use nonfood incentives for prizes, gifts, and awards ○ Encourage hand washing ○ Communicate rules and expectations about bullying related to food allergies ○ Class Trips: <ul style="list-style-type: none"> • Notify School Nurse at least two weeks in advance of trip • Notify parent/guardian of class trips and if an off-site food service will be used, provide parent with contact information • Trained teacher or designee will carry students Epinephrine and emergency information • Take cell phone on class trips ○ Store lunches of allergic students in a separate bag on class trips
PARENT/ GUARDIAN	<ul style="list-style-type: none"> ○ Notify the School and Health Office of the students' allergies ○ Work with the school team to develop an emergency action plan (EAP) that accommodates the students' needs, on the school bus, during the school day and if needed school-sponsored activities. ○ Sign consent to release medical information from the students Health Care Provider ○ Provide written medical documentation, instructions, and medications as directed by a Health Care Provider. Include a photo of the student on written forms. ○ Provide properly labeled medications (in original labeled box/bottle from pharmacy) and replace medications after use or upon expiration. ○ Provide nurse, and keep current, all pertinent medical information on student, including medicine and medicine orders ○ Provide emergency contact information and keep it current ○ Educate the student in the self-management of their food allergy including: <ul style="list-style-type: none"> • safe and unsafe foods • strategies for avoiding exposure to unsafe foods • 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) ○ Speak to student about not sharing food items ○ Provide students' own snacks to school ○ School staff does not determine and/or approve safety of foods ○ Provide students' own lunch from home if necessary ○ Contact the Food Service Company to advise and discuss the students' food allergies. Contact information is available on the district website ○ Contact the facility where a school trip is planned ○ Provide student with medical alert bracelet if desired