



Updated Life-Threatening Allergy Policies and Procedures in District 15

- Food will not be used as an incentive (reward/award). Only non-food item awards and rewards may be used in the classroom.
*there will be an appendix with ideas & suggestions in the updated document.
 - Teachers shall not provide food as a reward in the classroom.
 - Students shall not bring food to share in the classrooms.
- Provide safeguards to create a learning environment (classroom) free of student specific allergens.
- Teachers/staff member can use food in the curriculum when there is an educational benefit.
 - The teacher/staff member must provide the completed [form](#) requesting the use of food in the curriculum to the building administration at least two weeks in advance.
 - Administration will collaborate with the Nurse regarding the individual needs of the students included in the activity and suggest necessary alternatives, if needed.
 - The requesting staff member will ensure protocols for appropriate cleaning methods are followed (as defined in the guidelines) at the conclusion of the lesson involving food.
- Teachers' desks are considered their work space; teachers who work in their classroom during lunch without students present shall, before students return to the classroom, thoroughly clean their desk and other workspace touched while eating (as defined in the guidelines) and wash their hands before returning to work with students.
- All celebrations that occur during school hours, including holiday parties (i.e., Halloween and Valentine's Day) and birthday celebrations, shall be activity centered— **free of food**.
*non-food related celebration ideas will be provided.

- Establish an allergen safe area where food will be eaten/provided for events/activities. For example, PTA & extra-curricular activities.
*see for cleaning protocols will be provided.
- District sponsored activities/celebrations (which occur before or after school hours), where food is provided **must**:
 - provide a safe environment and equivalent options for students with food allergies;
 - at the Elementary level— have parent/guardians present to assist/advocate for students with life-threatening allergies (activities such as Dads & Donuts, Munchies with Mom, Fun Fairs, Back to School picnics, etc.);
 - at the Junior High level—(following District 15’s vision to foster developmentally appropriate independence) provide information to all parents regarding food options which will be available, to allow parents to guide the students toward responsible decisions (activities such as dances, sporting events, before school gatherings, etc.). Sponsors of these events will remain mindful regarding inclusiveness and safety.
- Designated adults shall ensure protocols for appropriate cleaning methods are followed at the conclusion of all events involving food. This may include club sponsors, student council sponsors, coaches, etc.
- Communicate with PTA, the Park District (C.A.R.E.), and any organizations utilizing space to ensure they are aware of food allergy issues and the policies and procedures in place for food use in District 15 facilities.
- Establish an allergen safe area in the lunchroom for students who need an added layer of protection.
- Life-threatening latex allergies require accommodations in the school setting as well; maintain a “latex-safe” learning environment.
- Teach all staff about signs and symptoms of anaphylaxis. Training will include:
 - how to recognize symptoms of an allergic reaction;
 - review of high-risk areas;
 - steps to prevent allergen exposure;
 - how to respond to an emergency;
 - how to administer an epinephrine auto-injector;
 - how to respond to a student with a known allergy as well as a student with a previously unknown allergy; and
 - sensitivity training.