

# SEVERE FOOD ALLERGIES

## STUDENT

- Will not trade food with others
- Will not eat anything known to contain the allergen or with unknown ingredients
- Notify an adult immediately if they believe they may have been exposed to the allergen or are having any signs of an allergic reaction.

## FAMILY

- Notify the school of the student's allergies
- Work with the school to develop a plan that accommodates the child's needs throughout the school including the classroom, cafeteria and during school-sponsored activities including field trips.
  - Develop an Allergy Treatment Plan in cooperation with the school nurse and health care provider
  - Provide a photo for use with the Allergy Treatment Plan
  - Comply with the Medication Administration Policy
  - Provide current emergency contact information
- For sport's teams, work with the coach
  - Provide the coach a copy of the Allergy Treatment Plan
  - Provide medication per the Medication Administration Policy
  - Provide current emergency contact information

## PRINCIPAL

- Assist Nurse to determine exposure prevention plan
- Coordinate implementation of the prevention plan
- Determine with school nurse what communication with all parents is appropriate.
- Assure that all staff who interact with the student on a regular basis
  - Understand food allergies
  - Can recognize symptoms
  - Know what to do in an emergency
- Designate school personnel to
  - be trained, which may include:
    - classroom teacher(s)
    - specials teacher(s)
    - secretary
    - lunch room and playground staff
    - first responders
  - have the student's Allergy Treatment Plan
- Assure that communication devices (walkie-talkies, cell phones, etc.) are accessible and functioning in the classroom, playground, etc.

## SCHOOL NURSE

- Review health information provided by parent or health care provider
- Partner with the parent, child and health care provider to determine:
  - The severity of the allergy
  - Routes of exposure
  - Develop a prevention plan
  - Allergy Treatment plan (medication administration)
- Notify the Director of Food Service
- Notify the Transportation Department
- Enter the information in STAR
- Notify the Principal
- Develop an allergen exposure prevention plan in collaboration with school administrator and food service director
- Assist Principal to provide training to staff:
  - Recognizing symptoms
  - Administering auto-injectable epinephrine
  - Implementing the Allergy Treatment Plan

## TEACHER (CLASSROOM AND SPECIALS)

- Understand allergen exposure prevention plan
- Ensure that no eating on school bus for field trips and that student's with allergies sit in the first five rows of any District vehicle that is used to transport students. Students with medical needs requiring eating on any District vehicle that is used to transport students will be allowed allergen safe foods for eating on any District vehicle that is used to transport students.
- Consider food allergies when planning classroom snacks, celebrations, field trips etc.
- Able to recognize symptoms of a reaction
- Know what to do in an emergency
- Have and understand the Allergy Treatment Plan
- Know who is trained to administer the medication per the Allergy Treatment Plan
- Provide substitute teacher with information on the allergy, exposure prevention and treatment
- May offer age-appropriate student education about allergies, prevention and treatment
- The risk of exposure to the allergen will be considered when planning field trips and medication will be taken on trip.

## DIRECTOR OF FOOD SERVICE

- Be aware of allergens in all products ordered
- Check labels for allergens upon receipt
- Determine if the allergen will be present in the food service offerings. Will consider route of exposure when making decision.
- Determine safe food preparation practices to be used to avoid cross contamination with food allergens and train food-service staff in those procedures.
  - Allergen prepared in a specified area
  - Or allergen-free foods prepared in a specified area
  - Cooking utensils and food preparation surfaces may require special treatment
  - Use of non-latex gloves to avoid cross-contamination with allergens
- Identify and educate the food service staff required to check items into the kitchen and allergens to be aware of. Information on how to detect allergens (Example "How to Read the Label" available from the Food Allergy and Anaphylaxis network @ <http://www.foodallergy.org/files/media/downloads/HTRLSheet2010.pdf> )
- Notify all appropriate food service staff of the student and his/her allergens
- Determine the process for food services staff to identify students with special dietary needs
  - Pictures posted
  - Enter the student allergen information "Lunch Box"
  - Staff to check this information daily.

## ACTIVITIES DIRECTOR/COACHES RESPONSIBILITY

- In-service all coaches and co-curricular directors on the Acceptance of Responsibility & Liability Agreement.
- Obtain a signed Acceptance of Responsibility & Liability Agreement from every coach or co-curricular director who may:
  - Transport students for their sport or activity
  - May choose to allow students to eat in the district vehicle
- Maintain a file of signed Acceptance of Responsibility & Liability Agreements for the current and previous school year
- Maintain an up-to-date and accurate list of the coaches and co-curricular directors who have signed Acceptance of Responsibility & Liability Agreements for each school year.
- Provide a copy of each Acceptance of Responsibility & Liability Agreement to the Transportation Supervisor prior to the start of each sport or co-curricular activity.
- Document and administer appropriate discipline, in consultation with the principal to any coach or co-curricular director who has:
  - not signed the Acceptance of Responsibility & Liability Agreement and subsequently allows anyone to eat on district transportation or violates conditions of the Acceptance of Responsibility & Liability Agreement.

## TRANSPORTATION

- No eating will be allowed on any District vehicle that is used to transport students, except in cases of medically documented needs (i.e. diabetes) and for school team activities.
  - Students with medical needs requiring eating on any District vehicle used to transport students will be allowed allergen-safe foods.
  - Students with severe food allergies will sit in the 1<sup>st</sup> 5 rows of any District vehicle that is used to transport students.
  - The coach of a school team may receive information on allergies, anaphylaxis and prevention and accept responsibility for their team eating on any District vehicle that is used to transport students.
- The Coach's signed statement of acceptance of responsibility will be held by the Activities Director, who will forward a copy to the Transportation Supervisor.
- **Eating will only be permitted on District vehicles that are used to transport teams if the Transportation Supervisor receives a signed Acceptance of Responsibility form.**
- **There will be no exceptions to allow eating in the first 5 rows of any District vehicle that is used to transport students.**