



Allergy Action Plan

Family Responsibilities

- Communicate to the teacher(s), principal, school nurse, and other care team members, information regarding your child's allergy-specific needs.
- Participate in meeting(s) as needed with the teacher(s), principal, school nurse, and other care team members as deemed necessary, to develop a plan for your child's allergy at the time of their registration for entry into school and at time of transfer.
- If your child needs medication at school, have your child's physician/licensed prescriber complete Part A of the ECASD Child/Student Medication Management Form (* see page 20 for copy of the form and completion instructions). After your child's physician/licensed prescriber completes Part A, complete Part B and return to your child's school.
- Provide properly labeled medications and replace medications after use or upon expiration.
- If your child needs diet modification at school, complete your section of the ECASD Diet Modification Form (* see page 17 for copy of the form and completion instructions). After your section is completed, take the form to your child's doctor and have the doctor complete their section including their signature.
- Provide a current photo of your child to be used on their Allergy Emergency Plan.
- Ensure emergency contact information is current and accurate at all times.
- Provide the school with a list of foods and ingredients to be avoided, and a list of safe and acceptable foods that can be served to your child. Provide the school with updates to this list as needed.
- If your child will eat district-prepared foods, work with kitchen staff and district Food and Nutrition services to ensure safe meal options are available.
- Provide the school with a minimum of 2-3 shelf-stable snacks/treats for your child to eat when questionable/unacceptable foods are offered.
- Educate your child in self-management (as age-appropriate) of their allergy including:
 - Safe and unsafe foods
 - How to read food labels
 - Strategies for avoiding exposure to unsafe foods (i.e. not sharing snacks, lunches, drinks, water bottles, chap stick/lip gloss, etc. with other students)
 - Symptoms of allergic reactions
 - Location and availability of their Epi-pen
 - How and when to tell an adult they may be having an allergic reaction
 - How and when to use an Epi-pen, as advised by their doctor
- Inform your child's teacher and other appropriate school staff of any changes in your child's allergy status.
- Consult with the school nurse as needed regarding issues and concerns which may occur during the school year.

- Communicate with your child's classroom teacher regarding sending a letter to the parents/guardians of your child's classmates explaining your child's allergy and/or acceptable snack/treat choices.
- Communicate your child's allergy-specific needs to their outside-of-school-hours activity providers (i.e., scouts, bus drivers, before-and-after-school daycare, clubs, sports, etc.).

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Student Responsibilities

- Follow the "NO FOOD TRADING" and "NO UTENSIL SHARING" rules.
- Do not share personal items (water bottles, chap stick/lip gloss, etc.) with others.
- Avoid consuming food products known to contain the specific allergen or with unknown ingredients.
- Notify an adult immediately if exposure to an allergen has occurred.
- Learn to recognize and communicate symptoms to staff when an allergic reaction occurs.
- Take on age-appropriate self-management of the allergy.
- Know how to self-administer epinephrine if able or be aware of where the medication is kept and who has access to it.
- Notify an adult if picked on or threatened by other students as it relates to the allergy.
- Meet with the classroom teacher to discuss:
 - Student Responsibilities
 - Prior allergic reactions and symptoms.