



FOOD ALLERGY PROGRAM

Food allergies are a potential life threatening medical problem. The parents, student, school nurse, and staff of Sycamore Community Schools will work together to provide a safe environment for each student with this condition.

Parent Responsibilities:

- Inform the school nurse, classroom teacher, cafeteria supervisor and transportation department of the student's allergy prior to the beginning of each school year.
- Obtain Sycamore forms (Food Allergy History and Medication Form) from the school nurse.
- Provide doctor's order and the medication if needed at school.
- Provide doctor's order if milk substitution is needed at lunch.
- Meet with the school nurse to form a partnership in the student's care.
- Inform sports/activity coordinator of student's allergy and provide emergency medication.
- If possible provide a picture of the student for the Emergency Care Plan.
- Consider purchasing an identification bracelet for the student.
- Provide a letter for the classroom teacher to communicate information about child's allergies to other parents, if desired. (PS,K-6)
- Notify the nurse if a reaction occurs out of school.
- Update changes in emergency phone numbers as needed.
- Annually talk with the teachers and other staff when appropriate.
- Replace Epi- Pens or other medications before expiration date.
- Educate student regarding his/her allergy, medication and treatment.
- Review with your child the student responsibilities listed below.

Student Responsibilities: (Age Appropriate)

- Know signs and symptoms of their allergic reactions.
- Follow the *ALLERGIC CHILD'S MOTTO: When in doubt, do without!*
- Carry emergency medication responsibly. (Written medication order from physician must be on file.)
- Be able to demonstrate proper administration of Epi-Pen.
- Notify an adult if allergic reaction occurs.
- Go to nurse's office accompanied by staff/student.

School Nurse Responsibilities:

- Include the student's name on the Alert List.
- Write an Emergency Care Plan for the student and distribute to appropriate staff.
- Notify transportation department of doctor's order requesting that student have emergency medication on the bus.
- Identify and train alternate staff members to administer emergency medication.

- Attach pictures of allergic students to appropriate forms if possible.
- Orient allergic students to the Health Room as needed.
- Review use of Epi-Pen with staff and/or student before field trip.
- Facilitate teaching a food allergy lesson in the homeroom classroom per request. (PS,K-6)
- Notify a parent of expiration dates on Epi-Pens and Benadryl.
- Reinforce allergy education with student as needed.
- Review the Emergency Care Plan annually and as needed with appropriate staff.
- Review and revise the Emergency Care Plan if an incident occurs. Make changes in writing and review with appropriate staff.

Staff Responsibilities:

- Review the Sycamore Food Allergy Program.
- Review student's Emergency Care Plan at the beginning of each school year and as needed.
- Place the copy of the Emergency Care Plan in the Red Alert folder.
- Identify the concerns of students with food allergies and discuss how others can help them remain safe.
- Supervise children with allergies as they enter the cafeteria. (PS,K-4)
- Avoid food allergens in the classroom. (Ex: snacks, educational tools, projects and incentives)
- Be aware that touching or smelling can also cause allergic reactions.
- Consult with parent and/or school nurse and check food labels carefully to prevent accidental allergen consumption. (PS,K-4)
- *ALLERGIC CHILD'S MOTTO: When in doubt, do without!*
- Communicate with classroom parents informing them of food allergy issues. (PS,K-4)
- Communicate with school nurse about potential risks on field trips.
- Insure that a trained staff member has emergency medication accessible for the student at all times on field trips and during transportation.

Food Service Staff Responsibilities:

- Review annually preventative cross contamination measures to be followed during food preparation.
- Clearly label ala carte items sold in the cafeteria. (7-12)
- Provide an allergen safe area in the cafeteria upon parent request.
- Facilitate washing of cafeteria tables with soapy water after each shift.(PS,K-6)
- Display list of students with food allergies for cafeteria staff. (PS,K-6)

Transportation Staff Responsibilities:

- Obtain training in emergency procedures for children with allergies riding the bus.
- Request completed medical forms if bus driver is required to administer emergency medications.
- Prohibit eating on the bus unless accommodations are needed for a student.
- Inform substitute bus drivers of emergency procedure for children with allergies.