

Regulation

FOOD ALLERGIES

Considerations for Planning to Enter School:

Prior to entering school, or immediately after diagnosis of a life-threatening allergic condition, the parent/guardian and student will meet with the certified school nurse to develop an Individual Health Plan (IHP) and to review a student's Emergency Medical Protocol (EMP) as provided by their doctor.

The IHP and EMP will include the following:

- A. Every teacher/school employee that comes into contact with this student during the school day will review these plans upon written permission from the child's parents/guardians along with a photograph of the student.
- B. A district protocol for location of these IHPs and EMPs and photos of students will be identified and addressed in the training for all district personnel to allow for consistency of care. With parental permission, this information will also be made available to substitute teachers.
- C. All administrators, teaching staff, substitute teachers, cafeteria food service workers, recess and lunchroom volunteers, custodians and bus drivers, will attend training during the month of September on (1) how to recognize symptoms of distress in a student with a life-threatening allergy; (2) how to implement prevention measures for students with food allergies; and (3) how to follow the district's emergency response plan for allergy and other types of emergencies.
- D. All district personnel, and volunteers, will sign off on an attendance sheet noting their completion of this training. The training will be conducted by the school nurse in the month of September, with subsequent training in January. This training will include district policies and administrative regulations dealing with food allergies and will be reviewed and updated annually.
- E. Students with food allergies will be encouraged to wear a medical alert bracelet or necklace provided by their parents/guardians.
- F. Epi-pens and other medical interventions for children with food allergies will be placed strategically throughout the school and will travel with the child when outside the school building, as permitted by the IHP and EMP. This will include in the cafeteria and on the playground at recess. The lunchtime/recess supervisor will wear a distinct vest with pockets to provide housing for Epi-Pens and other appropriate medical supplies, such as band-aids.

Classroom Regulations Grades K - 8:

The following regulations will be enacted in all K – 8 classrooms to help ensure the safety of students with life threatening food allergies:

FOOD ALLERGIES (continued)

- A. Whenever possible, peanut/nut-free classrooms will be established and students will be prohibited from consuming peanut and/or nut foods in the classrooms. This procedure must be followed by all outside and extra-curricular groups who use the schools.
- B. The policy will be posted on the school web site and in the student handbook, and presented at Back to School Night, in faculty meetings, etc.
- C. In working to educate our students, the school nurse and classroom and/or health teacher will stress the importance of not sharing food in the classroom or in other areas of the school building or on buses, as a safety precaution. This will be strongly encouraged.
- D. The school nurse will also provide an educational forum for the students to learn more about food allergies and their effect on students who have them in an attempt to help all of our students to be as understanding as possible. This educational forum will also include basic hygiene information, such as stressing the importance of hand washing, as found in our Health Curriculum, Grades K - 8. Please reference Addendum A for more information about available resources.
- E. Each classroom shall have easy communication via the phone with the school nurse's office.
- F. Teachers and other school employees are prohibited from giving food to students unless medically necessary, or as deemed necessary in special education programs and/or as approved under special circumstances by the school principal. All employees will face disciplinary procedures for violation of this policy.
- G. On the rare occasion that lunch is consumed in a school's classrooms, all tables will be wiped down and students will be strongly encouraged to wash and/or wipe their hands.
- H. School counselors will provide an opportunity for all students to have a dialogue about sensitivity to and tolerance of others with any and all differences through our character education programs.

Grades K – 5 Only

- I. Upon written permission from the child's parents, a letter will be sent home to all students in that child's classroom from the principal notifying parents that there is a student with a specific allergy in that classroom. The food allergic child's name will not be used unless written permission is granted by that child's parents.
- J. For all classroom parties, any food served must be ordered from the district's food service provider, Sodexo, to ensure that it is peanut/nut free and safe for students with those allergies to consume.
- K. At least four times a year, parents will be reminded of this regulation through a notice that no "goody bags" shall be sent home on special occasions such as Halloween, Valentine's Day, etc. This distribution will also include additional information on food allergies.

FOOD ALLERGIES (continued)

- L. For grade level/whole school events, our food services management company will provide food that is safe to be consumed by students with peanut and/or tree nut allergies. Additional communication between parents and teachers will allow for additional food choices to be provided for these students at such times.

Cafeteria/Recess and Kitchen Regulations (FOR ALL SCHOOLS):

The vast majority of snacks available for purchase in the cafeteria will be peanut-free. If a snack is sold that cannot be 100% guaranteed to be peanut free, it will be clearly marked as such. If a food allergic child would like to buy a school lunch, the parent of the child should contact the school nurse and the food services manager to arrange to examine the ingredients of that lunch.

To avoid contamination of foods with peanut/nut products in the cafeteria, and to reduce the risks of peanut/nut residue in the school, we will implement the following:

- A. There will be a clearly labeled "peanut/nut-free" table in each lunchroom.
- B. All tables will be washed with disposable towels after each meal with an appropriate cleaning agent.
- C. It is strongly encouraged that students who eat peanut butter or nut products for lunch wash their hands to reduce the risk of peanut butter/nut residue leaving the lunchroom. A hand wipe will be provided with the purchase of a peanut butter sandwich in the cafeteria.
- D. Students may bring a friend to eat at the peanut free table provided the lunchtime supervisor approves their lunch as peanut/nut-free.
- E. Throughout various points during the school day, all children will be reminded by their teachers upon leaving the lunch room and heading back to class to wash their hands with soap and water to help prevent any cross-contamination and to generally promote good health habits.
- F. A container of easily accessible hand wipes will be made available in the cafeteria for all students to use.

To avoid contamination of foods with peanut/nut products in the kitchen, the following procedures will be followed:

- A. Peanut butter and jelly sandwiches will be made in a separate space on a separate table in the kitchen.
- B. Separate utensils and a separate cutting board will be utilized to make the peanut butter and jelly sandwiches.
- C. The sandwiches will be immediately placed into a plastic clam shell container to ensure they do not cross contaminate other items.

Field Trip/Special Event Regulations:

All children with food allergies are to be invited on all class trips and to all class special events.

- A. Teachers and parents should inform the school nurse at least a month in advance so that all necessary precautions and alternative arrangements can be made in the best interest of the child and following the tenets of his/her EMP. Parents should then be informed in writing of the plans for the trip and should respond in writing to the

FOOD ALLERGIES (continued)

- teacher/nurse with any special arrangements that need to be made for the safety of the child.
- B. A parent, a nurse, or an Epi-Pen designee must attend all field trips to allow for the administration of any necessary medication and travel on the same bus as the student with the food allergy. In the case of students with self-administration orders, students will be expected to carry their own medication(s) on field trips.
 - C. Whenever students travel on field trips with their class or their school, the name and phone number of the nearest hospital will be part of the teacher's emergency plan and he/she will have a cell phone in their possession for emergency calls. In addition, when lunch needs to be brought on the trip, the lunch of the children with the food allergy will be kept separate from the other lunches to avoid cross-contamination.
 - D. Eating on school buses is discouraged whenever possible during school trips.

Bus Regulations:

The regulations for school buses will be as follows:

- A. Drinking and eating is prohibited on all school buses, except when deemed medically necessary.
- B. Bus drivers will be trained by the school district, in concert with their employer, in recognizing potential allergic reactions and in responding by initiating the emergency response plan.
- C. All bus drivers must possess a cell phone, two way radio, to call for help. All numbers will be maintained by the transportation coordinator for easy access.
- D. With parental permission, the school nurse will identify all students with food allergies to all bus drivers.

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