



## Food and Severe Allergy Management Plan

### **Purpose:**

The Food and Severe Allergy Management Plan will enable all District personnel to participate and collaborate with students, family members, and healthcare providers to provide guidance, maintain health, and protect the safety of students with life-threatening allergies while on campus. This plan will define processes of identifying, managing, and ensuring continuity of care for students with life-threatening allergies. The management of students with life-threatening allergies, while on campus, will include allowing the student to participate in academic, non-academic, and extracurricular school activities. Although the school cannot guarantee all areas are allergen-free, CISD will remain steadfast in its quest to keep all students safe throughout the school day. The plan will be reviewed and revised to remain current and reflect new information, treatments, and evidence-based management of food and other life-threatening allergies. Interventions, individualized health plans (IHPs), and emergency action plans will be based on medically accurate information and evidence-based practices to comply with District policy and state laws. [TEC 38.015, TEC 38.0151, TEC 22.052, TEC 25.002]

### **Background:**

In response to the increase in students with diagnosed food allergies at risk for anaphylaxis, Senate Bill 27 (2011, 82<sup>nd</sup> Legislative Session) amends Chapter 38 of the Texas Education Code by adding Section 38.0151. This section requires the Board of Trustees of each school district to adopt and administer a policy of care for students with diagnosed food allergies at risk for anaphylaxis. This policy requires each school district to develop and implement a student food allergy management plan which includes training for employees on allergies and anaphylaxis, general strategies to reduce the risk of exposure to common food allergies, methods for requesting specific food allergy information from parents of students with diagnosed food allergies, implementation of food allergy action plans and an annual review of the district's management plan.

### **Food Allergies:**

In promoting a safe school environment for children with food allergies at risk for anaphylaxis, students, parents, and school personnel should work as a team in identifying students at risk for anaphylaxis, reducing the risk of exposure to food allergens, and react quickly should an exposure or allergic reaction occur.

An allergy is an abnormal response to a food, medication, environmental agent, or animal. An allergic reaction is triggered by the body's immune system. Reactions vary from person to person. Some may be mild, and some may be severe, leading to life-threatening symptoms and even death.

### **Anaphylaxis:**

- a severe life-threatening allergic reaction
- a well-defined antigen-antibody reaction
- a hypersensitive state of the body to a foreign protein or a drug, food, medication, insect bite, or latex
- sudden in its development and may be fatal



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### Procedure:

1. Notification of a food allergy

The district requests annual disclosure of all food allergies by the parent or guardian on the student "Health Information Form". This form is part of the enrollment process.
2. Upon review of the online enrollment records, the campus nurse will:
  - Identify students with severe food allergies
  - Request parents complete and submit the following forms as applicable:
    - Food Allergy Action Plan (physician and parent signature)
    - Medication Administration Authorization Form (physician and parent signature)
    - Medical Statement Request – for substitutions and modifications of meals (physician signature and specifications needed)
  - Identify any other accommodation needed to ensure a healthy learning environment.
  - Develop an EAP or IHP after collaboration with a physician, parent, administrator, and teacher.
  - Distribute to personnel with a "need to know".
  - Notify Student Nutrition and Transportation.
  - Initiate the 504 process, if appropriate.
3. Training for School Personnel:
  - Level 1 Training will be conducted annually for all employees through the Professional Development Compliance process at the beginning of the school year. This includes education for all personnel on each campus.
  - Training will cover the following subjects:
    - Most common food allergens
    - Importance of environmental controls and avoidance
    - Signs and symptoms of an anaphylactic reaction
    - Emergency actions in the event of a life-threatening allergy
    - Demonstration of the administration of an epinephrine auto-injector
4. Level II Training will be coordinated and conducted by the campus nurse. This training is for all staff responsible for students with a severe allergy during any part of their school day, including extracurricular activities. This training is also for principal-assigned staff trained to administer medications and includes:
  - Comprehensive Level 1 Allergy Information
  - Individualized student food allergy information
  - Emergency Response/Emergency Action Plan
  - Demonstration and return demonstration of how to use an epinephrine auto-injector
  - Avoidance measures and environmental controls, including hand-washing
  - Substitute preparedness planning
  - Documentation of Level II training will be kept by the campus nurse



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5. In the event of an anaphylactic event, the Anaphylactic Incident Form is completed by the campus nurse. A copy is kept on the campus and one is on file with the Health Service Manager. The Nurse Manager will report to DSHS (Department of State Health Services) on the required reporting link and to the District Medical Advisor within 10 days.
6. Storage, Disposal, and Replacement:
  - The district will make every effort to have an Epinephrine Auto-Injector available in the front office AED cabinet and the nurse's Go bag for each campus.
  - The Nurse Manager will coordinate with the campus nurse to remove expired Epinephrine auto-injectors. Nurses will dispose of expired Epinephrine Auto-injectors in a Biohazard Waste Container located at CHS in the nurse supply closet.
  - The Nurse Manager will request the replacement of expired Epinephrine Auto-Injectors through the Epi4schools program. When the Epi4schools program is no longer available, this plan will be reviewed through our School Health Advisory Committee and Assistant Superintendent of Student Services.
7. The Campus Principal and Nurse will debrief and review:
  - Source for the allergen exposure
  - Steps to prevent future exposure
  - Witness accounts of incident (if applicable)

### Reducing the Risk of Exposure Through Environmental Controls:

1. Eliminate, limit, and reduce allergen foods from classroom(s) and other learning environments used by children with food allergies at risk for anaphylaxis.
2. Use food items labeled with or accompanied by a complete ingredients list for projects, activities, and celebrations so potential food allergens can be identified.
3. Appropriate cleaning protocols will be followed on campuses with special attention to identifying high-risk food allergy areas (i.e., cafeteria tables).
4. Assured students prescribed epinephrine is readily accessible during the school day in a secure unlocked area.
5. The emergency life-saving prescription stock of epinephrine will be provided by the district on all campuses for administration by trained staff to a student presenting with signs/symptoms of anaphylaxis, according to CISD standing orders and procedures.
6. The district-supplied "stock" epinephrine will be retained on campus and not taken on field trips or other off-campus activities. **Only student-prescribed Epi-Pens will be taken on field trips and school-sponsored off-campus activities.** Emergency 911 procedures will be followed during these activities.
7. Designated staff will be trained in emergency medication administration for anaphylaxis in the nurse's absence. This includes the administration of "stock" epinephrine.
8. Educate students about not trading or sharing food, snacks, drinks, and utensils.
9. Students at risk for anaphylaxis should not be excluded from classroom activities, field trips, or extracurricular events based on their food allergy.



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10. Information concerning the District's Food and Severe Allergy Management Plan will be included in the Student Handbook, and the district website, and is available from the Assistant Superintendent of Student Services. Dr. Mark McClure - [dmccclure@c-isd.com](mailto:dmccclure@c-isd.com) - 817-202-1128

### Responsibilities of Parents:

1. Notify the campus nurse of the student's allergies.
2. Complete the Allergy Action Plan with signatures from the parents and physicians and return to the campus nurse.
3. Contact the school nurse to review the "Allergy Action Plan". Discuss accommodations the student may need throughout the school day or during school-sponsored activities. (After school programs, athletics, marching band, drama, cheer/drill team, etc.).
4. Provide properly labeled medications and replace medications after use or upon expiration.
5. Continue to educate your child in the self-management of their food allergy, including:
  - Safe and unsafe foods
  - Strategies for avoiding exposure to unsafe foods
  - Symptoms of allergic reactions
  - How and when to tell an adult they may be having an allergy-related problem
  - How to read food labels (age-appropriate)
  - If age-appropriate, the importance of keeping their emergency medication on their person and administering their personal asthma and anaphylaxis medications as prescribed
  - Importance of not sharing their medications with anyone (i.e. Inhalers)
  - Parent attendance on elementary field trips is welcome
  - Notify the school nurse if the parent/guardian is unable to attend a field trip with your student so preparation for emergency medication can be provided

### Responsibilities of Student:

Be proactive in the care and management of their food allergy and reactions (as developmentally appropriate):

- No trading of food with others
- Avoid eating anything with unknown ingredients or known to contain any allergen
- Immediately notify an adult if they eat something they believe may contain food to which they are allergic



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### Responsibilities of the District Nurse Manager or Superintendent Designee:

1. Coordinate the management of food allergies within the district including, storage and disposal of stock epinephrine.
2. Serve as the point of contact for allergy management for parents, staff, healthcare providers, etc.
3. Provide each campus RN with a monthly Skyward Report, including new students enrolled to each campus.
4. Coordinate training of administrators, staff, and departments on food allergy management.
5. Assist and support campus staff with implementing food allergy management strategies.
6. Review the district food allergy management procedure annually and recommend any changes needed.
7. Consult the district's Medical Advisor as needed.
8. Collect and review epinephrine use/anaphylaxis incident reports.
9. Within 10 days of administering stock epinephrine, report to DSHS and Assistant Superintendent of Student Services - Dr. Mark McClure - [dmccclure@c-isd.com](mailto:dmccclure@c-isd.com) - 817-202-1128

### Responsibilities of the Campus Nurse (RN):

1. Implement the administration of the district's "*Food Allergy Action Plan*" on the campus in consultation with the campus administrators, Nurse Manager, prescribing physician, special education staff, and, when appropriate, 504 coordinators.
2. Review the submitted "*Food Allergy Action Plan*" annually. Contact parents/guardians who have indicated their student has a food allergy and have not submitted a completed "*Food Allergy Action Plan*" for their student. Request completion of action plan, and medications for school and discuss any needed accommodations for students.
3. Notify teachers on the student's schedule when a "*Food Allergy Action Plan*" has been added or modified for a student.
4. Notify Child Nutrition and, if appropriate, the 504 campus coordinator of a student with a severe food allergy as needed and provide a copy of the *Food Allergy Action Plan*.
5. Train principal-designated staff annually in responding to exposure or allergic reactions and administration of student-prescribed epinephrine auto-injectors and/or medications when a school nurse is not available. Maintain documentation of trained staff.
7. Ensure the student's emergency life-threatening medications (epinephrine auto-injectors) are properly labeled and stored in an accessible but unlocked area, and that dates have not expired.
8. Coordinate/collaborate to obtain a list of students participating in the after-school program. Coordinate with after-school campus directors and parents for a plan of care for students with severe allergies during the program.
9. Coordinate/collaborate with coaches/trainers/extracurricular staff/UII/school-sponsored events on a plan of care for students with severe allergies



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and access to prescribed epinephrine auto-injectors.

10. Collaborate with campus administrators and classroom staff to ensure an assigned, trained staff member attends field trips or school outings if the parent is not attending.
11. Notify transportation of students with severe food allergies, "*Food Allergy Action Plan*" and assure training for transportation drivers.
12. Responsible for documenting monthly inventory count of stock Epinephrine.
13. Notify the District Nurse Manager if emergency epinephrine is administered or if a person has a severe allergic reaction at school. Communicate with the Campus Administrator for post-evaluation procedures.

### Responsibilities of Campus Administrator:

1. Oversee the administration of the district's Food Allergy Action Plan on campus.
2. Ensure all campus staff complete the Level 1 training annually.
3. Communicate expectations to staff regarding the treatment of students with food or other allergies. A food-allergic student should not be referred to as "the peanut kid," "the bee kid," or any other name related to the student's condition.
4. Maintain student confidentiality in compliance with the Family Education Rights and Privacy Act (FERPA).
5. Assign and designate staff (Level 2) who will be trained by the school nurse to respond to exposure or allergic reactions, and /or administer epinephrine auto-injectors or medications when a school nurse is not available (i.e. person who gives medications while the nurse is at lunch).
6. Ensure assigned and designated staff complete Level 2 training with the school nurse.
7. Ensure a food-allergic student is included in all school activities (students should not be excluded from school activities solely based on their food allergy).
8. Ensure teachers have a plan in place, and it is adhered to in notifying substitute teachers they have a student with food allergies at risk for anaphylaxis in their classroom.
9. Ensure an area is designated as allergy-free in the cafeteria if needed.
10. Ensure appropriate cleaning of allergy-free areas in the cafeteria is being followed.

### Responsibilities of the Classroom Teacher/Specialist

1. Complete Level 1 awareness training. Complete Level 2 training as assigned/appropriate.
2. Review the "*Food Allergy Action Plan*", Emergency Action Plan, and IHP for any students in the classroom. Understand and implement the plan for your student. Ask the campus nurse for any clarification regarding the plan(s).
3. Eliminate identified allergens in the classroom of students with food and severe allergies at risk for anaphylaxis.
4. Ensure all substitute individuals, specialized teachers (Special Ed., Interventionists, Dyslexia, Speech, etc.), and extracurricular staff/coaches are informed of the student's food allergy.



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5. Upon request and parent permission, send an administrator-approved correspondence to parents/guardians of classmates of a food-allergic student who is at risk for anaphylaxis, explaining a restricted allergen food in the classroom.
6. Inform parents and campus nurses of any events where food will be served.
7. Enforce district policy on bullying related to food or other allergens.
8. Know the campus communication plan with the front office and/or campus nurse for emergencies.
9. Ensure the student suspected of having an allergic reaction is accompanied by an adult.
10. Do not put a student on a bus if there are any signs or symptoms of an allergic reaction.
11. Promote and monitor good hand washing practices before and after snacks/breakfast/lunch and any time potential allergens may have been touched. Alcohol-based hand sanitizers are not effective in removing allergens from hands.

### **Field Trips:**

1. Give the nurse at least 2 weeks' notice before field trips for necessary preparation.
2. Ensure the "Food Allergy Action Plan" and the student's prescribed epinephrine auto-injector/emergency medications are taken on field trips. Call 911 if an allergic reaction occurs and/or epinephrine is administered.
3. Collaborate with parents of students with food allergies when planning field trips.
4. Consider field trip meals/snacks and plan to reduce exposure to a student's life-threatening food allergy.
5. Invite parents of students at risk for anaphylaxis to accompany their child on school trips, and /or act as a chaperone. However, the student's safety or attendance must not be a condition of the parent's presence on the trip.
6. Collaborate with the school nurse to ensure 1-2 staff members attending the field trip recognize signs and symptoms of life-threatening allergic reactions and are trained to administer an epinephrine auto-injector.

### **Responsibilities of Campus Cafeteria Managers, Director of Food Services:**

1. Provide Level 1 training to food service staff annually. Maintain documentation of staff trained.
2. Evaluate and implement appropriate substitutions or modifications for meals served to students with food allergies as specified by a healthcare provider (medical doctor).
3. Train food service staff and their substitutes to read product food labels and recognize food allergens as needed.
4. Maintain current menus via the district website. Provide specific ingredient lists to parents upon request.

### **Responsibilities of AfterCare Programs:**

1. Provide Level 1 training for all staff annually. Maintain documentation of trained staff.
2. Collaborate with the school nurse to identify students in your care who have severe



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allergies or are at risk for anaphylaxis.

3. Ensure staff member(s) have been designated and trained with Level 2 training to administer emergency medication (epinephrine auto-injector) if students with life-threatening allergies attend the program.
4. Eliminate the use of foods that are known allergens to students with food allergies at risk for anaphylaxis.
5. Promote and monitor good handwashing practices before and after snacks and any time potential allergens may have been touched. Alcohol-based hand sanitizers are NOT effective in removing allergens from hands.

### **Responsibilities of Head Coaches, Trainers, Sponsors, Extracurricular and Other Individuals in Charge of School-Sponsored Activities:**

- Conduct the program or school-sponsored activity according to district policies and procedures regarding students with food allergies who are at risk for anaphylaxis.
- Ensure all head coaches, trainers, student trainers, and extracurricular sponsors currently have a CPR/AED certification.
- Consult with the school nurse to identify students on your roster who have severe allergies or are at risk for anaphylaxis.
- Restrict the use of foods that are known allergens to students with food allergies at risk for anaphylaxis.
- Inform/educate/provide parents/groups providing food/snacks to students on your roster with food allergies causing anaphylaxis.

### **Responsibilities of the Transportation Department:**

1. Provide Level 1 training to all bus drivers annually. Maintain documentation of trained staff.
2. Ensure bus drivers know how to contact EMS in the event of an emergency.

### **Responsibilities of Custodial Staff:**

When a student or students are identified as having food allergies or are at risk for anaphylaxis on the campus, designated custodial staff will be provided with the appropriate training, by campus administration or the school nurse, to ensure student safety.





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### **Parent Notification of SB66: (to be added when stock epinephrine is board approved)**

The purpose of this notification is to inform parents/guardians in accordance with Chapter 38, Subchapter E of the Texas Education Code, the Board of Cleburne Independent School District (CISD) has adopted a policy to allow authorized and trained personnel to administer an epinephrine auto-injector to a person who is reasonably believed to be experiencing an anaphylactic reaction on a school campus.

Each campus will be supplied with stock epinephrine auto-injectors and standing orders from an advising physician to be used for cases of unsuspected anaphylaxis.

CISD will ensure enough school personnel at each campus are trained to administer epinephrine so at least one trained individual is present when the campus is open. For purposes of this policy, a campus is considered open beginning with the first hour of instruction through the last hour of instruction. See Board Policy FFAC (Local). If funding from outside sources ceases, the implementation of Stock Epinephrine Auto-Injectors will be re-evaluated by CISD.

Parents of students with known life-threatening anaphylaxis should provide the school with all necessary medications for implementing the student-specific order on an annual basis. This guideline is not intended to replace student-specific orders or parent-provided individual medications.