

RSU #63

- a. NEPN/NSBA Code:** JLCEA
- b. Title:** Students with Diagnosed Allergies and Sensitivities
- c. Author:** Policy Committee
- d. Replaces Policy:** NEW
- e. Date Approved:** 01/28/2019 RSU #63
- f. Previously Approved:** NEW
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Superintendent, Administrators, School Nurse & Policy Committee
- i. Date Reviewed:**
 - 12/19/2018 Superintendent
 - 01/07/2019 Policy Committee
 - 12/19/2018 Administrators
 - 12/19/2018 School Nurse
- j. References:**
- k. Narrative:**

The RSU #63 Board of Directors (the Board) recognizes that diagnosed food allergies and sensitivities can pose a significant threat to the health of some students. It is the policy of the Board to work with students, parents/guardians, staff, and medical personnel to minimize risks and provide an inclusive and safe educational environment for food-allergic and food-sensitive students.

I. Family's Responsibility

- A.** Notify the school of the child's allergies at the time of registration and/or diagnosis.
- B.** Work with the school team to develop a Food Allergy Action Plan that accommodates the child's needs throughout the school including the classroom, the cafeteria, and on the school bus.
- C.** Provide written medical documentation and instructions from a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child.
- D.** Provide properly labeled medications as directed by a physician. Replace medications after use or upon expiration.
- E.** Educate the child in the self-management of their food allergy including:
 - 1. Safe and unsafe foods.
 - 2. Strategies for avoiding exposure to unsafe foods.
 - 3. Symptoms of allergic reactions.
 - 4. How and when to tell an adult they may be having an allergy-related problem.
 - 5. How to read food labels (age appropriately).

F. Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.

G. Provide emergency contact information.

II. Schools Responsibility

A. Teachers, Staff, and Administration

1. Be knowledgeable about and follow applicable federal laws including Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), Section 504, and Family Educational Rights and Privacy Act (FERPA) and any state laws or district policies that apply.
2. Review the health records submitted by parents/guardians and physicians.
3. Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
4. Identify a core team of, but not limited to, school nurse, teacher/guardian, principal, school food service staff and nutrition director, 504 or Individualized Education Plan (IEP) Coordinator, or counselor to work with parents/guardians and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
5. Assure that all staff who interact with the student on a regular basis understand the food allergy, can recognize symptoms, and knows what to do in an emergency.

B. Classroom

1. Avoids the use of identified allergens in class projects, parties, celebrations, arts, crafts, science experiments, cooking, snacks, or rewards. Modify class materials as needed.
2. Use non-food incentives for prizes, gifts, or awards.
3. Encourage children to wash hands before and after handling or consuming foods.
4. Designate allergy-friendly seating arrangements.
5. Support parents/guardians of children with food allergies who wish to provide safe snack items for their child in the event of unexpected circumstances.
6. Include information about children with special needs, including those with known food allergies, in instructions to substitute teachers.

C. Cafeteria

1. Encourage children, school staff, and volunteers to wash hands before and after handling or consuming foods.
2. Wash all tables and chairs before each meal period.
3. Designate allergy-friendly seating during meals (open to any child eating foods free of identified allergens).
4. Provide copies of menus for parents/guardians to use in planning.
5. Be prepared to share food labels, recipes, or ingredient lists used to prepare meals and snacks with others.

6. Read all food labels and re-check with each purchase for potential food allergens.

D. Nurse

1. Keep medications in an easily accessible secure location central to designated school personnel. Students should be allowed to carry their own epinephrine, if age appropriate after approval from the students' physician/clinic, parent/guardian and school nurse, and allowed by state or local regulations.
2. Train all school personnel to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
3. Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
4. Provide signage in clinic, teachers' room, and cafeteria regarding anaphylaxis emergency procedure.

E. Transportation

1. Enforce a "no eating" policy on the school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy. Discuss appropriate management of food allergy with family.
2. Train transportation staff in how to respond to food allergy emergencies.

III. Students Responsibility

- A. Students will not trade food with others.
- B. Students will not eat anything with unknown ingredients or known to contain any allergen.
- C. Students will notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- D. Students should be proactive in the care and management of their food allergies and reactions based on their developmental level.