



ALEDO ISD HEALTH SERVICES FOOD ALLERGY MANAGEMENT PLAN 2026-2027

PURPOSE:

The Food Allergy Management Plan will enable all AISD personnel to participate and collaborate with students, family members, and healthcare providers, to provide best practice standards for the care of students with severe food allergies. This plan will be ever changing to remain current as new information is provided, treatments change, and new management standards are developed. This plan will define processes of identifying, managing, and ensuring safety measures for students with life-threatening food allergies. The management of students with life-threatening allergies, while in the school setting, 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, AISD will remain committed to keeping all students safe throughout the school day. Safety interventions, individualized health plans (IHPs), and emergency action plans (EAPs) 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, 82nd 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.

A food allergy is a potentially serious immune-mediated response that develops after ingesting or having direct contact with specific foods or food additives. Anaphylaxis is a rapidly progressing, life-threatening allergic reaction. Caring for children with diagnosed food allergies at risk for anaphylaxis in the school setting requires a collaborative partnership with the students, parents, healthcare providers, and school staff.

DEFINITIONS:

1. **Allergic Reaction** - an immune mediated reaction to a protein. Allergic reactions are not usually harmful.
2. **Severe Food Allergy** - a dangerous or life-threatening reaction of the human body to a food-borne allergen induced by inhalation, ingestion or skin contact that requires immediate medical attention.
3. **Food Intolerance** - an unpleasant reaction to food but does not involve an immune system response or the release of histamine. Not life-threatening.
4. **Anaphylaxis** - a serious allergic reaction that is rapid in onset and may cause death. Occurs within a few minutes to several hours after exposure to the allergen.
5. **Cross Contamination** - when an allergen is transferred from one item (utensils, pots, pans, countertops, surfaces, etc.) or person to another.
6. **Epinephrine** - medication used to counteract anaphylaxis; administered via auto-injector or nasal spray.
7. **Food Allergy Management Plan (FAMP)** - a plan developed and implemented by the district that includes general procedures to limit the risk posed to students with food allergies and specific procedures to address the care of students with a diagnosed food allergy who are at risk for anaphylaxis.
8. **Food Allergy Action Plan (FAAP)** - a personalized emergency plan written by a healthcare provider that

specifies the delivery of accommodations and services needed by a student in the event of a food allergy reaction.

9. **Emergency Action Plan/Emergency Care Plan (EAP/ECP)** - a personalized emergency plan written by a healthcare provider that specifies the delivery of accommodations and services needed by a student in the event of a food allergy reaction.
10. **Individualized Health Plan (IHP)** - a plan written by a school nurse (RN) based on orders written by a healthcare provider, which details accommodations and/or nursing services to be provided to a student because of the student's medical condition, based on medical orders or notes written by a healthcare provider.
11. **School-Sponsored Activity** - an activity, event, or program occurring on or off school grounds, whether during or outside of regular school hours, which is organized and/or supported by the school/AISD.

GENERAL GUIDELINES FOR THE CARE OF THE STUDENT WITH SEVERE FOOD ALLERGIES

1. IDENTIFICATION OF A STUDENT WITH FOOD ALLERGIES:

- In accordance with Texas Education Code Chapter 25, Section 25.0022, AISD requests annual disclosure of all food allergies by the parent or guardian on the *Health Information Form*. This form is a part of the online annual enrollment process. This form requests disclosure of a student's food allergies, risk of anaphylaxis, and/or prescribed epinephrine so the district can take precautions regarding the student's safety.
- When a student's severe food allergy, risk of anaphylaxis, and/or prescribed epinephrine is disclosed by the parent or guardian, then a *Food Allergy and Anaphylaxis Emergency Care Plan* should be completed by the **parent and student's physician** and be submitted to the school nurse or health aide. Parents and guardians can access the *Food Allergy and Anaphylaxis Emergency Care Plan* from the AISD Health Services website or obtain a copy from the school nurse or health aide.
- A *Special Dietary Needs Form* must be completed by the **parent and student's physician** for any modifications or substitutions of meals purchased through AISD cafeterias due to food allergies. Parents or guardians can access the form through the AISD Child Nutrition Department website or obtain a copy from the school nurse or health aide. Completed forms must be submitted to the school nurse or health aide. The nurse or health aide will then contact the Child Nutrition Director to establish the cafeteria account "pop-up" message for the prescribed meal modifications.

2. DEVELOPMENT, IMPLEMENTATION, COMMUNICATION AND MONITORING OF ALLERGY PLAN:

Upon receipt of the completed *Food Allergy and Anaphylaxis Emergency Care Plan* (will be referred to as FAAP moving forward), the school nurse will:

- Update student health record with documentation from a physician for a student with a food allergy who is at-risk for anaphylaxis.
- Develop an IHP in collaboration with the parents and required physician documentation.
- Notify the Child Nutrition Director of a completed *Special Dietary Needs Form* and FAAP.
- Notify campus administration, teachers, and other staff members on a need-to-know basis.
- Assist with the 504 process, if appropriate. Students at risk for anaphylaxis may be considered to have a disability and require services and program modifications so that the student with food allergies at-risk for anaphylaxis can safely participate in the learning environment.
- Review the student's ability to self-administer their epinephrine if self-administration orders are received and signed by the parent and healthcare provider. Staff will be notified that the

student self-administers their epinephrine delivery device, as needed.

- Notify the Director of Transportation of the student at-risk for anaphylaxis and forward the FAAP. Transportation will need to know whether they will be self-carrying and if they are able to self-administer the epinephrine.
- Notify the custodial staff of appropriate cleaning protocols with special attention to high-risk areas.
- Provide Level II allergy training to appropriate staff.
- Continually review the food allergy plan to provide a safe and least-restrictive environment for the student.

3. REDUCING THE RISK OF EXPOSURE THROUGH ENVIRONMENTAL CONTROLS:

- Children at risk for anaphylaxis should not be excluded from classroom based activities based on their food allergies, therefore it is important to implement strategies to limit exposure to food allergens.
- Eliminate, limit, or reduce allergen food from classrooms and other learning environments used by children with food allergies at risk for anaphylaxis.
- Place identification of “food allergy” in high risk areas.
- Designate an “allergen-free table” in the cafeteria, as needed.
- Notify parents of the severe food allergy in reference to parent provided snacks and school-related events/parties where food will be served.
 - Food items must be prepackaged (cannot be homemade) and must be accompanied with a label with an ingredient list so that potential food allergens can be identified.
- The Child Nutrition Department will review cross-contamination possibilities during food preparation and service.
- Notification of identified student’s food allergy and any measures for emergency care included in the teacher substitute folder.
- Educating students about not sharing food, snacks, drinks, or utensils.
- Reinforce proper hand hygiene before and after eating.
- Assign trained staff for epinephrine use to be present in food service areas, as appropriate.
- Provide ready access to epinephrine in an accessible and secure but unlocked area.
- Eliminate or minimize possible exposure sources during transportation, field trips, extracurricular activities, after school programs and sporting events.

4. TRAINING FOR SCHOOL STAFF ON FOOD ALLERGIES, ANAPHYLAXIS AND EMERGENCY RESPONSE:

- Level I: Annual online overview training will be completed at the beginning of each school year by all district personnel. This training will include:
 - Most common food allergens
 - Importance of environmental controls
 - Signs and symptoms of an anaphylactic reaction
 - Implementing an emergency action plan
 - Administration of epinephrine
- Level II: A more comprehensive training will be provided for staff responsible for the care of a student with severe food allergies. This training will include:
 - In depth Level I allergy training
 - Specific students at risk for anaphylaxis
 - Planning for students who do not have epinephrine at school
 - Implementation of FAAP/504 Plan
 - Communication procedures for initiating emergency protocols and substitute preparedness planning
 - Environmental control factors, including handwashing and cleaning procedures

- Working with EMS
- Post-anaphylaxis debriefing process
- Documentation of Level II training will be kept by the campus nurse

5. POST-ANAPHYLAXIS REACTION REVIEW:

- The school nurse or health aide, in collaboration with the parent, principal, and involved AISD staff will review the plan and incident - Preparation should be made for the student's return to school.
- Identify the source of allergen exposure and take steps to prevent future exposures.
- Identify and interview those who may have been involved with the anaphylaxis incident.
- Meet with school staff to review administrative regulations.
- Provide factual information to parents of other classroom students that comply with FERPA law and do not identify the individual student.
- If the allergic reaction is thought to be from food provided by the Child Nutrition Department, work with Child Nutrition to ascertain what potential food item was served, how to reduce risk in the cafeteria by reviewing food labels, and minimizing cross-contamination among other strategies.
- Review FAAP, IHP, and/or the 504 Plan and amend to address any changes that were made by the student's healthcare provider.
- If an epinephrine delivery system was utilized during the reaction, ensure that the parent/guardian replaces it with a new one.
- In the rare instance that a fatal reaction occurred, the school's crisis plan for dealing with the death of a student should be implemented.

FOOD ALLERGY MANAGEMENT ROLES & RESPONSIBILITIES

In promoting a safe school environment for students 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 reacting quickly should an exposure or allergic reaction occur.

1. RESPONSIBILITIES OF THE FAMILY AND STUDENT:

- Notify the campus nurse or health aide of the student's allergies in accordance with TEC, Section 25.022. Use of the AISD *Health Information Form* is the preferred method of notification.
- Complete the *Food Allergy and Anaphylaxis Emergency Care Plan* (parent and physician) and return to the school nurse or health aide. Forms are available on the Health Services section of the AISD website or can be obtained from the school nurse or health aide.
- Contact the school nurse or health aide to review the allergy information and allergy action plan. Discuss accommodations the student may need throughout the school day or during school-sponsored activities.
- Collaborate with the school nurse or health aide regarding possible accommodations needed for extracurricular activities that may take place before or after school (athletics, band, fine arts, cheer, dance, etc.)
- Provide properly labeled medications and replace medications after use or upon expiration.
- 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 carrying and administering their personal emergency medication as prescribed.
 - The importance of not sharing their medications with anyone.
- Meet with the school nurse or health aide and other school personnel as needed for a post-exposure conference.
- Provide emergency contact information and update when needed.
- Work with after-school program staff to develop and review the FAAP noting any accommodations the student will need during the after-school program. Complete their required medication authorization forms and provide properly labeled medication and replace medications after use or upon expiration.
- Student responsibilities include:
 - No trading of food with others.
 - Not eating anything with unknown ingredients or known to contain any allergens.
 - Being proactive in the care and management of their food allergies and reactions (as developmentally appropriate).
 - Immediately notifying an adult if they eat something they believe may contain a food to which they are allergic.

2. RESPONSIBILITIES OF THE CLASSROOM TEACHER:

- Complete Level I and Level II training.
- Review the FAAP for your student - ask the school nurse or health aide for clarification, as needed.
- Review communication plan with the front office and school nurse or health aide.
- Ensure that volunteers, substitute teachers, student teachers, aides and specialists are informed of the student's food allergy and take necessary safeguards.
- Leave information in an organized, prominent, and accessible format for the substitute teacher and other appropriate staff.
- Be aware of how the student with food allergies is being treated; enforce district policy on bullying and threats related to food.
- Work with the school nurse or health aide to educate other parents about the presence and needs of students with severe food allergies in the classroom.
- Inform parents and school nurses or health aides of any school events where food will be served.
- Consider eliminating or limiting food in classrooms and other learning environments.
- Avoid isolating or stigmatizing a student with food allergies and adhere to the AISD policy on bullying.
- Ensure that a student suspected of having an allergic reaction is accompanied by an adult (preferably) or student to the clinic.
- Do not put a student on the bus if there are any signs or symptoms of an allergic reaction.

Classroom Activities:

- Avoid use of foods for classroom activities (e.g. arts and crafts, counting, science projects, parties, holidays and celebrations, cooking or other projects)
- Welcome parental involvement in organizing and planning class parties and special events.
- Consider non-food treats.
- Use non-food items such as stickers, pencils, etc. as rewards instead of food.

Snack time/Lunchtime:

- Establish processes to ensure that the student with life-threatening food allergies eats only what she/he brings from home and/or is known to be safe.
- Encourage hand washing before and after snacks and lunch. Alcohol-based hand sanitizers are NOT effective in removing allergens from hands.
- Prohibit students from sharing or trading food.

- Encourage parents/guardians to send a box of “safe” snacks for their child.

Field Trips:

- Give the nurse at least a TWO day notice prior to field trips for necessary preparation.
- Ensure that the FAAP and the student’s prescribed epinephrine are taken on the field trip and all outings.
- Collaborate with parents of students with food allergies when planning field trips.
- If field trip timing is during lunch, plan for reduction of exposure to a student’s life-threatening food allergy.
- Invite parents of students at risk for anaphylaxis to accompany their child on school trips, and/or to act as a chaperone. However, the student’s safety or attendance must not be a condition of the parent’s presence on the trip.
- Collaborate with the school nurse or health aide to ensure that at least one person on the field trip is trained in recognizing signs and symptoms of life-threatening allergic reactions and is trained to use an epinephrine delivery system (injection or nasal spray).
- Consider ways to wash hands and encourage hand washing before and after eating (e.g. provision for hand wipes, etc.)

3. RESPONSIBILITIES OF THE SCHOOL NURSE, LVN, OR HEALTH AIDE:

- Implement the AISD *Food Allergy Management Plan* on each campus along with the campus administrators, District Lead Nurse, staff, and when appropriate, the 504 coordinator.
- Review AISD registration information including the *Health Information Form* annually.
- Contact parents/guardians who have indicated their student has a food allergy and have not submitted a completed *Food Allergy and Anaphylaxis Emergency Care Plan* for their student - this should be completed before the start of school.
- Review submitted FAAP, once received, and collaborate with parents to implement the plan.
- Notify Child Nutrition, Transportation, campus administration, teachers, coaches, after-school care, and any other “need to know” staff of the enrollment of the student with a severe food allergy and provide with a copy of the FAAP.
- Send home a food allergy notification to parents that a student in their student’s classroom has a severe food allergy and what their role is in keeping the classroom environment safe and inclusive. Do NOT identify the individual student.
- Provide Level I and Level II training to principal-designated staff annually in responding to exposure or allergic reactions and administration of epinephrine delivery systems when a school nurse is not available. Maintain documentation of trained staff.
- Ensure that prescribed epinephrine delivery systems are properly labeled and stored in a secure, accessible, and unlocked area, and are not expired.
- Encourage parents to keep an extra epinephrine delivery system in the clinic if the student has a self-carry authorization.
- Ensure that a trained staff member attends field trips or school outings if parents are not in attendance.
- Participate in a campus post-anaphylaxis reaction review.

4. RESPONSIBILITIES OF THE DISTRICT LEAD NURSE OR SUPERINTENDENT DESIGNEE:

- Coordinate the management of food allergies within the district.
- Serve as the point of contact for allergy management for parents, staff and healthcare providers.
- Coordinate training of administrators, staff and departments on food allergy management.
- Assist and support campus staff with implementing food allergy management strategies.
- Review AISD *Food Allergy Management Plan* annually and recommend any changes needed to ensure that the most current information is utilized in providing care for food allergic students and aligns with current statutes, rules and evidence-based practice.

- Coordinate post-anaphylaxis conferences and implement any needed changes to the AISD *Food Allergy Management Plan* to increase student safety.

5. RESPONSIBILITIES OF THE CHILD NUTRITION DIRECTOR AND CHILD NUTRITION DEPARTMENT:

- Review the legal protections for students with life-threatening allergies and ensure that students with severe food allergies that participate in the federally-funded school meal programs are given safe food items as outlined by the physician's signed statement.
- Upon receipt of diagnosis of a food allergy from a healthcare provider, make appropriate substitutions or modifications for meals served to students with food allergies.
- Train all food service staff and their substitutes to read food labels and recognize food allergens.
- Maintain contact information for manufacturers of food products.
- Review and follow sound food handling practices to avoid cross-contamination with potential food allergens.
- Follow cleaning and sanitation protocol to avoid cross-contamination.
- Maintain current menus via the website with notifications of any menu changes. Provide specific ingredient lists to parents upon request.
- Ensure that all Child Nutrition personnel complete Level I anaphylaxis training annually and maintain documentation of all trained staff.
- Be prepared to take emergency action for a student in the cafeteria in the event of an allergic reaction.
- Avoid use of latex gloves for food preparation. Only use non-latex gloves.

6. RESPONSIBILITIES OF THE CAMPUS ADMINISTRATORS:

- Oversee the administration of the AISD *Food Allergy Management Plan* on the campus.
- Collaborate with the campus nurse or health aide to ensure a process is in place for identifying students with food allergies who are at-risk for anaphylaxis.
- Ensure that campus staff complete Level I food allergy training annually.
- Communicate with parents/guardians that AISD is an "allergy aware" district and we actively implement these procedures to ensure student safety.
- Collaborate with the campus nurse or health aide to ensure that at least one trained staff member attends field trips when a student with a food allergy at-risk for anaphylaxis is participating in the event.
- Collaborate with the teachers to ensure that a plan is in place to notify substitute teachers if they have a student with food allergies who is at-risk for anaphylaxis in their classroom.
- Collaborate with the nurse or health aide to ensure that a plan is in place to respond to exposure or allergic reactions when a nurse is not available.
- Ensure that a plan is in place to designate a table as "allergen-free" in the cafeteria.
- Ensure that a food-allergic student is included in all school activities (students should not be excluded from school activities based on their food allergy).
- Ensure that appropriate cleaning of allergy-free areas in the cafeteria are being followed.
- Limit use of food as rewards and manipulatives in classrooms.

7. RESPONSIBILITIES OF THE AFTER-SCHOOL CARE PROGRAM:

- Conduct the program in accordance with AISD policies and procedures regarding students with food allergies who are at-risk for anaphylaxis.
- Provide the school nurse with a list of students who are participating in the After School Program.
- Collaborate with the nurse or health aide to identify students in your care who have a FAAP. Ask for any clarification needed regarding implementation of the plan.
- Collaborate with the nurse or health aide on having access to student emergency medications.
- Ensure staff member(s) have been designated and trained to administer emergency epinephrine if students with life-threatening allergies attend the program

- Restrict the use of foods that are known allergens to students with food allergies at-risk for anaphylaxis.
- Promote and monitor good hand washing practices before and after snacks and anytime potential allergens may have been touched.

8. RESPONSIBILITIES OF THE COACHES, TRAINERS, SPONSORS AND OTHER PERSONS IN CHARGE OF SCHOOL-SPONSORED ACTIVITIES:

- Conduct the school-sponsored activity in accordance with AISD policies and procedures regarding students with food allergies who are at-risk for anaphylaxis.
- Obtain a copy of the FAAP from the school nurse or health aide for students with food allergies who are at-risk for anaphylaxis who are participating in the activity.
- Collaborate with the school nurse or health aide to ensure coaches/trainers/sponsors of the activity receive food allergy training.
- Collaborate with the school nurse or health aide to ensure coaches/trainers/sponsors know if the student is self-carrying epinephrine and/or where the student's epinephrine is located on the campus.
- Restrict the use of foods that are known allergens.
- Discourage trading or sharing of food and utensils.
- Promote and monitor good hand hygiene practices.

9. RESPONSIBILITIES OF THE DIRECTOR OF TRANSPORTATION AND TRANSPORTATION DEPARTMENT:

- Ensure that all Transportation Department staff complete Level I allergy training annually.
- Provide Level II food allergy training to bus drivers who have a student with food allergies who are at-risk for anaphylaxis on their route. Maintain documentation of trained staff.
- Obtain a copy of the FAAP from the nurse or health aide for students with food allergies who are at-risk for anaphylaxis who ride the bus.
- Ensure that bus drivers know how to contact EMS in the event of an emergency.
- Maintain a policy of no consumption of food or drinks on the buses (other than water).
 - Special considerations may be given for trips of extended duration or unique circumstances involving meal schedules.
 - Special considerations may be given to students with medical accommodations (i.e. students with diabetes). Work with the District Lead Nurse on a plan to ensure student safety if this occurs.

10. RESPONSIBILITIES OF THE CUSTODIAL STAFF:

- Attend/participate in Level I food allergy training annually.
- Clean desks, tables, chairs, and other surfaces with special attention to designated areas for students with food allergies who are at-risk for anaphylaxis.
- Collaborate with the nurse or health aide to be aware of areas that may require specialized cleaning.