

Food and Severe Allergy Responsibilities Guideline

Allergy Guidelines

For additional information, visit the [Texas Department of State Health Services' Allergies and Anaphylaxis webpage](#).

Anaphylaxis is a severe, life-threatening reaction to food, medication or insect bite. Anaphylactic shock is sudden and may be fatal. It is the goal of the Celina ISD Health Services to promote a safe and supportive school environment for students with food or other severe allergies through shared responsibility among parents/guardians, students, and the school nurse.

The District cannot guarantee an allergen-free environment; however, reasonable precautions will be taken to reduce the risk of exposure and ensure a prompt response to allergic reactions.

Parent/Guardian Responsibilities

The parent or guardian will:

1. Notify the school nurse of the student's food or other severe allergies during enrollment and whenever the student's condition changes.
2. Provide annually completed and signed health documentation, as applicable, including:
 - Anaphylaxis Emergency Action Plan
 - Medication Administration Request Form
 - Disability and Severe Food Allergy Request Form for cafeteria meal modifications
 - Transportation Student Medical Form
 - Other documentation requested to support the student's care
3. Meet with the school nurse to review the student's emergency plan and discuss accommodations needed during the school day, transportation, field trips, extracurricular activities, and other school-sponsored events.
4. Provide all prescribed emergency medications and supplies in their original, properly labeled containers.
5. Replace medications promptly after use and before they expire.
6. Maintain current emergency contact information with the school.
7. Teach and reinforce age-appropriate allergy-management skills, including:

- Recognizing safe and unsafe foods
 - Avoiding known or possible allergens
 - Reading food labels
 - Recognizing symptoms of an allergic reaction
 - Immediately reporting a possible exposure or symptoms to an adult
 - Safely managing prescribed medication when authorized to self-carry
8. Notify the school nurse about field trips and whether the parent will attend so that emergency medication and trained staff coverage can be arranged.

School Nurse Responsibilities

The school nurse will:

1. Review student health information promptly and contact the parent or guardian when a severe allergy or risk of anaphylaxis is reported.
2. Obtain and review current physician orders, emergency action plans, medication authorizations, and other required documentation.
3. Document the student's allergy in the electronic health record and enter appropriate medical alerts.
4. Collaborate with the parent, student, healthcare provider, and appropriate school personnel to develop and implement an Individual Healthcare Plan and Anaphylaxis Emergency Action Plan.
5. Ensure that parent-provided medications are properly labeled, unexpired, securely stored, and readily accessible during the school day.
6. Verify that students approved to self-carry emergency medication have the required parent and healthcare-provider authorization and have demonstrated the ability to use the medication correctly.
7. Notify and train staff members who have a legitimate need to know about the student's allergy, emergency plan, and medication location while protecting student confidentiality.
8. Provide and document required allergy-awareness, specialized allergy-response, and epinephrine-administration training for appropriate staff.
9. Communicate with Food Services, Transportation, classroom staff, coaches, sponsors, athletic trainers, and other appropriate personnel regarding the student's emergency plan and necessary precautions.
10. Collaborate with classroom staff to reduce exposure to identified allergens during instruction, celebrations, meals, and other school activities.

11. Notify the campus 504 coordinator when appropriate and assist with developing or reviewing necessary accommodations.
12. Coordinate emergency medication and trained staff coverage for field trips, extracurricular activities, and other school-sponsored events.
13. Review the student's plans and accommodations annually and whenever the student's condition, treatment, or school circumstances change.
14. Respond to and document allergic reactions according to the student's emergency plan and District procedures. Notify the parent, emergency medical services, campus administration, and District Lead Nurse as appropriate.
15. Participate in a post-incident review following epinephrine administration or a severe allergic reaction and recommend changes needed to reduce future risk.

Student Responsibilities

As developmentally appropriate, the student will:

1. Avoid foods and other substances that contain, or may contain, a known allergen.
2. Avoid eating foods with unknown ingredients.
3. Eat only food provided from home or obtained through approved school meal arrangements.
4. Never trade or share food, drinks, eating utensils, or containers with others.
5. Wash hands before and after eating and after possible contact with an allergen.
6. Learn to recognize the signs and symptoms of an allergic reaction.
7. Immediately notify an adult after a possible allergen exposure or when symptoms of an allergic reaction begin.
8. Participate in managing the allergy and follow the Individual Healthcare Plan and Anaphylaxis Emergency Action Plan.
9. If authorized to self-carry emergency medication:
 - Keep the medication readily available as directed.
 - Do not share, leave unattended, or misuse the medication.
 - Use it only as prescribed.
 - Immediately notify an adult after administering epinephrine.
10. Report allergy-related teasing, bullying, threats, or intentional exposure to an adult immediately.

Also see the document: [*Food & Severe Allergy Management Plan \(PDF\)*](#) for more detailed information.