Excellence. For each and every student.

Wayzata Public Schools
Allergy/Anaphylaxis Management Guidelines

Family's Responsibility

- Prior to the start of the school year, notify the school Health Office of the child's allergies.
- Parents notify Culinary of any dietary accommodations. A Special Diet Statement form signed by a licensed physician (MD), physician's assistant (PA) or certified nurse practitioner (CNP) is needed. The specific Special Diet form will be provided by Culinary.
- Works with the school's team to develop a health plan that accommodates the child's needs during the school day.
- Provides written documentation, by submitting an *Anaphylaxis Action Plan* (AAP), **before the start of the school year.** The AAP must include medical provider orders. With a new allergy or change in allergy status, it is recommended that the parent submit an Anaphylaxis Questionnaire to the health office.
- Provides properly labeled medication and replaces medication when expired. The student's medical provider must renew medication orders each year. If the emergency injectable medication is to be carried by the student, the provider's order must indicate this.
- Notifies school Health Office of reactions that occur outside of the school day or changes in their child's needs during the school year.
- Educates child in the self-management of their food allergy including:
    - Symptoms of an allergic reaction
    - How and when to tell an adult they may be having an allergic reaction.
    - Which are safe and unsafe food
    - Strategies for avoiding exposure to unsafe foods
    - The risks of unauthorized food sharing
    - The need for good hand washing when handling food
    - How to read food labels (age appropriate)
- Provides supply of safe snacks for allergic student, if needed.
- Reviews the ingredient list provided by Culinary Express to determine whether their child can eat a menu item.
- Culinary Express is subject to product substitutions by their suppliers and formulation changes by manufacturers without notice and cannot guarantee 100% in their ingredient statements. ● Accommodations will be made for students but the district cannot guarantee that incidental exposure will not occur. Parents will need to decide whether their child can safely eat the school lunch. ● Parents are encouraged to introduce their children with life-threatening allergies to the bus drivers and consider having these children sit in the first four rows of the bus. It is expected that parents will notify the bus driver of the location of any emergency medication that the student will be carrying.

Wayzata Public Schools' Responsibilities

- Supports the efforts of each school and parents to provide a safe learning environment for students with severe allergies.
- Will implement the Anaphylaxis Action Plan and/or physician orders.
- Offers a Section 504 evaluation to determine eligibility for a Section 504 plan.
- Provides annual anaphylaxis training on strategies to avoid allergic reactions, recognizing symptoms of a severe allergic reaction, emergency injectable medication use, and proper follow-up emergency procedures. This training will be provided to all teachers, substitutes, paraprofessionals or others in the building who work directly with students.
- Schools will store emergency injectable medication in a safe and unlocked area in the Health Office and/or other designated school location. Students may carry their own emergency injectable medication, if approved by a medical provider, parent, and licensed school nurse (LSN) in accordance with Minnesota Statute 121A.2205.
- Takes threats or harassment against an allergic student seriously.

Staff Responsibilities

All Teachers

- Will be informed through the district student information system of students diagnosed with an anaphylactic condition who are in their classroom.
- Will maintain a list of students with anaphylaxis in the sub folder
- Will review and implement 504 accommodations and keep a copy in the substitute teacher folder.
- Completes annual district anaphylaxis training
- If the parent provides an emergency medication to be kept in the classroom, this medication must be accessible.
- Informs classroom paraprofessionals or other school staff who may assist in the classroom of students who have allergic reactions.
- If a reaction is suspected, an adult will call and request that the health office respond to the student location or an adult will escort that student to the health office or other location where treatment is available.
- Emergency injectable medications are to be carried by the student or designated adult on field trips.

Elementary Teachers

- At parent request, sends home letters regarding the student's allergies and requests that parents of other students avoid sending foods with known allergens.
- Contacts the parents of each allergic student or refers to the acceptable food list provided by the parent for an individual student, before providing any food item in the classroom. If uncertain, use snacks provided by the parent for the allergic student(s).
- Instructs all students in the class that sharing or trading of food or drink in the classroom is not allowed. If a teacher observes any students sharing or trading food or drink, the teacher will direct the students to stop.
- Instructs elementary children on proper hand washing and provides time to wash their hands.

- Reviews lesson plans and projects and modifies to accommodate the student with allergies. Will contact the parents one week prior to an activity involving food or items that may contain allergens, if known, so that the parents can determine if it is a safe activity for their child.
- Consults with the student's parent one week prior to field trips so that the parents can determine if it is a safe activity for their child.

Middle School Teachers

- Contacts the parents of each allergic student or refers to the acceptable food list provided by the parent for an individual student before providing any food item in the classroom. If uncertain, uses snacks that are provided by the parent for the allergic student(s).
- Instructs all students in the class that sharing or trading of personal food or drink in the classroom is not allowed. If a teacher observes any students sharing or trading food or drink, the teacher will direct the students to stop.
- Reviews lesson plans and projects and modifies to accommodate the student with allergies. Will contact the parents one week prior to an activity involving food or items that may contain allergens, if known, so that the parents can determine if it is a safe activity for their child.
- Consults with the student's parents one week prior to field trips. Will contact the parents one week prior to the activity so that the parents can determine if it is a safe activity for their child.

High School Teachers

- Reviews lesson plans and projects and modifies to accommodate the student with allergies.

Teacher Substitute

- Checks the substitute folder for lists of students with allergies, 504 documents and/or health concerns, and contacts the health office if there are any questions.

Wayzata Cafes

- Provides ingredient lists for foods served on the district's website.
- The District is not required to provide an exact item for item that match its food service program.
- Receives training on avoidance of cross-contamination when preparing and serving food.
- Food service lead will receive a list of students with life-threatening allergies from the health office.
- Wayzata Cafe is subject to product substitutions by their suppliers and formulation changes by manufacturers without notice and cannot guarantee 100% in their ingredient statements. **Parents will need to decide whether their child can safely eat the school lunch.**

Elementary Lunchroom Staff

- Designates and clearly labels a *peanut/nut aware* table at the elementary level.
- Cleans the *peanut/nut aware table* with district-approved cleaning supplies, using a separate cloth after every meal.
- Staff will check lunches for obvious peanut/nut products if a student without allergies sits at the *peanut/nut aware* table. Instructs students that they cannot sit at the *peanut/nut aware* table if their lunches contain peanuts or nuts.

Playground Staff

- Receives education regarding those students with life-threatening allergies, symptoms of a reaction, and emergency response.
- When the plan dictates, playground paraprofessionals may take the emergency injectable medications with them on the playground. They will observe for symptoms of anaphylaxis and if needed, administer emergency injectable medication or other medications according to the Anaphylaxis Action/504 Plan.

Custodial Staff

- Cleans the peanut/nut aware lunchroom tables separately using hot soapy water or a district approved spray.

Licensed School Nurse (LSN)

- The LSN team is responsible for developing, reviewing, and implementing Wayzata Schools' Anaphylaxis Management Guidelines, Anaphylaxis Action Plan.
- Directs health paraprofessional to maintain current anaphylaxis information and/or medication for each student with anaphylaxis.
- Consults and meets with parents as needed or as requested by the parent.
- Reviews the list of students with allergies provided by the health paraprofessional for each assigned building. Will manage and/or complete health plans for each student.
- Provides training to other staff on an as needed basis as determined by the Section 504 team, LSN and/or parent.
- Works with the Healthpara to send an email request to all parents of students with documented allergies, at the end of the school year, to have the medical provider complete/update plans for the fall.

Health Paraprofessional

- Notifies the LSN when they become aware of a new student with anaphylaxis and when a parent requests a meeting to discuss the student's allergy.
- Scans and uploads Anaphylaxis plans into Skyward.
- Places the Anaphylaxis Action Plan in the designated Emergency Health Plan binder.
- Identifies the student with anaphylaxis in the health alert section of Skyward.
- Works with the LSN to send an email request to all parents of students with documented allergies, at the end of the school year, to have the medical provider complete/update plans for the fall.
- Creates a list of students with anaphylaxis and updates it when needed. Keeps a copy in the health office and sends the list out to appropriate building staff.
- Informs Transportation and Wayzata Cafes of students with anaphylaxis.
- Stores the emergency injectable medication, other medication and Anaphylaxis Action Plan in a container clearly labeled with the student name in an unlocked area of the health office. The outside of the cabinet needs to be clearly labeled "emergency allergy medications."
- Sends emergency medications and Anaphylaxis Action Plan with the teacher on field trips.

School Bus Staff

- Drivers and aides will receive anaphylaxis identification training from Wayzata staff.
- Drivers will remind students of the “no eating” rule on the bus. This does not exclude food for those students who have a medical condition, such as diabetes, that requires them to have food available.
- Parents are encouraged to introduce their children with life-threatening allergies to the bus drivers and consider having these children sit in the first four rows of the bus. It is expected that parents will notify the bus driver of the location of any emergency medication that the student will be carrying.
- If a student is experiencing a reaction, the bus driver will encourage self-administration and offer assistance. The driver will also alert the dispatcher to call 911 and stay with the student until EMS arrives.