

## **Food Allergy Management Program**

Pleasantdale School District 107 is committed to providing a safe and nurturing environment for students. Pleasantdale School District 107 understands the increasing prevalence of life threatening allergies among school populations. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting. District 107 is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students. The focus of allergy management shall be on prevention, awareness, education, communication and emergency response.

The goals for allergy management include:

1. To clearly articulate when food will be available to students outside of the lunch program including the type of food products.
2. To define a formal process for identifying, managing, and ensuring continuity of care for all PreK-8 students with life threatening allergies.
3. To maintain the health and protect the safety of children who have life threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
4. To ensure that interventions and individual health care plans for students with life -threatening allergies are based on medically accurate information and evidence-based practices.

In accordance with the law, it is the policy of the district to provide all students, through necessary accommodations where required, the opportunity to participate in all school programs and activities. Accordingly, the superintendent shall direct principals and staff members to act affirmatively and work closely with parents to assure that the needs of children with documented allergies are taken into consideration in planning for district programs. The nursing staff shall ensure the district's management plan is reviewed and updated annually.

### **FOOD RESTRICTIONS**

1. Assures that no food or candy will be served at ~~classroom-holiday~~ **classroom/grade level/holiday** parties. Classroom parties will focus on ~~holiday-related~~ games and activities.
2. **Prohibits the distribution or sale of food directly to students during the school day or at school sponsored extra-curricular activities, outside of the lunch program, except when preapproved by the Superintendent or designee.**
3. ~~No food will be given or sold directly to students during the school day outside of the school lunch program (with the exception of the PTA special lunches and special events as approved by principal).~~

4. Ingredients of food used as part of an extra-curricular activity (cooking club) will be identified and communicated to parents in advance.
5. Food sold as concessions outside of the school day at school sponsored events must be prepackaged with the ingredients listed. Parents must be notified in advanced if any other foods besides prepackaged will be sold.
6. Food sold as concessions outside of school at ~~PTA~~ PTO sponsored events held on school premises must be prepackaged with the ingredients listed. Parents must be notified in advanced if any other foods besides prepackaged will be sold.

### **Individual Health Care Plan for Accommodations**

A document is developed by the nursing staff in collaboration with parents and the school team to identify reasonable accommodations for the child's needs throughout the school day. Parents with students who have life threatening allergies will be offered a 504 plan. Whether students with life threatening food allergies are identified under Section 504 as disabled individuals or not, School District 107 will provide these students with individualized health care plans to address their health and safety needs.

### **EXPECTATIONS OF THE PARENT/GUARDIAN OF AN ANAPHYLACTIC STUDENT**

Each parent/guardian of a child with a life-threatening allergy shall be expected to:

1. Teach your child to:
  - recognize the first symptoms of a food allergic/anaphylactic reaction
  - communicate with school staff as soon as he/she feels a reaction is starting
  - carry his/her own epinephrine auto-injector when appropriate
  - not share snacks, lunches, drinks or utensils
  - understand the importance of hand washing before and after eating
  - report teasing and/or bullying that may relate to the child's disability
  - take responsibility for his/her own safety
2. As children get older, teach them to:
  - encourage self-advocacy of the seriousness of the allergy to adults and peers
  - communicate symptoms as soon as they appear to the school nurse and teacher
  - learn about ingredient safety
  - develop awareness of their environments, including allergy-controlled zones and to practice age appropriate behavior regarding health and safety
3. Inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after

diagnosis). All food allergies must be verified by documentation from physician or physician's designated licensed extender (Nurse Practitioner (NP) or Physician Assistant (PA)).

4. Work with the school team collaboratively to develop the individual health care plan for accommodations that will address situations in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and to provide an allergy action plan. Medical information from the child's treating physician must be provided as needed to write the plans. (A licensed physician is defined as a doctor of medicine (MD) or a doctor of osteopathy (DO).) The plans should also promote increasing age-appropriate independence (ages 8 -18) as the student grows and matures. In determining age-appropriate independence the student's level of autonomy and their ability to function autonomously is considered.
5. Complete and submit all required medication forms.
6. Sign the required district allergy action plans and a release for school personnel to consult with family physician/allergist and all medical providers, if deemed necessary.
7. Provide the school nurse with up-to-date emergency medications (including Epinephrine) so they can be placed in all required locations for the current school year. Medications will comply with the district medication policy of proper labeling and expiration.
8. Inform the school of any changes in the child's life threatening food allergy status.

## **EXPECTATIONS OF STUDENTS**

Each student with a life-threatening allergy shall be expected to:

1. Use proper hand washing before and after eating and throughout the school day.
2. Avoid sharing or trading of foods or eating utensils with others. Take responsibility for avoiding food allergens.
3. Not eat anything with unknown ingredients or known to contain an allergen.
4. Avoid putting anything in mouth such as writing utensils, fingers, or other foreign object.
5. Be proactive in the care and management of their food allergies and reactions based on their developmental level.
6. Learn to recognize personal symptoms.
7. Notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

8. Notify an adult if they are being picked on or threatened by other students as it relates to their food allergy.
9. Know the overall individual health care plan for accommodations and understand the responsibilities of the plan.

## **RESPONSIBILITIES OF SUPERINTENDENT**

The Superintendent shall:

1. Follow all applicable federal laws, including ADA, Section 504, and FERPA, as well as all state laws and district policies/guidelines that may apply.
2. Provide the appropriate allergy forms for the parent and explain that the required forms must be returned and approved by the school nurse prior to the child attending school.
3. Meet with parents and listen to their needs and concerns.
4. Assure individual health care plans are in place for students with life threatening food based allergy in consultation with the nursing staff, student's parent(s)/guardian(s), and physician (if necessary).
5. Ensure district-wide mandatory in-service training and education on reducing life threatening allergy risks, recognizing food allergy symptoms, and emergency procedures for appropriate staff including, but not limited to the following topics:
  - a description/definition of severe allergies and a discussion of the most common foods causing allergic reactions
  - the signs and symptoms of anaphylaxis
  - the correct use of Epinephrine
  - specific steps to follow in the event of an emergency
  - parent/staff severe allergy educational meetings may be scheduled, as medical personnel are available.
6. Ensure the individual health care plan for accommodations are available in the nurse's office and a student's homeroom at the elementary level and in the nurse's office at the middle school.
7. Ensure that information is in an organized, prominent and accessible format for a substitute teacher with the universal symbol displayed for ease of access. A bright colored label will be on the outside of sub folders (MEDICAL ALERT).
8. Familiarize teachers with the individual health care plan for accommodations of their students and any other staff member who has contact with student on a need-to-know basis.

9. Develop, instruct and reinforce with facilities personnel cleaning protocol to ensure that the threat of allergens is minimized.
10. Post the school's emergency protocol on life threatening allergies in handbooks.
11. Notify staff of the locations of Epinephrine in the school.
12. Instruct staff to call 911 in all instances of Epinephrine administration.

## **RESPONSIBILITIES OF SCHOOL HEALTH PROFESSIONALS**

The nursing staff is the primary coordinator of each student's life threatening allergy plan.

Each district nurse will have the following responsibilities:

1. Meet with parent/guardian(s) of a student with a life-threatening allergy to develop an individual health care plan for accommodations for the student.
2. Maintain updated individual health care plan for accommodations in the health office and in the classroom when appropriate. The emergency action plans will also travel with the Epinephrine on school sponsored field trips.
3. Assist the principal in providing information about students with life threatening allergies to staff where there is a need to know.
4. In conjunction with the principal, provide yearly in-service training and education for staff regarding life threatening allergies, symptoms, risk reduction procedures and emergency procedures including demonstration of how to use Epinephrine. The nursing staff shall retain documentation of those personnel who have received training on a yearly basis.
5. Familiarize teachers/substitutes with the individual health care plan for accommodations of their students and, on a need-to-know basis, any other staff members who have contact with student.
6. Assure a contingency plan will be in place in the event nursing staff is not in the building utilizing trained and identified back-up personnel.
7. School personnel will not knowingly allow food products that are identified as containing food allergen or their derivatives or manufactured in a facility or on equipment that processes the allergen in the vicinity of students having life threatening allergies.

## **RESPONSIBILITIES OF TEACHERS**

Each teacher shall have the following responsibilities:

1. Have knowledge of the signs and symptoms of severe allergic reaction as provided in the student's individual health care plan for accommodations, and be aware of and implement the emergency plan if a reaction is suspected.
2. Review the individual health care plan for accommodations with nursing staff and/or parent(s)/guardian(s) of any student in your classroom with life threatening allergies along with relevant staff members.
3. Participate in in-service training about students with life threatening allergies including demonstration on how to use the Epinephrine auto-injector.
4. In collaboration with nursing staff and parent(s)/guardian(s) of the allergic child, establish classroom protocol regarding the management of food in the classroom. This protocol will be communicated by the teacher to the students and parent(s)/guardian(s) of the affected class.
5. Efforts will be made to eliminate the use of food in curricular activities by using replacement activities or materials. No food products will be utilized for curricular activities without prior approval by the Superintendent or designee.
6. Notify parents by written communication of any school related activity that requires the use of food in advance of the project or activity (preK-8).
7. School personnel will not knowingly allow food products that are identified as containing food allergen into the classroom.

## **RESPONSIBILITIES OF CUSTODIAL SERVICES**

Custodians shall, under the direction of the building principal:

1. Use a separate wash bucket and cloth with district-approved cleaning agents solely for the cleaning of allergen-safe zones. This will include disinfecting solution all-purpose soap as effective cleaning solutions.
2. Participate in in-service training on appropriate practices for students with life threatening allergies including demonstration of Epinephrine use.

## **RESPONSIBILITIES OF PERSONS CONDUCTING AFTER-SCHOOL ACTIVITIES**

Staff member(s) conducting after school activities shall have the following responsibilities:

1. Review individual health plans for any student participating in an activity for which they are responsible.
2. Staff member(s) conducting after school activities will participate in in-service training on appropriate practices for students with life threatening allergies including demonstration of Epinephrine use at least annually. The training will be documented and kept on file.

### **RESPONSIBILITIES ON FIELD TRIPS**

The school shall have the following responsibilities when a student with life threatening food allergy attends field trips:

1. On field trips, consideration will be given for avoiding food allergen exposure, and parental attendance is encouraged.
2. Meals of children with food allergies should be stored separately to minimize cross-contamination.
3. An in-serviced trained district employee such as the classroom teacher will accompany the class on the field trip and will maintain each applicable student's Epinephrine and will follow the child's Allergy Action Plan/IHCP.
4. Copies of student's Allergy Action Plan will be carried on all field trips.
5. Staff will call 911 in all instances of Epinephrine use. Parent(s)/legal guardian(s) will be notified.
6. When middle school students are going on a field trip or service project, they may go to a restaurant. In advance of the trip, a menu is provided to students with allergies and parents have the option of sending a lunch or a substitute menu/lunch will be available for that student. All parents must sign a permission form to go to restaurants ahead of time.

### **GUIDELINES FOR CONCESSION STANDS OUTSIDE OF THE SCHOOL DAY**

The following guidelines apply for any sales:

1. Food sales would be limited to prepackaged foods, **unless parents are notified in advance.**
2. ~~If any non prepackaged food items are sold, parents must be notified in advance.~~
3. Food consumption ~~would~~ **should** be limited to identified areas of the building, with appropriate cleaning items available. Suggested areas would be the lobby of the north gym and APR (**cafeteria**).
4. **Nurse will check pre-packaged food labels so as not to contain peanuts or tree nuts.**

### **GUIDELINES FOR SCHOOL SPONSORED SPECIAL EVENTS**

## **Extra Curricular**

Foods used in activities connected to extra-curricular activities (cooking club) will not contain a life-threatening allergen. Parents will be notified prior to the activity of ingredients to be used.

## **GUIDELINES FOR OUTSIDE FOOD SERVICE PROVIDER**

1. Outside providers will be made aware of this policy.
2. It is required they must provide in-service to food service employees regarding safe food handling practices to avoid cross contamination with potential food allergens.

## **RESOURCES**

Allergy, Asthma Information Association of Canada (AAIA)

American Academy of Allergy, Asthma and Immunology. (AAAAI). <http://www.aaaai.org>

Asthma & Allergy Foundation of America. <http://www.aafa.org>

Food Allergy and Anaphylaxis Network (FAAN). Their phone number is 800-929-4040, and the Web address is: [www.foodallergy.org](http://www.foodallergy.org)

Food & Drug Administration's Website

Food Anaphylaxis Education's Website

National Association of School Nurses. <http://www.nasn.org>