

## Riverside District 96 Schools

The focus of the Riverside District 96 Schools Food Allergy Protocol is prevention, education, awareness, communication, and emergency response as it relates to life-threatening food allergies. The management plan creates a balance between health, social normalcy, and the safety needs of the individual student with life-threatening food allergies and the education, health and safety needs of all students.

### **Riverside District 96 Food Allergy Management Goals**

The goals of the Riverside District 96 Food Allergy Management Plan include:

1. To maintain the health and protect the safety of children who have life-threatening food allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
2. To ensure that interventions and individual health care plans for students with life-threatening food allergies are based on medically accurate information and evidence-based practices.
3. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening food allergies across all transitions (ECE to Grade 8).

**The Riverside District 96 Food Allergy Management Procedures** comprise a comprehensive policy for the management of life-threatening food allergies at school and school-associated settings, while recognizing that procedures may shift as children advance through the primary grades to the middle and upper schools. The procedures manual will address each of the following areas:

- A. Identification of students with food allergies and provision of school health services
- B. Individual written health management plans
- C. Medication protocols: storage, access, administration
- D. Healthy school environments: Classroom, Cafeteria, Buses, Extracurricular Activities
- E. Professional development and training of school personnel
- F. Awareness education for students
- G. Awareness education and resources for parents/caregivers

#### **A. Identification of students with food allergies and provision of school health services**

The parent will submit food allergy information as part of the enrollment/re-enrollment process. The parent is responsible for submitting the Food Allergy Action Plan completed by the student's physician. The parent is responsible for notifying the nurse of any changes in the student's allergy status or any allergic reaction outside of school.

The nurse, teacher and/or administrator will meet in person or via telephone with the families of children with food allergies to discuss our commitment to their children's safety and answer any questions.

At the beginning of the school year, the nurse will alert all appropriate personnel of a student's allergy. This list will include administrators, teachers, trainers, food service personnel.

The nursing staff and/or assigned personnel will annually review standard operating procedures for the identification of students with food allergies.

#### **B. Individual Allergy Emergency Care Plan**

1. The nurse's office will maintain the Allergy Emergency Care Plan to address the student's medical needs and any special accommodations. This plan addresses the day-to-day management of food allergies and includes the student's personal identification information, allergens, signs and symptoms of an allergic reaction, emergency contact information, instructions to activate emergency services, and other details necessary to effectively manage the student's food allergy/allergies at school. The nurse is responsible for establishing and monitoring successful implementation of the individual care plan.
2. In the event of an exposure, personnel involved in the incident will file a report detailing the allergy and/or anaphylactic reactions, medication administration, and other medical procedures performed. The report will be filed in the student's health record and shared with the parents of the impacted student.

**C. Onsite medication protocols:** storage, access, and administration Medication will be managed to allow for quick access when needed and to protect the safety of students and medication.

1. Medication will be stored in a safe, appropriate, and secure, yet accessible location that will allow for rapid access during an emergency situation.

-The parent will supply an Epi Pen for onsite storage Medication is stored in an unlocked cabinet marked "Emergency Supplies" or "Rescue Medications".

-Medication is clearly marked with the student's name.

The Nurse's office and/or school office will have a supply of emergency Epi-pens.

2. The nursing staff are responsible for monitoring expiration dates and re-stocking/re-filling the medication as necessary.

3. Parents are responsible for providing the school with unexpired emergency medication in a timely manner.

4. If available, all school personnel are authorized to administer auto-injectable epinephrine (Epi-pen) to a student upon the occurrence of an actual or perceived anaphylactic adverse reaction by the student, whether or not the student has a prescription for epinephrine (see Public Act 097-0361 <http://www.ilga.gov/legislation/publicacts/97/PDF/097-0361.pdf>).

## **Healthy School Environments**

Each environment within Riverside District 96 schools requires special attention to protect the safety of students with food allergies. Although there are commonalities across school environments, some specific needs are identified below.

### **1. Classroom**

- a. Limit or reduce allergens in the classrooms by encouraging parents and teachers to reduce the use of foods with potential food allergens both at snack time and special events (e.g. birthday celebrations, holiday parties, etc).
- b. Implement proper hand washing procedures before and after snack and lunch periods (use of hand sanitizers is not effective in removing the residue from food allergens).
- c. Communicate rules and expectations around bullying related to food allergies in the classroom and cafeteria, including appropriate conduct, consequences, and related disciplinary actions.

### **2. Cafeteria**

- a. Train school nutrition staff and/or contracted food service in allergy awareness and basic prevention/risk reduction procedures including preventing cross contamination during food preparation, recognizing an allergic reaction, and reading product labels to identify food allergens.
- b. Enforce responsibilities of the school nutrition staff and/or contracted food service staff to review menu items, identify potential allergens, and make appropriate accommodations (substitutions or modifications) as outlined by the licensed health care provider and parents of the individual.
- c. With parental consent, post a current photograph of the student with identified life threatening food allergies behind the food service counter for use by school nutrition staff and/or contracted food service only.
- d. Identify a specific nut-free table(s) that will be allergen safe. This/these table(s) will be cleaned after each lunch period.

### **3. Off Campus Trips**

- a. The faculty member in charge will obtain the Health Forms and first aid kit (includes spare Epi-pen). The Health Form should be carefully reviewed noting students requiring prescribed emergency medication. The nurse will send the emergency medications along with the Emergency Care Plan for the at-risk student(s). If eating occurs during transit, there will be assigned seating as necessary to support the safety of the individual student.

b. **Middle School:** The faculty member in charge will obtain the Health Forms and first aid kit, (includes spare Epi-pen). The Health Form should be carefully reviewed, noting students requiring prescribed emergency medication. The at-risk student will not be allowed to leave the property without his/her emergency medications. If eating occurs during transit, there will be assigned seating as necessary to support the safety of the individual student. The student will be allowed to carry their own supply of Epi-pen/rescue medication as authorized by their parent and physician on the Medication Authorization form.

c. **Athletes on or off property:** At the beginning of each season the coach will contact the School nurse regarding any medical alerts on their team. Athletes will be required to give the coach their emergency medication to hold during a practice or competition whether on Riverside District 96 property or an opponent's field. Athletes may not practice or participate without emergency medication on the field of play or on the bus when traveling to an away game. If eating occurs on the bus, coaches will encourage seating to support the safety of the individual student.

#### **4. Professional Development and Training for School Personnel**

Food allergy awareness education is part of Riverside District 96 annual professional development training for school personnel so that they may be effective in supporting students with food allergies and responding to an emergency. The training will include the following:

- a. Knowledge of potential allergens and the signs, symptoms, and potential for a life-threatening reaction.
- b. Awareness of food and non-food items (e.g. art and craft supplies) that might present risk.
- c. Basic food handling procedures, including proper hand washing, sharing of utensils and food (in all school environments), and cleaning and sanitizing surfaces to prevent cross contamination.
- d. Bullying awareness, including reporting any harassment to appropriate school personnel.

#### **5. Awareness Education and Resources for Parents/Caregiver**

To increase the understanding of the special needs of students with food allergies, parent education in the form of written communication will be provided to educate parents on the potential food allergens and how to take precautions to mitigate risk in the school environment. Riverside District 96 awareness education will recognize the balance between the individual students with food allergies and the general population.

DRAFT