

Woodland Life Threatening Allergy Administrative Procedures

Food Allergy Management Committee

Child Health and Welfare Committee will serve as the Food Allergy Management Committee. The Child Health and Welfare Committee is defined as a committee under Policy 2:150 to provide input to the administration on topics that influence the well-being of children while in school including discipline, safety, health and wellness concerns and other topics as they may occur. Management of Life Threatening Allergies falls within the purview of this committee. The committee is comprised of the Associate Superintendent of Education, school administrators, school staff, nursing staff, parents, community members and food service staff.

School Board Policy 7:285 states: A Food Allergy Management Program shall be developed to help the District reduce the risks of exposure to allergens and provide accommodations and proper treatment for allergic reactions.

Staff Training

The Nurses will be responsible for conducting training with all staff as part of the Institute days at the beginning of the school year. This training will address information including:

- A. The most common food allergies accounting for 90% of all food allergic reactions: milk, egg, peanut, tree nut (walnut, cashew, etc.), fish shellfish, soy and wheat
- B. Allergies resulting in anaphylaxis include but not limited to:
 1. Nut/nut products
 2. Milk
 3. Bees
 4. Medication
 5. Latex
 6. Seafood
 7. Eggs
- C. Anaphylaxis is a sudden, severe, potentially fatal, systemic allergic action that can involve various areas of the body (such as skin, respiratory tract, gastrointestinal tract, and cardiovascular system).
- D. Symptoms of anaphylaxis
 1. Mouth – itching, tingling or swelling of lips, tongue, mouth
 2. Skin – hives, itchy rash, swelling of the face or extremities
 3. Gut – nausea, abdominal cramps, vomiting, diarrhea
 4. Throat – tightening of the throat, hoarseness, hacking cough
 5. Lung – shortness of breath, repetitive coughing, wheezing
 6. Heart – weak pulse, low blood pressure, fainting, pale, blueness
- E. High risk areas determined by each school
- F. Emergency steps to take in the event of an allergic reaction
- G. Review of District Administrative Procedures (this document)

Staff who will have direct contact with students with life threatening allergies will receive additional in-service training that includes all of the above areas, as well as training on the use of the EpiPen.

Allergy Aware (Pre-K – 5th Grade)

Allergy Aware is safe and friendly for our food allergic students and families as well as our non-allergic students. Here is an outline of the Allergy Aware Plan:

- The entire school will be Allergy Aware. There will be no “Nut Free” rooms. All classrooms will be safe for all students.
- Student breakfast/lunches: students may bring or purchase breakfast/lunches that are safe for them. Students with food allergies and their parents may choose a safe place to sit in the cafeteria. A table marked ALLERGY AWARE will be available. Some food allergic children and parents may choose to sit at a regular table and use a barrier such as a tray or napkin to eat on.
- Student Allergy Action Plans for children with life threatening food allergies: Parents, nurse and physician will design a plan for each allergic student. Plans will be made available to teachers and staff who are responsible for that student.
- Snacks: if a teacher allows the class to have snacks, it will be limited to fruit and vegetables. Depending on the student make-up of the classroom, there may be additional precautions.
- Parties: Holiday parties may include foods that the teacher and room parents check for safety. When parties are held, room parents must ensure they coordinate with the teacher to ensure the foods meet the allergy needs of the classroom.

School Administrative Responsibilities

School Administrators will oversee the school team in the prevention, care, and management of children with food allergies and reactions. Administrators will coordinate the following when addressing the needs of a student with a life-threatening allergy:

- Ensure an Allergy Action Plan is developed.
- Coordination of training and education for all necessary staff regarding:
 - Allergies, insect stings, medications, latex, etc.
 - Emergency procedures including how to administer an EpiPen in an emergency
 - How to recognize symptoms of anaphylaxis
- Provision of emergency communication devices (i.e. walkie-talkies, cell phones) for all school activities, including gym, lunch, recess and transportation that involve a student with life-threatening allergies.
- Arrange for an allergy free table in the lunchroom and/or provide an allergy free lunch substitute as needed.
- Have hand sanitizers or wipes for student use in the lunchroom and classroom as necessary.
- Have the custodian wash doorknobs, tables, desks, and other potentially contaminated surfaces with separate cloth to avoid cross contamination when cleaning the classroom, as needed.
- Lunchroom supervisors and/or custodians should wipe lunchroom tables with a separate cloth to avoid cross contamination.

- Plan for student transition needs each spring for the next school year.
- Plan for transition to new school.
- Participate in a meeting with administration and nurse of receiving school near the end of school (kindergarten, 3rd grade and 5th grade) to plan for transition to the new school as needed.
- Review Allergy Action Plan at least annually or as needed.

School Nurse Responsibility

Nurses will participate as a member of the school team in both the prevention and emergency care of children with food allergies and reactions. Nurses will consider the following when developing an Allergy Action Plan for a student with a life-threatening allergy.

- Schedule and participate in the meeting to develop an Allergy Action Plan for the student.
- Conduct and monitor attendance at in-service training for all staff that work with students with life-threatening allergies at the beginning of the school year.
- In the nurse's office, post and label location of Allergy Action Plans and emergency medication (e.g.: EpiPen).
- Check medications for expiration dates and arrange for them to be current.
- Be able to communicate with playground staff and physical education teacher via communication device (e.g.: walkie-talkie, cell phone).
- Prepare medical alert list for distribution to staff with legitimate educational interest.
- Refer to the ISBE/IDPH Guidelines as needed.

Teachers and all Support Staff Responsibilities

Teachers will do the following in implementing an Allergy Action Plan for a student with a life-threatening allergy.

- Be trained regarding life-threatening allergies including:
 - Basic facts regarding life-threatening allergies
 - Symptoms of allergic reactions
 - Use of the EpiPen – Each staff working with a student with a life threatening allergy will practice the administration of the EpiPen
- In kindergarten, place a health concern sticker on the back of the student's nametag which the student wears at all times.
- Participate in any team meetings for the student with life-threatening allergies and attend all necessary in-service training.
- Keep accessible the student's Allergy Action Plan with photo in classroom.
- Keep medical alert list close at hand.
- Be sure both student teacher and classroom volunteers are informed of the student's food allergies.
- Leave information for substitute teachers in an organized, prominent, and accessible format for substitute teachers. Follow school guidelines for subfolders, including an emergency guide card.

- Complete alert information on AESOP substitute system so substitute is aware of any life-threatening allergies when accepting position.
- Notify school nurse a month in advance of field trip/community outings.
- Do not eat or store your lunch in the classroom if you have allergenic food products in your lunch.
- Inform parents of the child with allergies in advance of any in class events where food will be served.
- Follow Allergy Action Plan in the case of an emergency.
- Periodically check soap dispensers to be sure they are full.
- Encourage students to wash hands when arriving to school and frequently during the school day.
- Maintain a supply of lanolin free wipes to wipe down flat surfaces as needed.
- If a student's health care plan mandates, check lunches and snacks every day for the first two weeks and then periodically to insure the lunches/snacks are allergen free.
- Check party treats prior to eating.

Snacks/Lunch Time

- If the teacher discovers unknown or restricted food:
 - Rid the classroom of the food and
 - Wipe down flat surfaces in the classroom and
 - Refer to the student's Allergy Action Plan for further action
- If contamination of food is suspected, have the students wipe down their own individual desk with wet wipes.
- Reinforce proper hand washing before and after eating.

Classroom Activities

- Consider the presence of allergenic foods in classroom activities (e.g. arts and crafts, science projects, celebrations or other projects). Modify class materials as needed.
- If a food event has been held in a classroom(s) where there is a child with an allergy, have the custodian wash the tables and chairs using appropriate materials to avoid cross contamination.
- Try not to isolate or exclude a child because of allergies (e.g. using candy as part of a math lesson).
- Monitor snacks/lunches brought by students.
- Send home to all parents at the beginning of the year the following:
 - Basic facts regarding life-threatening allergies
 - Alternative to snacks
- Encourage the use of stickers, pencils, or other non-food items as rewards or in party goody bags instead of food. There should be no food allowed in party goodie bags.
- Encourage non-edibles at holiday parties.
- If an animal is invited to the classroom, special attention must be paid to other allergies children may have (e.g. dander) and to the animal's food (peanuts, soy milk).

Field Trips

- Consider the student when planning a field trip due to a risk of allergen exposure.
- Collaborate with the school nurse prior to planning a field trip. Ensure EpiPen and any other required medications are taken on field trips.
- Consider eating situations on field trips and plan for prevention of exposure to the student's life-threatening foods.
- Invite parents of student at risk for anaphylaxis to accompany their child on school trips, in addition to the chaperones(s). However, the parent's presence at a field trip is not required.
- If a parent does not attend, a school nurse or administrator will attend if necessary.
- Consider ways to wash hands before and after eating (e.g. provision of hand wipes, etc.).
- Identify one staff member who will be assigned the task of watching out for the student's welfare and handling any emergency.
- Plan for the availability of a communication device.

Guest Teacher Responsibilities

- Be trained regarding life-threatening allergies including:
 - Basic facts regarding life-threatening allergies
 - Symptoms of allergic reactions
 - Use of the EpiPen
- Make sure that a brightly colored sticker is attached to the guest teacher folder, alerting the guest teacher that a child in the classroom has a life-threatening allergy.
- Include the following statement in the guest teacher folder, "If this is your first time in this classroom, and you are unfamiliar with the use of an EpiPen, please contact the school nurse prior to the arrival of students."
- Do not eat or store your lunch in the classroom if you have allergenic food products in your lunch.

Coaches and Supervisors of District Before/After School Programs Responsibilities

- Be trained regarding life-threatening allergies including:
 - Basic facts regarding life-threatening allergies
 - Symptoms of allergic reactions
 - Use of the EpiPen
- Review medical alert lists for students with medical needs participating in the activity you are supervising.
- Review each student's Allergy Action Plan.
- Make certain that an emergency communication device (e.g. walkie-talkie, intercom, cell phone, etc.) is always present.
- If you suspect an allergic reaction, administer EpiPen and any other medications, and then call 911.
- Clearly identify who is responsible for keeping the EpiPen and emergency medication and where it will be kept.

- Consider the presence of allergenic foods or snacks in any activity (e.g. arts and crafts, celebrations or other projects). Modify materials as needed.

Recess/Lunch Room Monitor Responsibilities

- Be trained by the school nurse regarding life-threatening allergies including:
 - Basic facts regarding life-threatening allergies
 - Symptoms of allergic reactions
 - Use of the EpiPen
- Take all complaints seriously from any student with a life-threatening allergy by immediately contacting the school nurse.
- Be familiar with students on the medical alert list.
- Encourage proper hand washing.
- Thoroughly clean all tables and chairs after lunch.
- Reinforce that only children with “safe lunches” eat at the allergy free table.
- Adult supervisors may be asked to hold an EpiPen for a child. Consider using a fanny pack or have a central location for easy access.
- Post picture of student with life-threatening allergies in a binder per the Allergy Action Plan.
- Familiarize yourself with the Allergy Action Plan of students.
- Check lunches at the Allergy Aware table daily.

Custodian Responsibilities

- Be trained regarding life-threatening allergies including:
 - Basic facts regarding life-threatening allergies
 - Symptoms of allergic reactions
 - Use of the EpiPen
- Thoroughly clean all tables and chairs after lunch with a separate cloth. Be sure soap dispensers are filled at all times.
- Be familiar with pictures of students with life threatening allergies.
- Thoroughly clean all tables and flat surfaces after use of the schools by outside organizations.

Transportation Staff Responsibilities

- Drivers will review Allergy Action Plan and contact nurse with any questions.
- Be trained regarding life-threatening allergies including:
 - Basic facts regarding life-threatening allergies
 - Symptoms of allergic reactions
 - Use of the EpiPen
- Maintain policy of no food eating allowed on school buses
- Bus drivers should have and review the medical alert lists.
- Bus drivers should have an Individual Health Care Plan with a photograph of the student(s) with life-threatening allergies.
- If an allergic reaction is suspected, the driver should pull over to a safe place, administer the EpiPen and call dispatch to call 911.

- Inform parents of students with life threatening allergies that their child can sit in the front of the bus if they wish.
- Follow bus maintenance procedures.
- Drivers will not eat on the bus.

Food Service Staff Responsibilities

Parents or students may have access to reading food labels to identify the ingredients in the products used by the school's food service provider. It is ultimately the responsibility of the parent to decide whether the child will participate in the district's breakfast/lunch program or brings a lunch to school.

- Review the district policy and administrative procedures (this document)
- If requested, meet with parent and a school administrator to discuss student's allergy.
- Maintain contact information for manufacturers of food products. (Consumer Hotline)
- Follow cleaning and sanitation protocol to prevent cross-contamination.
- Create specific kitchen areas that will be allergen safe e.g. allergen free prep tables and fryers.
- Make appropriate substitutions or modifications for meals served to students with food allergies.
- Make available advanced copies of the menu to parents/guardian when requested.
- When necessary, avoid the use of latex gloves by food service personnel. Order non-latex gloves instead.
- Provide information about reading product food labels and food allergens.
- If a child has multiple allergies, (greater than 3) staff must examine the care plan binder for specific allergies.

The food in-service account should identify life threatening allergies and a note that a substitute lunch needed for any student with life threatening allergies must be allergen free.

Parents/Guardians Responsibilities

In accordance with Food Allergy & Anaphylaxis Network (FAAN), we ask parents to assist the school in the prevention, care, and management of their child's food and other allergies and reactions. To achieve this goal, parents are asked to follow these guidelines:

- Inform the school nurse in writing of your child's allergies prior to the first day of school attendance (or immediately after a diagnosis) by providing the following:
 - Completed medication authorization or Allergy Action Plan from a licensed physician
 - Medical confirmation of allergy
 - Up-to-date EpiPens and other necessary medication(s)
- Participate in developing an Allergy Action Plan.

- While the school will not exclude an allergic student from a field trip, a parent may choose to do so.
- Accompany your child on field trips if appropriate. Please discuss with teacher.

We want to work with parents as partners to help keep their child safe at school.

It is important that children take increased responsibility for their allergies as they grow older and as they become developmental ready. Consider teaching your child to:

- Understand the seriousness of their allergies.
- Recognize the first symptoms of an allergic/anaphylactic reaction.
- Notify an adult immediately when they are having a reaction.
- Carry his/her own EpiPen when appropriate (or know where the EpiPen is kept), and be trained in how to administer his/her own EpiPen, when this is an age-appropriate task.
- Recognize safe and unsafe foods.
- Do not share snacks, lunches or drinks.
- Encourage the habit of reading ingredient labels before eating food when this is an age appropriate task.
- Understand the importance of proper hand washing before and after eating.
- Empower the student to self-advocate in situations that they might perceive as compromising their health.

Suggestions:

- Provide a Medic Alert bracelet or necklace for your child.

Student Responsibilities

In accordance with guidelines suggested by the Food Allergy & Anaphylaxis Network (FAAN), students with life-threatening allergies are asked to follow these guidelines:

- Do not trade or share foods.
- Wash hands before and after eating.
- Learn to recognize symptoms of an allergic reaction.
- Notify an adult immediately if a reaction is suspected.
- Develop a relationship with the school nurse and at least one other trusted adult in the school to assist in identifying issues related to the management of the allergy in school.
- Do not eat anything with unknown ingredients.
- Develop a habit of always reading ingredients before eating food (when age appropriate).
- If medically necessary, the student may be responsible for carrying medication(s).

Social Emotional Needs of Student with Life Threatening Allergy

Needless labeling of students with life threatening allergies must be avoided. Nicknames such as “the peanut kid”, “the bee kid” or any other name related to the student’s condition

must always be avoided. Use of such names in reference by another student will lead to disciplinary action.

A student with life threatening allergies may become a victim of bullying, intimidation, and harassment related to his/her condition. Should there be an occasion where a student with food allergies feels they are being bullied or harassed it should be reported to the teacher or administration immediately. Board policy #7:180 – “Prevention of and Response to Bullying, Intimidation and Harassment” will be strictly enforced.

Many students with food allergies who have experienced a life-threatening (anaphylactic) reaction may be aware of their own mortality. The emotional, as well as the physical, needs of the child must be respected. Children with food allergies are at-risk for eating disorders or teasing. School social workers are available to work with families when teasing concerns are indicated.

Nurses or social workers will be available to speak to classrooms for the purpose of proactive education if necessary.

Allergy Action Plan/Individual Health Care Plan (IHP)

An Allergy Action Plan (AAP) puts in writing what the school will do to accommodate the individual needs of a child with a life-threatening allergy. Prior to the start of school or immediately after the diagnosis of a life-threatening allergic condition with medical confirmation, the parent/guardian should meet with the school nurse, administration, and other appropriate school personnel to develop an individual action plan, which will include an Emergency Action Plan. Alternatively, an evaluation and a Section 504 plan or IEP may be initiated for the student when appropriate. If that is the case, the IEP or Section 504 plan will include an EAP.

This Plan details the preventative and emergency procedures to be taken to help protect and treat a student with life-threatening allergies and how to handle emergency situations when an allergic reaction has occurred or is suspected.

Transition Plan:

- 1) The sending school will notify receiving school of students with life threatening allergies.
- 2) A letter will be sent to all students in the allergen free room before the start of school.
- 3) School Nurses will transition action plans as students move to a new school.
- 4) A meeting with receiving administrator and school nurse will be held as needed.

After an Anaphylactic Reaction

The school administrator, parent and the nurse should convene a meeting with any staff directly involved or those who witnessed the event.

- Discuss what happened:
 - What caused the reaction?

- What were they symptoms?
- Time and responses to medication?
- Review specific actions taken by staff.
- If reaction is thought to be from a food provided by the school food service, request assistance of Arbor Food Service Director to ascertain what potential food item was served/consumed. Review food labels from Food Service Director and staff.
- Determine if proper procedures were followed.
- Discuss what, if anything should be done differently in the future.
- Send minutes of meeting to Associate Superintendent of Education.
- Submit a written report to ISBE within three days. Place a copy in the student's medical file.

Speak with parent about condition of the child.

Determine communication plan for school staff as well as students and parents regarding what happened. Be sure to maintain confidentiality of the child in any public communication regarding the event.

School administrator should speak with the nurse, teaching staff and parent/guardian prior to the return of the child to school to determine if the Allergy Action Plan needs any modification/revision.

Sample Letter

Dear Parents and or Guardians:

We are excited to inform you of our new and improved approach to Food Allergy Awareness at (insert school). Beginning in 2017, Woodland will be ALLERGY AWARE Kindergarten – 5th grade.

Here is the outline of the Allergy Aware Plan:

- Allergy Aware instead of 'Nut Free': The entire school will be Allergy Aware. There will be no 'Nut Free' rooms. All classrooms will be safe for all students.
- Student lunches: students may bring or purchase lunches that are safe for them. Students with food allergies and their parents may choose a safe place to sit in the cafeteria. A table marked ALLERGY AWARE will be available. Some food allergic children and parents may choose to sit at a regular table and use a barrier such as a tray or napkin to eat on.
- Student Allergy Action Plans for children with life threatening food allergies: Parents, nurse and physician will design a plan for each allergic student. Plans will be made available to teachers/staff.
- Birthday treats: foods and trinkets will not be permitted. Teachers may choose to allow other ways of recognizing student special days.
- We encourage healthy snacks in the classroom.
- Parties may include foods that the teacher and room parents check for safety for all students. When parties are held, room parents must ensure they coordinate with the teacher to ensure the foods meet the allergy needs of the classroom.
- Depending on the student make up of our child's classroom, you may be informed of additional precautions.

As always, please help us reinforce these safety measures with your child.

- Never take food allergies lightly.
- Don't share or trade food with friends who have food allergies.
- Wash hands after eating.
- If a friend who has food allergies becomes ill, get help immediately.

One in every 13 children has a food allergy. That's about 2 students in each classroom. Let's keep all of our children safe and healthy by following these ALLERGY AWARE guidelines. Thank you for your help and cooperation. Please feel free to contact the school nurse at 847-XXX-XXXX or myself at 847-XXX-XXXX with questions.

Sincerely,

(insert Principal)