

Food Allergy Management Plan

Statement

Food allergies can be life threatening. Although it's unrealistic to believe that all risks can be eliminated, the possibility of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food allergic students.

Family's Responsibility each School Year:

1. Notify the school of the child's allergies.
2. Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, during school-sponsored activities, and on the school bus.
3. Provide written medical documentation, instructions, and medications as directed by a physician.
4. Provide properly labeled medications and replace medications after use or upon expiration.
5. Educate the child in the self-management of his or her food allergy including the following: Safe and unsafe foods
 - . Strategies for avoiding exposure to unsafe foods.
 - . Symptoms of allergic reactions.
 - . How and when to tell an adult they may be having an allergy-related problem.
 - . How to read food labels (age appropriate).
6. Review procedures with the school staff, the child's physician and the child after a reaction has occurred.
7. Provide emergency contact information.

School's Responsibility each School Year

1. Review the health records submitted by parents and physicians
2. Include food-allergic students in school activities. Students will not be excluded from school activities solely based on their food allergy.
3. Identify a core team of, but not limited to, the school nurse, teacher, principal and school food service manager to work with the parents to establish an Individualized Health Care Plan and an Emergency Care Plan. This information may be distributed to all school staff that has responsibility for the student with life threatening food allergies. Changes to the plan should be made with core team participation, and reviews should occur at least annually and after an allergic reaction. Assure that all staff who interact with the student on a regular basis understands food allergies, recognizes symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
4. Coordinate with the school nurse to be sure medications are appropriately stored and in an easily accessible secure location central to designated school personnel. This would most likely be the nurse's office. Students who meet the requirements of the medication policy should be allowed to carry their own Epi-Pens.
5. Designate school personnel to be trained in the administration of an Epi-Pen to a student with a prescription in accordance with the medication policy.
6. Be prepared to handle a reaction and ensure that there is always a staff member available who is properly trained to administer medications during the day regardless of time or location.
7. Work with the district transportation administrator to ensure that school bus driver training include symptom awareness and what to do if a reaction occurs, and to enforce the "no eating" policy on the bus.
8. Coordinate with food service to ensure that student allergies are noted in the POS system in the cafeteria.

Student's Responsibility

1. Will not trade food with others.
2. Will not eat anything with unknown ingredients or known to contain any allergen. The student may store food at school for participation in special events e.g. birthday parties.
3. Will be proactive in the care and management of his or her food allergies and reactions based on his or her developmental level.

4. Will notify an adult immediately if the student eats something he or she believes may contain the food to which he or she is allergic.

Guidelines for Teachers

- Teachers will be provided the emergency action plan (EAP) for each student with a food allergy.
- Teachers and staff working with students with life threatening allergies must be familiar with the EAP for each individual child in their class.
- A student's EAP must be readily accessible for substitute teachers/staff.
- Understand the importance of minimizing the risk of exposure to allergen and steps that must be taken to prevent this exposure.
- Be educated in recognizing signs and symptoms of an allergic reaction and know the steps in managing the emergency.
- Meet with parent/guardian and school nurse to discuss plan for minimizing student's exposure to allergen while at school, on field trips, and other school sponsored activities. Older students' plans will be modified as they become more knowledgeable in reducing their risk of exposure.
- Discuss with parent how snacks will be handled in the classroom.
- Discourage sharing and trading of food.
- Reinforce with all students the general practice of hand washing before and after eating.
- Do not use the student's food allergen for class projects, parties, holiday celebrations, arts, crafts, science experiments, or other presentations. • Ensure that all soap and lotion products in the classroom are allergen free.
- Encourage the use of non-food/non-latex items to be used in place of food for all rewards or prizes.
- Monitor that food pellets and bedding for classroom pets do not contain products that may cause food allergen response (e.g. nut products or byproducts)
- Prepare a safe plan for all field trips. This includes keeping the student with life-threatening allergies under direct supervision of a staff person who has been trained in the student's EAP, which includes administering an Epi-Pen. The only exception would be if the student's parent/guardian is attending the event and acts as supervisor.
- Educate classmates to avoid isolating, stigmatizing, or harassing students with life threatening allergies. Be aware of how the student with allergies is being treated and enforce rules about bullying/threats.

Guidelines for Field Trips

- A safe plan will be in place for all field trips. This includes keeping the student with life-threatening allergies under direct supervision of a staff person who has been trained in the student's EAP, which includes administering an Epi-Pen. The only exception would be if the student's parent/guardian is attending the event and acts as supervisor.
- Ensure that a functioning cell phone or other communication device is taken on the trip.
- Consider eating situations on field trips and plan for prevention of exposure to the student's allergen.
- Ensure provision for all students for hand washing before and after eating. Is soap and water available? Hand gel is not enough.
- Food should not be eaten on the bus.

Guidelines for the Cafeteria

- Clean food trays are required for all students, including students with cold lunch, to use as a barrier from cross contamination.
- Cafeteria staff must be informed of and be able to recognize students with food allergies.
- Cafeteria staff must be trained to recognize and respond to symptoms of an allergic reaction.

Guidelines for Snacks

- Minimize allergens from the allergic student's classroom.
- Plan for daily snack and special snacks should be individualized to students as determined by the student, parent and teacher. Some possible plans include: Student will eat only snacks from home. Student will only eat snacks from a preapproved list. Peanut/tree nuts are not allowed in an allergen free classroom.
- Encourage hand washing before and after snacks.
- A classroom letter must be sent to all parents/guardians informing them about allergens in their student's classroom.

Guidelines for Substitutes and Volunteers

- Substitute staff should always check for EAP's in the sub folder at the start of their assignment. If they have questions about the plan, they should contact the health office or the building principal.
- Short term substitute staff and volunteers should never hand out extra food items as a reward to students without first verifying that there are no students with food allergies.
- Any staff, volunteers, or visitors should be encouraged to wash their hands prior to coming into the classroom to help reduce potential for allergen protein on their hands and possible contamination of shared surfaces.