

# **GORHAM SCHOOL DEPARTMENT**

## **Allergy Procedures**

### **Bi-Annual Notification to Households:**

- A copy of the allergy policy/procedures and an allergy reminder letter from the school nurse will be provided to student households bi-annually in September and January of each school year.
  - Blackboard Connect and/or Thursday Folders can be utilized for communication purposes

### **Health Services Staff Development Steps:**

- Prior to the beginning of the school year, all staff, including food service, transportation, custodial, and maintenance staff will be trained by the school nurse about the following topics (topics will be reviewed again as a refresher to all building-based staff in January of each school year):
  - OSHA standard for bloodborne pathogens (*Safe Schools* on-line training conducted by the Human Resources Dept.)
  - The care of a student with diabetes
  - General first aid procedures
  - Emergency cards, confidentiality
  - Clinic passes
  - Teacher emergency baggies
  - Allergy procedure review including cafeteria, classroom, medication, field trips, bus, etc.
  - Epinephrine Auto-Injector storage and usage, and location of emergency supplies (office, cafeteria, or other designated areas as needed)
  - Allergy plans including addressing confidentiality of students with allergies
  - Signs and symptoms of allergic reaction
  - Steps to follow in an emergency
  - Handbook information
  - Med alerts
    - Available for subs in the teacher's subfolder and bus driver's sub folder (supplied by the transportation director)
      - Each teacher is responsible for creating a list from the medication flags in Infinite Campus
- Substitute staff must be trained annually regarding allergy procedures (*Safe Schools* on-line training conducted by Human Resource Dept.)
- Signs and symptoms of allergy reactions and common allergy list will be posted throughout each school building.

- A staff roster will document attendance at the annual update session.
- Human resources and the school nurse will maintain in-service attendance records.

### **Procedures for Classrooms Of Students With Known Allergies**

- All students will wash their hands with soap and water upon arriving at school in grades K-5.
- Foods containing any allergens from the med alert list will be not be consumed in the classroom of students with known food allergies in grades K-5.
- Students may consume foods containing allergens on the med alert list (i.e. nuts, peanuts and peanut butter) in the cafeteria or other designated area followed by surface cleaning and hand washing.
- In the classroom with a known allergy student:
  - The classroom adult is responsible for monitoring that the environment is cleaned after food consumption in grades K-5.
    - All tables in the classroom will be cleaned immediately after food consumption.
    - Children with allergies will not assist in cleaning assignments.
    - An adult will spray surfaces with a school approved cleaner and the area will be wiped dry after.
    - Students will wash their hands with soap and water.
    - Hand washing by all students after eating.
- Snacks provided for an entire class should not contain obvious nuts, peanuts, or peanut butter foods (no snacks are provided K-5)
- No food trading, touching or sharing ever.
- The classroom teacher is responsible for including the allergy plan of the allergy student in the sub packet.
- Teachers will notify parents of allergy students about lesson plans or activities involving the use of any food.
- If the building is evacuated the adult in the classroom is responsible for carrying the student's Epinephrine Auto-Injector, if stored in the classroom, or other emergency medicine with them.
  - **Parents/guardians** may choose to have the Epinephrine Auto-Injector stored in the classroom or in the nurse's office.

- If the building is evacuated the school nurse will carry stock Epinephrine Auto-Injectors out of the building with the emergency “go bag”.

### **Before & After School Activities**

- The school nurse is a resource for activity leaders to discuss any health concerns related to students in their activity or sport.
- It is the **parent’s / guardian’s responsibility to do the following:**
  - To notify the adult activity leader about the health conditions related to their child for any before or after school activity including the location of all medicines (Epinephrine Auto-Injector, inhalers etc.).
  - As part of any activity sign-up, health concerns including allergies must be communicated by the **parent** to activity leader in charge; consulting with the school nurse when necessary.
  - To provide emergency medicine for before and after school events and to be sure that any required medication is in the student’s personal back-pack or sports bag. **The student must have a self-carry order that is signed by PCP, the school nurse, and parent/guardian.**
- The **activity leader** will include a place on the registration sheet for parents to complete any information related to health conditions.

### **Field Trips**

- It is the teachers responsibility to do the following:
  - Teachers must notify the school nurse and parent at least one week in advance of any trip.
  - Teachers will be aware of the students in their care that have histories of known severe allergic reactions by reviewing the medical alert list and individual allergy plan(s).
  - The teacher will bring:
    - The field trip permission forms
    - Allergy plan
    - First aid kit containing an Epinephrine Auto-Injector and Medical Alert list
    - Any medication the student requires must go with them, including inhalers

- The school nurse will check for emergency meds and copy plans for teachers.
- It is the **parent's / guardian's** responsibility to do the following:
  - To provide the school with an updated field trip permission form annually.
  - To provide a completed medication permission form signed by the parent and the student's physician annually.
  - To provide an Epinephrine Auto-Injector and/or emergency medications for students with known allergy reactions.

### **Cafeteria**

- Allergen safe tables will be clearly marked.
  - The nurse will communicate with the cafeteria manager and custodian at the beginning of the school regarding how best to arrange this.
- Allergy posters will be on display in cafeteria and throughout the school.
- Children with allergies will not assist in cleaning assignments.
- There will be no cross-cleaning of tables. All allergy safe tables will be cleaned with separate equipment by the custodial staff.
  - In buildings where the cafeteria is also used for class, the floors will be washed after any eating event that has occurred.
- Staff members on duty will monitor the allergy safe tables in grades K-5.
- Allergies from the med alert list will be listed on the cafeteria computer (data input by cafeteria staff).
  - The cafeteria manager will review labels and keep the allergic student informed.
- An Epinephrine Auto-Injector will be available in an unlocked area of the cafeteria.

## Transportation

- **Parents/guardians** will introduce the child with the allergy to the bus driver or sub bus driver (the school nurse will also notify drivers of children with allergies)
- **Parents/guardians** must inform the bus driver, if a student has emergency medicine such as an inhaler, Epinephrine Auto-Injector, glucagon in the outside pocket of their backpack. Any concerns with the transportation of students will be directed to the transportation director. The student must have a medical order to self-carry emergency medicine.
- At the **parent's / guardian's** request, preferential seating to the front of the bus may be arranged with transportation department.
- NO eating on the bus during routine bus trips to and from school unless it is medically necessary.
- Students will be instructed about bus protocols related to food with the annual student bus training

## Medications

- The school physician will issue an annual order for Epinephrine Auto-Injector and Benadryl to be available for use by any school staff in an emergency (see Physician's Standing Orders Anaphylaxis Protocol).
- A designated school nurse will be responsible for obtaining and keeping annual orders from the school physician.
- Each school will have a limited supply of Epinephrine Auto-Injectors for emergency use and/or field trips.
- Staff must be aware that Epinephrine Auto-Injectors will be available in the school office, cafeteria and other designated areas to provide quick access in an emergency.
- The school nurse will check expiration dates monthly and replace school supplied Epinephrine Auto-Injectors as needed.
- Epinephrine Auto-Injectors will be stored at 68-77 degrees, room temperature. They may not be left in a hot or cold vehicle/bus or stored in sunlight. This is the responsibility of the adult on duty.

- It is the responsibility of the staff on duty during outdoor activities including recess, to carry the Epinephrine Auto-Injectors in an insulated fanny pack in all K-5 locations.
- The fanny pack for recess (K-5) and building evacuations will be located in the main office and/or the cafeteria.
- **Parents** are responsible for supplying Epinephrine Auto-Injectors and other medications for students with known allergies. The parent of any student who may self-carry a medication is responsible for tracking the expiration date and replacing the medication when needed.
- **Students** will not be allowed to carry medications except under the conditions outlined in the school medication policy.
  - Students who self-carry medications are responsible for proper storage and availability of an Epinephrine Auto-Injector and other emergency medications.
  - For elementary (K-5) students whose IHP requires the Epinephrine Auto-Injector to follow the student to classrooms, unless there is a self-carry order in place, the adult will move the Epinephrine Auto-Injector from room to room and hang the Epinephrine Auto-Injector on a hook near the door of the classroom.

Reviewed:

1/17 Nurses/Food Service/Transportation/Facilities