



**Prospect Hill Academy Charter School
Allergen Awareness Policy
2017-2018**

Prospect Hill Academy Charter School (PHA) recognizes the increasing prevalence of severe and life-threatening allergies among school-aged populations in the United States. While food allergies are the most common form of life-threatening allergies, treatment of a life-threatening allergic reaction (anaphylaxis) is the same whether caused by a reaction to food, insect sting, latex or other allergens. As such, PHA recognizes the need to help children with allergies avoid all allergens to which the child may react, and to establish emergency procedures to treat any allergic reactions that may occur.

In accordance with recommendations specified in the Massachusetts Department of Elementary and Secondary Education's guidance document, *Managing Life-Threatening Allergies in Schools* (2016), Prospect Hill Academy has established this allergen awareness policy and related guidelines to promote a safe environment for PHA students with life-threatening allergies and to provide all PHA students the opportunity to participate fully in all school programs and activities. To that end:

1. Neither Prospect Hill Academy, nor its school personnel, shall be responsible for diagnosing life-threatening allergies and/or those foods, ingredients in foods, or other allergens that pose a risk to a student with a life-threatening allergy.
2. Prospect Hill Academy will develop and implement protocols to minimize the risk of allergen exposure across school settings. Protocols will align with recommendations set forth in the DESE guidance document, *Managing Life Threatening Allergies in Schools* (2016).
3. Administration, faculty and staff will be provided with annual training on PHA's Allergen Awareness policy and protocols.
4. Prospect Hill Academy will develop and implement an Individual Health Care Plan (IHCP) for all students with diagnosed life-threatening allergies.

5. When appropriate, faculty and staff members will be trained in the administration of emergency epinephrine in accordance with *105 CMR 210.000: The Administration of Prescription Medications in Public and Private Schools*.
6. Upon request, the school nurse for each campus will provide parents/guardians with information on aspects of the school's allergy management protocols.
7. Upon request, parents/guardians will be provided with information regarding the PHA meals program. Requests for school lunch information must be made in writing to the following address: cmillersaltman@phacs.org OR through USPS by writing to Celia Miller-Saltman PHA Meals Program Coordinator 15 Webster Ave. Somerville, MA 02143. Please allow at least seven (7) business days for processing.

**Prospect Hill Academy Charter School
Allergen Awareness Guidelines
2017-2018**

Serving Food at School Sponsored Events/Activities:

1. No outside food may be served to PHA students without prior approval from the campus principal and school nurse. Requests to engage in food related activities (celebrations, cooking class, etc.) must be submitted to the school nurse a minimum of 48 hours in advance and must include a list of student participants, a list of items to be served and a list of all ingredients contained in the foods to be prepared/served/consumed. The required approval form is provided at the end of this document.
2. To reduce the risk of allergen exposure and possible cross contamination, home-made foods may not be served to students in grades K-6 unless parents are present. Homemade foods served to students in grades 7-12 must include a detailed list of ingredients.
3. Food based birthday celebrations (cupcakes, ice cream, etc.) are prohibited.
4. Food related field trips/excursions (visits to restaurants, etc.) for students in grades K-6 are prohibited.
5. Students in grades K-6 may not purchase any outside food while participating in school sponsored trips.
6. Middle and High School teachers who wish to plan a food based field trip/excursion must adhere strictly to the protocols and approval process specified in PHA's Field Trip planning protocol. All food related trips and activities must be educationally based.

7. Food sales (fundraisers for student clubs) must take place outside of the school building and outside of school hours (before or after school).

Consumption of Food in School:

- In cases where one or more child in the class has a life-threatening food allergy, all snacks consumed in the classroom must be allergen free. Families will be provided with a list of items/ingredients to avoid.
- To promote the health, wellness and academic success of our children, parents/guardians are strongly encouraged to provide snacks and lunches that are nutritionally sound (fruits, vegetables, lean meats, poultry, dairy, whole grain bread, pasta).
- Foods lacking in nutritional value (fast food, candy, chips, cookies, cakes, soda, etc.) are strongly discouraged, as they do not provide students with the fuel that they need for learning.
- Students may not, under any circumstances, trade snacks or meals brought from home.

Responsibilities of School Administration:

- Ensure that PHA's emergency response plan includes explicit procedures for managing life-threatening allergic reactions (including modifications for individual students, as needed).
- Participate as a member of the multidisciplinary team to develop and implement the school's allergy management and prevention plan.
- Support faculty, staff, and parents in implementing all aspects of the allergen awareness policy and related protocols.
- Ensure that adequate time is provided for training and education for faculty and staff regarding:
 - Awareness of signs and symptoms of anaphylaxis
 - Foods, insect stings, medications, latex allergies
 - Risk reduction prevention and procedures
 - Emergency procedures
 - How to administer an epinephrine auto-injector in an emergency
- Support special training for school nutrition staff.
- Provide emergency communication devices (two-way radio, intercom, walkie-talkie, cell phone) for all school activities, including transportation, that involve a student with life-threatening allergies.
- Ensure that a full-time nurse is available in every school with students with life-threatening allergies.

- Inform parent/guardian if any student experiences an allergic reaction for the first time at school.
- Make sure a contingency plan is in place in case of a substitute teacher, nurse, or school nutrition staff.
- Ensure that students with life threatening allergies have access to appropriate medical supervision and care during field trips/excursions, before/after school and during school sponsored activities.
- Ensure that students with life-threatening allergies are placed in a classroom where the teacher is trained to administer an epinephrine auto-injector.
- Ensure that Instructions for activating Emergency Medical Services are posted in all school buildings.

Responsibilities of the School Nurse:

- Participate as lead members of a multidisciplinary team to develop and implement the district's allergy management and prevention plan.
- Conduct in-service training and education for all staff regarding life-threatening allergens, symptoms, risk reduction procedures, emergency procedures and document participation. (Implement a periodic anaphylaxis drill similar to a fire drill as part of the periodic refresher course.)
- Train appropriate personnel on administration of rescue medications.
- Post school district's emergency protocol and make all Individual Health Care Plans and anaphylaxis emergency care plans available in the nurse's office. Post location of epinephrine auto-injectors.
- Facilitate the development and implementation of Individual Health Care Plans and anaphylaxis emergency care plans for students with diagnosed life-threatening allergies:
 - Prior to entry into school (or, for a student who is already in school, immediately after the diagnosis of a life-threatening allergic condition), meet with the student's parent/guardian and develop an Individual Health Care Plan (IHCP) for the student.
 - Ensure that the anaphylaxis emergency care plan includes the student's name, photo, allergens, symptoms of allergic reactions, risk reduction procedures, emergency procedures, and required signatures.
 - Arrange and convene a team meeting, preferably before the opening of school, to develop the plan with all staff who will be in contact with the student with allergies (principal, teachers, specialists, school nutrition staff, extended day staff, custodian, etc.).

- Familiarize teachers with their students' Individual Health Care Plans and anaphylaxis emergency care plans before the opening of school, or as soon as the plans are written.
- Provide information about students with life-threatening allergies and their photos (if consent given by parent) to relevant staff on a need-to-know basis.
- Remind the parent to review prevention plans, symptoms, and emergency procedures with their child.
- Periodically check medications for expiration dates and arrange for them to be current.
- Discuss with parents the possibility of keeping an epinephrine auto-injector (with necessary instructions) in the classroom; help to arrange, if appropriate. This auto-injector can be taken on field trips.
- Arrange periodic follow-up on semi-annual basis, or as often as necessary, to review effectiveness of the Individual Health Care Plan.
- Make sure there is a contingency plan in the case of a substitute school nurse.
- Meet with parents on a regular basis to discuss issues relating to plan implementation.
- Communicate with local EMS about location of student and type of allergy. Confirm that the local EMS carry epinephrine and have permission to use it.

Responsibilities of the Meals Program Coordinator:

- Provide all food service staff members with training in allergen awareness and certification in “Serve Safe” principles. Ensure that training documentation is up to date, on file and available upon request by school, or regulatory agency personnel.
- Ensure that food services staff are trained and understand their role and responsibilities in response to food allergy related emergencies:
 - Two or more epinephrine auto-injectors are readily available
 - At least two staff members trained to administer epinephrine auto-injectors are present when food is being served/consumed
 - Emergency response procedures are clearly posted
- Supervise food service staff on implementation of allergen awareness protocols (proper use and storage of cleaning tools, establishment and maintenance of an “allergy free” table, cleaning procedures, etc.).
- Ensure that all food service staff have up-to-date information regarding individual students with life-threatening food allergies. (In accordance with FERPA, such lists may not be publicly posted. As much, the printed list must be kept in a file that all food service staff have access to at all times when working.)

- Participate in the development of implementation of Individual Health Care Plans and anaphylaxis management plans for students with life threatening allergies.
- Understand the rights and legal protections for students with life-threatening allergies.
- When required by physician order, make appropriate meal substitutions or modifications for students with food allergies.
- Collaborate with teachers to provide safe meals for field trips.
- Provide advance copies of the menu to parents/ guardians and notification if menu is changed.

Responsibilities of Food Service Staff:

- Understand his/her role and responsibility in recognizing and responding to food allergy related concerns and emergencies
- Adhere to PHA protocols for allergy awareness and emergency response.
- Ensure that an “Allergen Free” table is identified and maintained in the cafeteria of each building at all times, regardless of frequency of use.
- Maintain separate and distinctly marked cleaning supplies and tools for use ONLY on the “Allergen Free” table, and use them according to the training provided by their Supervisor.
- Keep current on the list of students who have allergies at their school by regularly reviewing the list that is provided and updated by their supervisor.

Responsibilities of Custodial/Facilities Staff:

- Adhere to state and local regulations pertaining to food service safety standards.
- Participate in training (specific to their roles) pertaining to allergen awareness and emergency response
- Implement relevant PHA protocols for allergen awareness.

Responsibilities of Classroom Teachers, Faculty and Staff:

- Review and understand the anaphylaxis emergency care plan of any student(s) with life-threatening allergies.
- Participate as a member of the multidisciplinary team to develop and implement allergy management and prevention plans, as needed.
- Request that the classroom has a functioning intercom, walkie-talkie, or other communication device for communication with the school nurse.
- Participate in team meetings for the student and in-service training regarding:
 - Allergens that cause life-threatening allergies (such as foods, insect stings, medications, latex).

- Steps to take to prevent life-threatening reactions and accidental exposures to allergens while allowing full participation in school-related activities.
- How to recognize symptoms of the student's life-threatening allergic reaction.
- Steps to manage an emergency.
- How to administer an epinephrine auto-injector.
- Keep the student's anaphylaxis emergency care plan (with photo) accessible in classroom or keep with lesson plan.
- Be sure volunteers, student teachers, aides, specialists and substitute teachers are informed of the student's food allergies and necessary safeguards. Leave information in an organized, prominent, and accessible format.
- Educate classmates to avoid endangering, isolating, stigmatizing, or harassing students with food allergies. Be aware of how the student with allergies is being treated; enforce school rules about bullying and threats.
- Work with the school nurse to educate other parents about the presence and needs of the child with life-threatening allergies in the classroom. If specific allergen restrictions are appropriate, enlist their help in keeping certain foods out of the classroom
- Provide parents/guardians with advance notice of any classroom events involving food.
- Participate in the planning for student's reentry in school after an anaphylactic reaction.
- Never question or hesitate to act if a student reports signs of an allergic reaction. Implement the emergency plan, which includes alerting the school nurse.

Snacks/ Lunchtime

- In the classroom, establish procedures to ensure that the student with life-threatening food allergies eats only what s/he brings from home.
- Prohibit students from sharing or trading snacks.
- For the student's safety, encourage the student to take advantage of an eating area in the classroom that is free of the food to which s/he is allergic.
- Avoid cross-contact of foods by wiping down eating surfaces with soap and water or all-purpose cleaner before and after eating. Tables should also be washed in the morning if an after-school event has been held in the classroom the day before.
- Reinforce handwashing before and after eating.

Classroom Activities

- Classroom activities involving food must be educationally based and must be approved by the principal and school nurse at least 48 hours in advance. Teachers who wish to plan an activity that involves food must complete the Food Based Activity Approval form (see below). Approval must be granted by the school nurse and campus principal before any additional planning is done.

- Teachers are encouraged to Identify non-food related educational activities to reinforce instruction (games, movies, art projects, etc. and to avoid food-based incentives and rewards.

Field Trips

- Food based field trips/excursions are not permitted for students in grades K-6 and students in grades K-6 are not permitted to purchase or consume outside food (items that are not brought from home or provided by Prospect Hill Academy) while on a field trip or excursion. To ensure the safety and well being of our students, no exceptions will be permitted.
- Teachers of students in grades 7-12 who wish to plan a food related field trip or excursion (restaurant visit, etc.) must obtain prior approval from the school nurse and campus principal in accordance with the guidelines specified in PHA's field trip planning protocols. To ensure the safety of our students, food related trips/excursions that are not approved by the nurse within the required timeframe are subject to cancellation.

Responsibilities of Coaches and Club/Activity Advisors:

- Participate in team meetings to learn how to implement a student's anaphylaxis emergency care plan.
- Conduct activities in accordance with all school policies and procedures regarding life-threatening allergies.
- With parent's consent, keep a copy of the anaphylaxis emergency care plan and photo of students with life-threatening allergies.
- Make certain that emergency communication device (e.g., walkie-talkie, intercom, cell phone) is always present.
- One to two people should be present who have been trained to administer epinephrine auto-injector.
- Maintain a current epinephrine auto-injector in the first aid kit.
- Establish emergency medical procedures with EMS.
- Identify who is responsible for keeping the epinephrine auto-injector.
- If the medical alert identification needs to be removed during an activity for safety reasons, the student should be reminded to replace this identification immediately after the activity is completed.

Responsibilities of the Parent/Guardian of a Student with Life-Threatening Allergies:

- Inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after a diagnosis).

- Provide the school with a way to reach you. (Ensure that cell phone numbers are up-to-date.)
- Provide the school nurse with medication orders (anaphylaxis emergency care plan) from the licensed provider.
- Consider providing a medical alert bracelet for your child.
- Participate in developing an Individual Health Care Plan and anaphylaxis emergency care plan with the school nurse and other staff members who will work with your child.
- At least once per year (more often, if necessary), provide the school nurse with at least updates on your child's allergy status.
- Provide the school with two up-to-date epinephrine auto-injectors (Epi-Pens).
- Discuss with the school nurse the possibility of keeping the epinephrine auto-injector in the classroom with instructions. It can also be taken on a class field trip, but confirm that staff trained to administer epinephrine will accompany the class.
- Decide if additional epinephrine auto-injectors will be kept in the school, in addition to the one in the nurse's office, and, if so, where.
- Periodically teach your child in an age-appropriate way to:
 - Recognize the first symptoms of an allergic/ anaphylactic reaction.
 - Know where the epinephrine auto-injector is kept and who has access to it.
 - Communicate clearly as soon as he/she feels a reaction is starting.
 - Carry his/her own epinephrine auto-injector when appropriate.
 - Refrain from sharing any food or drinks.
 - Understand the importance of handwashing before and after eating. It is especially important that children with food allergies wash their hands before eating.
 - Report teasing, bullying, and threats to an adult authority.
- It is important that children take on more responsibility for their food allergies as they grow older and are developmentally ready. Consider teaching your child to:
 - Communicate to others that they have a food allergy.
 - Recognize symptoms and report/communicate to staff.
 - Read food and beverage labels to identify allergens.
 - Carry his/her own epinephrine auto-injector.
 - Administer his/her own epinephrine auto-injector and be able to train others on its use.
- Provide the school nurse with the licensed provider's statement if student no longer has allergies.

REMEMBER: The ultimate goal is that our children eventually learn to keep themselves safe.

Responsibilities of the Student with Allergies:

- Engage in age-appropriate self advocacy (communicate to others that you have a food, read labels, etc.).
- Do not trade or share foods.
- Develop a relationship with the school nurse and/or another trusted adult in the school to help identify issues related to managing the allergy in school.
- Wash hands before and after eating.
- Learn to recognize symptoms of an allergic reaction.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.



Food Related Activity Approval Form

In accordance with Prospect Hill Academy’s Allergen Awareness Guidelines, any **food-related activities and celebrations taking place on campus must be approved in advance by the school nurse**. Faculty members or administrators who wish to plan a celebration or learning experience that includes food **must submit this form for approval a at least 48 hours prior to the proposed event**.

Note: Prior to submitting this form to the school nurse, pre-approval must be obtained by the campus principal.

Teacher Name: _____

Date of Request: _____

Date of Proposed Activity: _____ Time of Proposed Activity: _____

Location of Proposed Activity (classroom number, cafeteria, recess yard, etc.):

Brief Description of the Activity/Event:

Please attach the following information:

- 1. Roster of ALL students who will participate in the event (first and last names)
- 2. Menu of ALL food items to be served
- 3. List of ingredients for each food item to be served

Nurse Response:

_____ The proposed activity is approved. Relevant instructions have been provided to the organizer.

_____ The proposed activity is not approved. See explanation below:

Nurse Signature

Date