

# FOOD ALLERGY MANAGEMENT PLAN ROLES AND RESPONSIBILITIES

## Treatment of an Allergic Reaction

- Students with a Life Threatening Food Allergy (LTFA), potentially requiring the use of medication, will have an Allergy Emergency Action Plan (EAP) updated annually at the start of each school year. In the event of exposure to allergen, or symptoms of an allergic reaction, individualized EAP's should be followed using prescribed student specific medication.
- In the event of an anaphylactic reaction of a student without an EAP, the district has a supply of Epinephrine available for use. This medication is located in the cabinet with the AEDs in all district school buildings as well as in each health office.
- In the event that Epinephrine is administered at a district school, 911 must be called. The student must be transported via ambulance to a hospital. This is for the safety and the well being of the student in the event of a "rebound" reaction.

## Guidelines for Students

- Be proactive in the care and management of allergies and reactions (as appropriate for developmental level)
- Always LOOK at the food being served
- Refrain from trading or sharing food with others
- Refrain from eating anything with unknown ingredients or known to contain any allergen
- Notify an adult immediately if it is suspected that something eaten may contain a food allergen
- Learn to recognize symptoms of an allergic reaction
- Wash hands before eating
- Know how to administer Epi Pen (if age appropriate)
- Report teasing, bullying threats pertaining to food allergies to an adult

## Guidelines for Parent/Guardians

- Notify the school administrator/nurse and child nutrition director (when necessary) of the child's allergies
- Provide necessary medical documentation regarding allergies and required medical treatment.
- Work with the school team to develop a plan (EAP) that accommodates the individual child's needs in the classroom, cafeteria, after school programs, during school-sponsored activities and on the school bus.
- Provide properly labeled medications. Replace medications after use or upon expiration.
- Educate the child in the self-management of his/her food allergy including:
  - *recognizing safe and unsafe allergens*
  - *identifying strategies for avoiding exposure to unsafe allergens*
  - *recognizing symptoms of allergic reactions*
  - *alerting an adult they may be having an allergy-related reaction*
  - *reading food labels (age appropriate) and/or being aware of environmental triggers*
  - *never sharing personal items including food, eating utensils, medication, etc.*
- Review intervention guides with the school staff, the child's health care provider, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information to the school.
- If a child carries an EpiPen with them, in their backpack or purse, parents must notify school staff of its location. Parents are encouraged to keep a "back-up" EpiPen in the health office at their child's school. EpiPens should not be stored in cars or lockers where they are easily accessible and exposed to cold or heat.
- Introduce yourself and your child to their bus driver and share appropriate allergy information.
- Provide alternate, labeled snacks for your child to be kept at school.
- Decide if your child will sit at an "allergy free table" in the school cafeteria.

## 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.

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## Guidelines for School Nurse

- Meet with parent/guardian and develop an Allergy Emergency Action Plan (EAP) before the start of the school year.
- Obtain written medical records of allergies and orders for medications needed in emergency.
- Share EAP with all staff that interact on a regular basis with an individual student (includes but not limited to, teacher, specials teachers, health assistant, play ground supervisors, food service staff, and bus drivers).
- Train appropriate staff to recognize and respond to allergic reactions.
- Teach proper hand washing techniques to staff and students, especially at the elementary level.
- With permission of student and parent/guardian, present materials in classrooms about LTFA's, especially at the elementary level.

## 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

- Allergen free tables are available in lunchrooms.
- Clean food trays are available, for students with food allergies with a cold lunch, to use as a barrier from cross contamination.
- Separate cleaning supplies must be used for allergen-safe zones.
- Cafeteria staff must be informed of and be able to recognize students with LTFA.
- Cafeteria staff must be trained to recognize and respond to symptoms of an allergic reaction.
- When classrooms are used for meals in schools, there must be a designated allergen-free area. Steps must be taken so that these areas are not contaminated by allergens and proper cleaning is done after eating

## Guidelines for Snacks

- Minimize allergens from the allergic student's classroom.
- Plan for daily snack and specials 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 pre-approved 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 Bus

- Bus drivers must be provided a list of all students with LTFA that ride the bus at the beginning of each school year.
- Students with LTFA should be introduced to the bus driver.
- School nurses will provide school bus driver training in preventing exposure, recognition of allergic reaction, and emergency response for each individual emergency plan.
- Maintain policy of no food is to be consumed on the bus unless medically necessary approved by the district.
  - . \* Food not containing peanuts, tree nuts, fish, shellfish, or eggs may be consumed for athletic/co-curricular events occurring over the dinner hour
  - . \* The first 3 seats on the bus will not be used by students while eating under any circumstances.
- Coaches must be made aware of student allergies and related school policies.
- All buses must have a communication device for use in case of emergency.
- Bus drivers must ensure careful attention to cleaning bus surfaces, including seats and handrails.

## 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.

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