

# Administrative Regulations - 5141.6A

## STUDENTS

### PROCEDURES FOR MANAGING LIFE THREATENING FOOD ALLERGIES

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if parents, physicians and the school personnel work with identified students to minimize risks and promote an allergy safe environment.

#### Process for Identifying Students with Life Threatening Allergies

- Parents must notify the school nurse of the child's allergies and complete the provided emergency card at the start of each school year.
- Parents must provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide.
- Parents work with the school team (nurse, teachers, coaches, food service, bus drivers and administration) to develop a plan that accommodates the child's needs throughout the school day.
- Annual updates must be documented
- Parents must provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
  - Learn to recognize symptoms of an allergic reaction
  - Should not trade food with others
  - Should not eat anything with unknown ingredients or known to contain any allergens.
  - Should be proactive in the care and management of their food allergies and reactions based on their developmental levels.
  - Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
  - Wash hands before and after eating.
  - If approved by parent, physician and school team, carry epinephrine auto-injector at all times
- Review policies/procedures with the school staff, the child's physician, the child (if age appropriate) after a reaction has occurred.

#### Process for Developing an Individual Health Plan

The District will work with the families to develop a Health Plan for the students identified with life threatening allergies. The process shall include:

- Identify a core team of, but not limited to, school nurse, teacher, principal, school food service, and counselor (if available) to work with parents and the student (age appropriate) to establish and change (as needed) a prevention plan. A 504 Plan can be established as the individual need is determined.
- Review the health records submitted by parents and physicians.

## **Develop Strategies to Reduce the Risk of Exposure**

- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works to eliminate the use of food allergens in the allergic student's school day.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the school nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. Emergency medications can be kept in an easily accessible secure location central to designated school personnel (cafeteria, bus, agri-science and playing fields). Students should be allowed to carry their own epinephrine, if age appropriate after approval from the student's physician, parent and school nurse.
- Designate school personnel who are properly trained to administer medications in accordance the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Work with the district transportation administrator to assure bus driver training for symptom awareness, communication devices, and a "no eating" policy on the bus.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy. Ensure the epinephrine auto-injectors and instructions are taken and remain with the student or in care of a trained adult.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic child seriously.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.

## **Process for the Ongoing Training of School Personnel**

- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works to eliminate the use of food allergens in the allergic student's school day.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Work with the district transportation administrator to assure bus driver training for symptom awareness, communication devices, and a "no eating" policy on the bus.

## **Emergency Medical Response Plan with Outside Agencies**

- Coordinate with the school nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available
- Contact local emergency responders at the beginning of each school year to review the emergency response plan for medical emergencies.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day.

## **Process for Annually Monitoring Food Allergy Management Plan:**

The Core Team identified above will meet at least twice per year:

- At the end of each school year to evaluate the implementation of the plan during the prior year and to make any recommended changes to the plan
- At the start of each school year to put the plan in place for the coming year.