

## **Students**

### **Administrative Procedure - Food Allergy Management Program**

The following procedure implements Board Policy 7:285, *Food Allergy Management Program*, which is based upon the joint State Board of Education (ISBE) and Ill. Dept. of Public Health (IDPH) publication, *Guidelines for Managing Life-Threatening Food Allergies in Schools (ISBE/IDPH Guidelines)*, available at: [www.isbe.net/nutrition/pdf/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf) (105 ILCS 5/2-3.149(b)).

**All references to the ISBE/IDPH Guidelines within the procedures will refer to the specific section title or Appendix with the page number in parenthesis.** These procedures are implemented each time the school identifies a student with a food allergy. It follows Board policy 6:120, *Education of Children with Disabilities* and references additional considerations based upon the *ISBE/IDPH Guidelines*. It relies heavily upon Nurses, Classroom Teachers, and Building Principals to identify the necessary accommodations for each student and determine which staff members are responsible to provide them. Accommodations are impacted by a number of factors, e.g., the student's age, the allergen(s) involved, the facilities at each school building, etc. The following responsibilities for these individuals are set forth below.

#### **1. Parent/Guardian Responsibilities**

- a. Inform the Building Principal of the student's food allergy.
- b. Complete Allergy History Form (App. B-8, p. 56) and Emergency Action Plan (EAP) (p. 48).
- c. Participate in all meetings to assess and manage the individual student's health needs. Follow the *Parent/Guardian of Children with Food Allergies Checklist*. See *Guidelines*, p. 25.

#### **2. Nurse Responsibilities**

- a. Follow the District's procedural safeguards for convening a meeting to assess the individual student's allergy management needs.
- b. Develop a Section 504 plan if the student is eligible for such services with the student's Section 504 team.
- c. Convene a meeting to educate all the staff members who will provide the identified 504 Plan accommodations about their responsibilities.
- d. Perform responsibilities for the student as described in the student's 504 plan and provide the necessary accommodations for the student's individual health needs (p. 20-40).
- e. Facilitate the dissemination of accurate information in the building about the student's food allergy while respecting privacy rights.
- f. Provide a medical alert to parents/guardians (App. B-9, p. 57) that does not name the student. The communication should inform other students and their parents/guardians about the importance of keeping their educational setting free of the food allergen.
- g. Facilitate the development of an Emergency Action Plan (EAP) for all students with a food allergy.
- h. Disseminate relevant health concerns, EAP, and/or 504 plans to appropriate staff.
- i. Facilitate communication between parents and staff members.

- j. Store individual student Epi-pens with a copy of the EAP in an unlocked cabinet in the health office. Track medications for expiration dates and arrange for them to be current.
- k. Clearly label the Epi-pen storage cabinet in the health office.
- l. Store the stock supply Epi-pen in the same cabinet with the individual student Epi-pens.
- m. Ensure that appropriate school personnel know the location of the Epi-pens.
- n. Ensure that food allergy signage is placed outside of each classroom with a food allergic student/s. Signage will be standardized and provided through the District 97 administration building print shop.
- o. Assist with identifying an “allergen-safe” eating area in the lunchroom.
- p. Establish a means of communication with playground staff and physical education teacher via communication device.
- q. Ensure that medical information for a student having a reaction is sent with Emergency Medical Service (EMS).
- r. Facilitate training for all certified school personnel regarding how to prevent, recognize, and respond to food allergy reactions including use of the Epinephrine auto-injector.
- s. Maintain records that identify which staff members have been trained.
- t. Develop a substitute nurse plan that includes a list of all food allergy students, EAP’s, location of Epi-pens, and a copy of these procedures.

### **3. Classroom Teacher Responsibilities**

- a. Maintain ongoing communication with the school nurse, appropriate school personnel, and parents regarding food allergy management for the individual student/s in the classroom.
- b. Minimize food consumption in the classroom
  - 1. Do not use food as a reward or incentive.
  - 2. Initiate food-free celebrations.
  - 3. Do not serve any food provided from a student’s home, regardless of packaging, unless approved by appropriate administrative personnel.
- c. Maintain a “nut-safe” environment for all classrooms (including gym, auditorium, and library) in District 97.
  - 1. Communicate all food allergies including nut, dairy, egg, etc., via e-mail and in written format to parents of all students in the classroom without identifying individual students.
  - 2. Maintain appropriate signage provided by the school nurse outside the classroom door.
  - 3. Encourage hand washing after food consumption in the classroom.
  - 4. Monitor food consumption of all students to ensure that all snacks are nut free.
  - 5. If a student brings a snack with nuts, consult with the school nurse and/or appropriate administrative personnel regarding whether the student can be allowed to eat the snack in an alternative location, or provide another snack.
  - 6. Provide direct communication with parents of students who bring inappropriate snacks.
- d. Use caution when initiating activities that involve picking up trash, composting, or cleaning in the classroom.
- e. Students with known allergies can not required to pick-up trash, compost, or clean the classroom. An alternative activity can be arranged.

- f. Facilitate classroom awareness regarding food allergies and how to keep everyone safe.
- g. Initiate the EAP if a student reports symptoms or exhibits signs of an allergic reaction. The school nurse should be contacted to come to the student immediately (the nurse needs to know the child's name and that a suspected allergic reaction is occurring).
- h. If it is suspected that a student has ingested a possible allergen consult the school nurse immediately.
- i. Never send a student with a suspected food allergy or possible exposure home without contacting the school nurse and parents directly.
- j. Substitute Teacher plans must include the following:
  - 1. Student name and specific food allergen for food allergic students should be prominently displayed on the first page of the substitute binder.
  - 2. Student names and specific food allergen should be posted in separate, visible location on the teacher's desk.
  - 3. A copy of these procedures must be included with the list of food allergy students in the substitute binder.
- 1. Follow the established Food Allergy Protocol for field trips.

#### **4. School Principal and/or Designee Responsibilities**

- a. Supervise and ensure adherence to all aspects of the Food Allergy Management Procedures within the school setting.
- b. Ensure individual staff members perform their responsibilities and provide the necessary accommodations for the student's individual health needs (p. 20-40).
- c. During Institute Day on the first day of school, and at least once mid-year, provide training and education for staff, including food service personnel, on Board Policy 7:285, and these implementing administrative procedures for food allergies, including:
  - 1. How to recognize symptoms of an allergic reaction;
  - 2. Review of high-risk areas;
  - 3. Steps to take to prevent exposure to allergens;
  - 4. How to respond to an emergency;
  - 5. How to administer an epinephrine auto-injector;
  - 6. How to respond to a student with a known allergy as well as a student with a previously unknown allergy.
- d. Facilitate the dissemination of accurate information in the building about the student's food allergy while respecting privacy rights.
- e. Develop a standardized school food protocol including:
  - 1. School wide communication plan (staff, students, and parents)
  - 2. Permission for food consumption during major holiday celebrations in accordance with these procedures and with Board Policy 6:50, *School Wellness*.
- f. Attend meetings between school personnel and parents as indicated or upon request.
- g. Communicate with parents if a possible or actual exposure has occurred.
- h. Accompany any student who requires transport to the hospital via ambulance if the parent is not available.

**5. Food Service Staff Responsibilities**

- a. Review these procedures.
- b. Lunchroom Manager will communicate names of students with food allergies to all lunchroom staff.
- c. Lunchroom staff will follow all relevant procedures contained in these administrative procedures and Board Policy 7:285, *Food Allergy Management Program*, regarding the following:
  1. Dissemination of information relative to food allergies.
  2. Use of the allergen free table in the lunchroom.
  3. Cleaning of tables and chairs.
  4. Mandated training for food service personnel.
- d. Ensure that any student that presents with symptoms of a food allergy reaction is accompanied by an adult at all times.
- e. If it is suspected that a student has ingested a possible allergen consult the school nurse immediately.
- f. Ensure that students with a suspected or actual allergic reaction are accompanied by an adult at all times.

**6. Custodial Staff Responsibilities**

- a. Review these procedures
- b. Adhere to district policy regarding cleaning of the lunchroom and classrooms.
- c. Ensure that any student that presents with symptoms of a food allergy reaction is accompanied by an adult at all times.
- d. Custodial supervisor will communicate names of students with food allergy to all custodial staff.

**7. Field Trip Protocols**

- a. Teachers should notify the parents and school nurse prior to the scheduled trip:
  1. Notify of any food will be eaten during the trip (lunch, snack).
  2. Notify of any potential high-risk activities for allergen exposure.
- b. Encourage parents of the student with food allergy to attend the trip.
- c. If the student's parent attends the field trip, he/she can assume responsibility for the epi-pen. The student can be placed in a group with the parent.
- c. Students with food allergy must be placed in the teacher group (unless the parent is present).
- d. Epi-pens must accompany students on ALL field trips.
- e. Epi-pen must be available on ALL field trips.
- f. Epi-pens are kept with certified staff at all times during the field trip.
- g. Teachers and school nurse must check emergency meds against the health concerns list.
- h. Designate an allergy free area for student/s to eat lunch.
- i. Ensure that the student/s with food allergy eats with an allergen free student group.
- j. Cleanse the table where the student eats as indicated.
- k. Allow students to wash hands before and after eating as indicated.
- l. No eating or drinking on the school bus.
- m. Plan for emergency situations including contacting 911, if needed.

**8. Substitute Teacher Protocols**

- a. Training regarding food allergy symptom recognition and use of epi-pens will be provided during initial registration as a substitute teacher and yearly thereafter.
- b. Upon entering the school on the day of work, the substitute will be provided with the following:
  1. List of all food allergy students in the building.
  2. Copy of the individual school food protocol and the classroom teacher protocol.
- c. The substitute teacher will be required to sign off that she has received these protocols.
- d. The school nurse will be notified daily of all substitute teachers and the assigned classrooms.