

Students

Administrative Procedure - Food Allergies

PARENT/GUARDIAN'S RESPONSIBILITY

- Notify the school's health specialist or administrator(s) of the child's food allergy prior to the beginning of the school year, or as soon as possible after diagnosis.
- Make a note of the food allergy on the child's Annual Health History Form (which is copied for emergency medical personnel) and fill out the Food Allergy History form (see attached form) and return both forms to the health specialist in your child's building.
- Work with school team to develop a plan to accommodate the child's needs in all areas of the school day, including classroom, cafeteria, special activities, and on the bus. Use the Food Allergy Action Plan with the child's picture as a guide (see attached form). Meet with the team again to problem-solve if an allergic reaction occurs.
- Provide comprehensive emergency contact information.
- Provide written medical documentation, instructions, and medications as directed by a physician.
- Provide properly labeled medications and replace medications after use or upon expiration. Best practice is to have two available at school and on the bus.
- Provide a box of shelf-stable, safe treats and drinks to be kept in the elementary classroom to be eaten instead of treats brought in for unforeseen special events.
- Provide a list of foods and ingredients to avoid.
- If student will be eating food from the school cafeteria, the parent is responsible for contacting the food service and obtaining a list of food ingredients contained in the foods being served. The parent must help the student choose safe foods. If the student is not capable of choosing safe foods, the parent should consider providing lunch from home for the student. According to USDA regulations, the parent may request substitutions or modifications in school meals with a physician's signed statement (see attached form).
- Educate the child in self management of their food allergy including:
 - Safe and unsafe foods
 - Strategies for avoiding exposure to unsafe foods, including requesting ingredient information and politely declining foods that he/she is unsure of, not sharing or trading food or drinks
 - Symptoms of their allergic reactions
 - Know when to tell an adult they are having an allergic reaction
 - Carrying his/her own epinephrine auto-injector (when appropriate)
 - How to read food labels (age appropriate)
 - Understand the importance of hand washing before and after eating
 - Report any teasing, bullying and threats to an adult authority
- Provide medic alert bracelet/necklace for your child.
- Be willing to go on your child's field trips or participate in class parties or events, if possible and if requested, but the parent/guardian does not have to be present for the student to go on the field trip.
- Provide the school with a statement signed by a physician if your child no longer has food allergies.
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SCHOOL'S RESPONSIBILITY

- Health specialist will review health records submitted by parent/guardian and physician, and activate appropriate food allergy alert in district's computerized database, as well as designate the classroom as an allergy-aware classroom with appropriate signage.
- Health specialist or building administrator will contact parents and appropriate staff to set up a meeting to discuss severity of allergy and develop an individualized health care plan (see attached form) and emergency action plan (see attached form) keeping in mind the following: curriculum, snacks, class projects, parties, art,

crafts, science experiments, cooking, awards, rewards and fund-raising. Since food allergens are restricted from the classroom at all times, some activities may need to take place at an alternate location in the building. Before and after school events (both school functions and non-school functions) involving food consumption will not be allowed to take place in the classroom.

- Identify a core team to work with parents and student and inform them of the relevant health concerns. This may include, but is not limited to, health specialist, principal, teachers, food service personnel, playground aide, bus driver or others who interact with student on a regular basis. Any changes made to the student's plan should be made with core team participation. If an allergic reaction does take place at school, the core team will reconvene to problem-solve after the occurrence.
- Health specialist will make sure all medical information has been gathered and the appropriate medication forms have been signed by the physician and parent.
- Health specialist will make sure medications are properly labeled and not expired. All medications are to be kept in an unlocked cabinet in the nurses' office. Special accommodations can be made to have emergency medications kept in the elementary classroom with proper approval by the health specialist, building administrator and parent. Proper approval must be given by parent and physician for older students to carry their own epinephrine auto-injector.
- Be knowledgeable about federal laws including ADA, IDEA, Section 504, and FERPA and Illinois state laws and district policy.
- Ensure that the student is accompanied by an adult at all times if an allergic reaction is suspected, and make sure the student is not sent home on the bus if an allergic reaction is suspected.
- A copy of the student's individualized care plan and emergency action plan will be placed in the teacher(s) and health specialist's sub folder(s) and on the classroom emergency clipboard, as well as any other locations deemed necessary in the building. Substitute teachers should be encouraged to visit the health specialist before school if they feel they need additional instruction on symptoms of an allergic reaction and how to use an epinephrine auto-injector.
- Include food-allergic students in school activities. Students will not be excluded from school activities based solely on their food allergy.
- If the student's parent/guardian refuses to cooperate with the school for an evaluation and implementation of an appropriate food allergy management plan, then the school will implement a simple emergency plan stating to call 911 immediately upon recognition of any symptoms, along with sending written notification to the parent/guardian of this plan.
- A person knowledgeable in anaphylaxis will conduct an annual in-service training for all school personnel, including, but not limited to, teachers, aides, substitute teachers and bus drivers, that interact with students with a life-threatening food allergy, including training on an epinephrine auto-injector, and recognizing symptoms of an allergic reaction.
- If the parent/guardian does not go on a field trip with their child, then the health specialist will review with teachers and/or substitute teachers the administration of epinephrine auto-injectors and recognizing symptoms of an allergic reaction before going on field trips. Care should be taken to avoid allergen exposure on field trips, including meals. The student's emergency medication will be taken on the field trip.
- Health specialist will contact district transportation administrator to alert bus driver of special needs of student. Bus driver will be given a copy of action plan and be instructed as to symptoms of an allergic reaction and administration of an epinephrine auto-injector.
- Health specialist and teacher will discuss field trips and class party days for the elementary student and strategies for managing the food allergy. The parent will be asked to provide safe treats and drinks to be kept in the classroom for such occasions.
- Discuss with parent if they would like to have a generic letter sent home to all parents in their students' class stating that there is "a student in this classroom who is extremely allergic to _____" (see attached letter). While there are many hidden ingredients in foods, this will help prevent a parent from sending in a food for snack that obviously contains the allergen. If a student in the classroom inadvertently brings a restricted food to the classroom, the student will not be allowed to eat that snack in the classroom, but must consume the food in another designated area outside the classroom.
- Discuss with parent if an allergy-free table should be maintained for the student in the cafeteria (i.e. a peanut-free or milk-free table). Friends should be encouraged to join the allergen-free table, providing they have allergen-free lunches.

- If an allergen-free table is used, custodians must be instructed to clean the table using district-approved cleaners (not dish soap) and using a fresh cloth or paper towel to avoid cross contamination from other table-tops.
- Custodians and bus drivers will clean classrooms, desks, chairs, computer keyboards, doorknobs, drinking fountains, handrails and other high-touch surfaces with district-approved cleaning agents, paying special attention to classrooms and buses attended by the student with the food allergy. A food-allergic student will never be asked to clean surfaces him/herself.
- Prohibit sharing or trading food or drinks at school.
- Prohibit food consumption on buses, with the exception of students that need to consume food out of medical necessity.
- Provide ingredient lists for food products and classroom products available in the school at the parent/guardian's request.
- Frequent hand washing will be encouraged in the elementary grades, especially immediately after eating and upon entering the classroom. Soap and water or hand wipes must be used to effectively remove allergens. Hand sanitizer or water without soap is not acceptable.
- All reports of threats, bullying or harassment of the food allergic child will be taken seriously and dealt with appropriately.

STUDENT'S RESPONSIBILITY

- Do not trade food with others.
- Do not eat anything with unknown ingredients or known to contain the allergen.
- Be proactive in the care and management of their food allergy and reactions based on their developmental level.
- Know where the epinephrine auto-injectors are located and who has access to them. Carry the auto-injector him/herself when age-appropriate to do so.
- Understand the importance of hand washing before and after eating.
- Notify an adult immediately if they eat something they believe may contain the allergen.
- Notify an adult immediately if they begin to have symptoms, even if they do not think they have eaten the allergen.
- Report teasing, bullying and threats to an adult authority.
- Request ingredient information for any food offered, and politely decline the food if unsure of the ingredients.
- Wear medic alert bracelet/necklace at all times. IHSA permits the student athlete to wear the medical alert bracelet and not have it considered jewelry. The bracelet should be taped to the body (or wherever it is worn), but part of it should be visible to medical personnel in case of an emergency.

District Food Allergy Administrative Procedures were written from a combination of the following sources:

- Illinois Public Act 096-349
- *The School Food Allergy Program* from the Food Allergy & Anaphylaxis Network (FAAN)
- *School Guidelines for Managing Students with Food Allergies* from the American School Food Service Association (ASFS), the National School Board Association (NSBA), the National Association of School Nurses (NASN), the Food Allergy and Anaphylaxis Network (FAAN), the National Association of Elementary School Principals (NAESP), and the National Association of Secondary School Principals (NASSP)
- *Guidelines for Managing Life-Threatening Food Allergies in Illinois Schools* from the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH)

LEGAL REF: 105 ILCS, 5/2-3.149.

Adopted: 11/22/10