

## **LIFE THREATENING ALLERGY PROCEDURES**

### **PEANUT/NUT PROTOCOL RECOMMENDATIONS**

- Peanut safe school system
- Peanut safe classroom at West St. School (if child has MD documented allergy)
- Peanut safe grade at East Meadow School (if child has MD documented allergy)
- Peanut safe table option in cafeteria
- Peanut butter is acceptable from home. A letter will be sent home to parents regarding peanut protocols and encouraging them to avoid peanut products.
- Recommend: Take measures to avoid gross peanut butter or nut products prepared from school kitchen (ie. peanut butter sandwiches, cookies, trail mix, etc.)

## **RESPONSIBILITIES**

### **PARENTS/GUARDIANS**

#### **General for all types of allergies:**

- Notify the school nurse of the child's allergy prior to the opening of school (or as soon as possible after a diagnosis).
- Participate in developing and updating Individual Health Care Plan with the school nurse annually or as needed.
- Participate in team meetings to develop a plan accommodating needs in the classroom, cafeteria, after school programs and on the school bus.
- Provide written instructions from the licensed medical provider.
- Provide the school with up-to-date EpiPen auto-injectors.
- Provide the nurse with at least annual updates on their child's allergies.
- Provide the school with a way to contact the parent (cell phone, beeper, etc.)
- Provide a medical alert bracelet/necklace for their child.
- Be willing to go on their child's field trips if possible and if requested.
- Educate their child in the self-management of his/her allergy.

**Specific to food allergies:**

- Provide a list of foods and ingredients to avoid.
- Be willing to provide safe foods for your child as well as the class for special occasions (i.e. bring in a treat for the entire class so your child can participate).
- Leave a bag of “ safe snacks” in your child’s classroom so there is always something your child can choose from during an unplanned special event.

**SCHOOL ADMINISTRATION**

**General for all types of allergies:**

- Identify a core team that includes at least the school nurse, teacher, principal, food service director, Director of Pupil Services, secretary of specific school, bus driver and school counselor to work with the family and student to develop an allergy action plan.
- Communicate the details of the IHCP with appropriate faculty and staff.
- Coordinate training and education for staff with School Nurse as needed regarding:
  - Food, insect stings, medications, latex
  - Emergency procedures
  - How to administer an epinephrine auto-injector in an emergency
- Ensure that all teachers receive training in the use of an EpiPen. Therefore, an allergic student can be placed in any classroom.
- Ensure that a nurse is available to every school with students with life-threatening allergies.
- Provide emergency communication devices (i.e. two way radio, intercom, walkie-talkie, cell phone) for school activities.
- Include in the school’s emergency response plan a written plan outlining emergency procedures for managing life-threatening allergic reactions.
- Implement a periodic anaphylaxis drill similar to a fire drill as part of the training course.
- Make sure a contingency plan is in place in case of a substitute teacher, nurse or food service personnel.
- Create specific areas that will be allergen safe.

**Specific to food allergies:**

- Coordinate special training as needed for food service personnel.
- Set up policies for the cafeteria at each school regarding food allergic students.
- Vending machine will carry a sign stating that the vending machine items may contain nuts or nut by products.

## NURSE

### **General for all types of allergies:**

- Preferably before entry to school in September or in the spring of the previous year (or in the case of a new diagnosis as soon as possible after diagnosis), the nurse will meet with or communicate with the parent to develop an Individual Health Care Plan.
- Arrange follow-up on a semi-annual basis, or as often as necessary, to review effectiveness of the IHCP, make changes if indicated and review with parent and team.
- Assure that the Allergy Action Plan (AAP) includes the student's name, photo, allergens, symptoms of allergic reactions, emergency procedures, and required signatures.
- After the plan is developed ask the parent to review the prevention plans, symptoms and emergency procedures with their child.
- Post school district's emergency protocol and have available all IHCPs and AAPs in the nurse's office. Post location of epinephrine auto-injectors.
- Arrange a time to meet individually or in a team meeting to review the plan with all staff who come in contact with the student with allergies, including principal, teacher, specialists, food service personnel, aides, custodian, bus driver, local EMS, etc.
- Provide information about students with life-threatening allergies and their photos (if consent given by parent) to all staff on a need-to-know basis.
- Conduct in-service training to appropriate staff regarding a student's life threatening allergens, symptoms, risk reduction procedures, emergency procedures, and how to administer an EpiPen.
- Educate new personnel as needed, especially substitute teachers.
- With the student and parent's permission, plan with the classroom teacher to provide a lesson about allergies (i.e. food/bees) for the class and discuss anaphylaxis in age appropriate terms.
- Collaborate with the classroom teacher as to where the closest medical facilities will be for each field trip, and provide the care plan and EpiPen for the teacher.
- Communicate with the local EMS about location of student and type of allergy. Assure that the local EMS carries epinephrine and has permission to use it.
- Implement a periodic anaphylaxis drill for staff similar to a fire drill as part of the periodic refresher course.

## CLASSROOM TEACHER:

### **General for all types of allergies:**

- Participate in a team meeting to develop an AAP in conjunction with a 504 plans for the student with life-threatening allergies. (Teachers *at the Jr.-Sr. High School will be informed by RN of plan*).

- Keep accessible the student's AAP with photo in lesson plan.
- Be sure volunteers, aids, specialists, substitute teachers are informed of the student's allergies and necessary safeguards.
- Participate in training regarding:
  - (1) Allergens that cause life-threatening allergies
  - (2) Steps to take to prevent life-threatening reactions and accidental exposures to allergens.
  - (3) How to recognize symptoms of the student's life-threatening allergic reaction
  - (4) Steps to manage an emergency
  - (5) How to administer an EpiPen.
- With the student and parent's permission, coordinate with the nurse and the parent to provide a lesson about allergies for the class and discuss anaphylaxis in age appropriate terms. (*Jr.-Sr. High School- as appropriate-not required*)
- Work with the school nurse to educate other parents about the presence and needs of the child with life-threatening allergies in the classroom. (*Jr.-Sr. High School- available if teacher chooses- not required*).

**Specific to food allergies:**

- Inform parents of any special occasions/parties in the classroom as a reminder to send appropriate food.
  - A. Snacks/Lunchtime
- Discourage students from sharing or trading snacks. (*All grade levels- PreK-12*).
- Encourage parent/guardian to send in "safe" snacks for their child.
- Reinforce hand washing before and after eating.
  - B. Classroom Activities
- Prohibit use of allergen for classroom activities (i.e. arts and crafts, counting, science projects, etc.)
- Use stickers, pencils or other non-food items as rewards instead of food.
- Prohibit use peanut/nut products for cooking in Nutrition classes at the High School.
  - C. Field Trips
- Collaborate with the school nurse when planning the details of a field trip.
  - (1) Ensure the EpiPen and instructions are taken on the field trip.
  - (2) Ensure that schools provide a communication device for field trips.
  - (3) Know where the closest medical facilities are located.
  - (4) Invite parents of a student at risk for anaphylaxis to accompany child on field.
  - (5) Ensure that child with allergy is with a person trained in use of EpiPen.
  - (6) Consider ways to wash hands before and after eating (e.g. provision of hand wipes, etc.)

## **FOOD SERVICES**

### **General for all types of allergies:**

- Attend the team meeting to discuss the IHCP and AAP when scheduled by the school nurse.
- Post the student's Allergy Action Plan in the kitchen of appropriate school with consent of parent(s).

### **Specific to food allergies:**

- Read all food labels and recheck routinely for gross presence of food allergens.
- Remove gross peanut products from food service preparation to the best of one's ability.
- Train all food service staff and their substitutes to read product food labels and recognize food allergens.
- Maintain contact information for distributors of food products.
- Provide advance copies of the menu as able and as requested to parents/guardians.

### **General for all types of allergies:**

- Have at least two people in the eating area trained to administer an EpiPen.
- Have an EpiPen readily accessible to lunchroom staff. Store in kitchen.
- Take all complaints seriously from any student with a life-threatening allergy.
- Be prepared to take emergency action.
- Use non-latex gloves when handling food.

### **Specific to food allergies:**

- In elementary schools, thoroughly clean all peanut free tables prior to first lunch, using specific bleach solution and/or disinfectant.
- Pay particular attention to where the child with an allergic condition is sitting as well as where children with peanut products in their boxed lunches are sitting.
- Ensure that peanut safe areas or tables are labeled as such.

## **SCHOOL BUS COMPANY**

### **General for all types of allergies:**

- The School Committee will direct the bus driver who is responsible for the specified student with a life-threatening allergy, meets with the nurse in a team meeting or individually to discuss implementation of the student's Individual Health Care Plan.

- Will direct that all school bus drivers are trained in managing life-threatening allergies and use of Epipen (through the bus company or by contract with the school).
- Provide functioning emergency communication device (i.e. cell phone. Walkie-talkie).
- Inform the bus driver who is responsible for the specified student with a life-threatening allergy, where the individual student's Epipen is located, based on the IHCP (special place on bus, outside pocket of student's backpack).

**Specific to food allergies:**

- Enforce policy of "no food to be eaten" on school buses.

**COACHES AND OTHER ON-SITE PERSONS IN CHARGE OF CONDUCTING SCHOOL SPONSORED AFTER SCHOOL ACTIVITIES**

**General for all types of allergies:**

- Communicate with the school nurse regarding the IHCP of a child with life-threatening allergy.
- Keep a copy of Allergy Action Plan.
- Make certain an emergency communication device is present at all sports events.
- Ensure that the student athlete is aware that he/she is responsible for having Epipen with them for all sports events.

**FUND RAISERS**

These procedures are not intended to encompass school fundraisers. The School Committee will direct such groups to post signs warning that food items sold may contain nuts or nut by products.

**NON-SCHOOL SPONSORED ACTIVITIES**

These procedures are not intended to encompass non-school sponsored extra curricular activities or after school events held on school grounds by any group. The School Committee will direct such groups to post signs warning that food items sold may contain nuts or nut by products.

Adopted February 7, 2005