

Procedures for Students with Severe Food Allergies, August 2016

An estimated eight percent (approximately two million) of children in the United States are affected by one or more food allergies. With a true food allergy, an individual's immune system overreacts to a food that is usually harmless. This response by the immune system can be life-threatening within a matter of minutes.

The most common food allergens are peanuts, tree nuts, fish and shellfish, milk, eggs, soy, and wheat. These ingredients are not always obvious on package products.

The goal for students with food allergies is complete avoidance of the offending agent but in spite of everyone's best efforts, accidental exposure sometimes occurs. Allergic reactions can result from ingesting or inhaling the allergen and from skin contact with the allergen. The onset of the reaction can occur rapidly or it may be delayed.

Proper planning and implementation can minimize and often eliminate the risk of an allergic student's exposure to a food allergen. The student's parents and the student, the school nurse, classroom teachers, campus administrators, cafeteria staff, custodians, and classmates can all contribute to minimizing the chances of an exposure and a potentially serious reaction.

IDENTIFICATION

1. Any student with a parent reported or physician-documented severe food allergy must have a current written physician's order/severe allergy action plan on file with the school nurse. The physician's documentation must be on file in the office within five business days of the first day of the child's attendance.
2. The parents/guardians of students with severe food allergies must meet with the school nurse to review the nature of the allergy; obtain a history of the child's reactions to the allergen; review physician's written documentation and current orders; and develop an appropriate school management plan and emergency care plan. New forms will be required for each school year.
3. Students who have proper authorization to carry and self-administer emergency medications for severe allergic reactions are required to keep a second set of properly labeled emergency medications in the office. This is to ensure that the student will have medication available in the event they are unable to locate their personal supply.

NOTIFICATION

1. The school nurse will notify key faculty and staff on each campus of any students with food allergies. This notification will include campus administrators, appropriate faculty and instructional aides, the cafeteria manager, the head custodian and bus drivers. The classroom teacher will make this information available for substitute teachers.
2. If parents/guardians wish to write a letter regarding their child's allergies to be sent home with other students, it must first be approved by the principal and school nurse.

EDUCATION

1. The school nurse, with the parents'/guardians' assistance, will assess the child's level of understanding regarding foods to avoid.
2. The school nurse will share information with faculty and staff on potentially life-threatening food allergies. Methods to avoid the offending allergen, recognition of signs and symptoms of allergic reactions, and the importance of timely treatment will be discussed.
3. Principal/designated staff will be trained on Epi-Pen administration.
4. The school nurse will assist the teacher in discussing the following with the student's classmates: no sharing or trading of food, beverages, or utensils; no touching of each other; and the importance of handwashing before and after snacks and meals.
5. If a student with severe food allergies has a physician's order to carry his/her prescribed emergency medication to self-medicate and meets established district policies to do so, the school nurse will meet with the parent and student to discuss proper management of an allergic reaction. The student must understand and agree to comply with the following:
 - The Epi-Pen or other prescribed medications for a severe allergic reaction is to be kept in the student's or a trained adult's immediate possession while the student is on campus or at a school-related activity.
 - In the event the student self-administers an emergency medication (oral or injection) or a trained adult administers the same, the school nurse/principal will be notified immediately. The school will notify EMS (911) and the student's parents/guardians.
 - The student must be escorted to the clinic by an adult after self-administration of the Epi Pen® or prescribed emergency medication.
 - If the allergic reaction occurs during an extracurricular activity or after school hours and the nurse/principal is not on campus, the sponsor or designated adult will notify EMS (911) and the student's parents/guardians.

AVOIDANCE

1. Students may not trade or share food, beverages, or utensils.
2. Students with food allergies should not eat or drink anything with unknown ingredients or known to contain allergens.
3. Students with food allergies will notify an adult immediately if they consume something they believe may contain an allergen.

4. The school nurse/principal and teacher will discuss field trips and special class activities with the allergic student's parents/guardians to determine appropriate strategies for managing the allergy during these events. Information could be shared with other parents/guardians attending the field trip or activity to offer the highest level of protection for the child.
5. During field trips, any student with physician documented severe food allergies will be placed in the student group led by the child's classroom teacher.

TREATMENT

1. An Emergency Health Care Plan (EHCP) will be provided by the student's physician and an Individualized Health Plan (IHP) will be developed by the school nurse, principal, and parent for each student with parent-reported/physician-documented severe food allergies.
2. An emergency kit for each student with prescribed medications for severe food allergies will be kept in a locked cabinet in the office. The emergency kit must contain the student's prescribed emergency medications and a copy of the student's EHCP.
3. The expiration dates of all emergency medications will be clearly marked in red on the student's EHCP.
4. If an allergic reaction occurs, the nurse/principal will be notified immediately and will implement the student's Emergency Health Care Plan. If the nurse/principal is not available, a trained school staff member will assume this responsibility. A student with a severe allergic reaction **MUST NOT** be sent to the office alone or with another student. If a student experiences a severe allergic reaction during a field trip, a trained school staff member will implement the student's Emergency Health Care Plan. In order to offer maximum support to the student, the student's parent/guardian may implement the EHCP if they are in attendance.
5. The school nurse or trained staff member will administer the prescribed emergency medications according to the physician's directions at the first sign of an allergic reaction or known exposure to the allergen.
6. Students who have proper authorization to carry and self-administer their medications for treatment of severe food allergies **MUST** notify an adult immediately after self-administration and be accompanied to the office by an adult.
7. After the emergency medications are administered, EMS (911) will be summoned.
8. After EMS is notified, the student's parents/guardians will be contacted and a campus administrator will be notified.
9. If EMS arrives to transport the student before the parents/guardians arrive, an administrator or their designee will accompany the student to the hospital and will remain with him/her until a parent/guardian arrives. If the child's parent/guardian is attending a special activity or field trip

and the child must be transported by EMS, the parent/guardian will accompany the child to the hospital.

10. Campus staff involved in responding to a severe allergic reaction may meet, if needed, following the reaction to review and evaluate their response. Any changes made as a result of the review will be noted on the student's EHCP and IHP. Changes may include encouraging parents'/guardians' attendance during special activities and field trips.

11. The student's parents/guardians will be contacted to replace any used medication/supplies. Immediately upon receipt of replacement medications, the nurse will check the expiration dates and physician's orders.

This document is to be maintained in the student's cumulative folder

REQUEST FOR FOOD ALLERGY INFORMATION

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed to the district in order to enable the district to take necessary precautions for your child's safety.

“Severe food allergy” means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child's allergic reaction to the food.

Food:	Nature of allergic reaction to the food:

It is possible that the district will be contacting you for some more information regarding any allergies, but the district will maintain the confidentiality of the information provided above and may disclose the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act and District policy. [See policy FL]

Student Name: _____ Date of Birth: _____

Grade: _____

Parent/Guardian Name: _____

Work Phone: _____ Home Phone: _____

Parent/Guardian signature: _____ Date: _____

For office use only:

Date form was received by the school: _____

Dear Parent,

Our records indicate that your child _____ has a potentially severe allergy that may require treatment at school. Attached to this letter are the forms, listed below, that will give us the necessary information and authorization to treat your child in an emergency.

1. Allergy Action Plan – Should be on file for every student with a severe allergy. Must be updated and signed by the doctor every school year.
2. Medication Authorization Form (2) – One should be used for each medication sent to school.

You child's supplies should include: Epi-pen with prescription label on it and antihistamine (such as Benadryl), if your child's plan calls for it. Please be alert to the expiration dates on these medications.

If we do not have these forms and supplies on hand and your child has a serious reaction, we may need to call 911 to assure your child's safety. Unfortunately, the cost is billed to the parent.

It is important for your child's safety that we have the proper authorizations and supplies on hand in order to respond in an emergency. We appreciate your help in our effort to provide the best care for your child.

Thank you,

School Nurse

Attachments