

Bellbrook Sugarcreek School District Food Allergy Guidelines

RESPONSIBILITIES. Applicable federal laws including ADA, IDEA, Section 504, and FERPA, and any state laws or district policies that apply, will be followed by members of the school staff.

A. Parent/guardian:

1. Contact school principal before school starts (no later than mid-summer).
2. Request meeting, if desired, with principal, teacher, food service director and school nurse(s).
3. Fill out medication authorization forms and release forms allowing communication with the physician's office. Be sure the physician's treatment plan for an allergic reaction is noted. **Remember to include if anaphylaxis is suspected.** Use separate forms for each medication. *Make sure the physician notes the exact steps to be followed, i.e., Epi-pen followed by Benadryl.*
4. Work with the school staff in completing the Food Allergy Action Plan (FAAP).
5. All medications need to have a pharmacy label. For anaphylaxis type reaction noted on the diagnosis, we recommend an Epi-pen for the clinic and an Epi-pen to be self-carried per approval of physician and parent, when requested. Note the expiration dates on all medications and let the clinic know if they will expire during the school year. Mark the date on your calendar.
6. Be sure to provide an alternate snack/treat “box” to be used in the classroom for parties and birthday treats if appropriate and required by EAP. Parents are also encouraged to send in a list of safe foods for the class.
7. Parents of highly allergic children are strongly encouraged to pack lunches for their child.
8. Parents need to contact the food service director at 848-5001, ext. 6105. Parents are should to contact the food service director on a monthly basis with a list of desired lunch menu items to enable the dietician to determine safe lunches based on current ingredient information from the vendors, which can change throughout the school year.
9. Have parents download the “So Happy” app for individual school to see most current ingredient and allergy lists for school lunches.
10. Please consider volunteering to be the room parent and/or field trip chaperone. Talk with teachers about parties and their routines.

11. Make sure EAPs and medications go with the student on all field trips. **We strongly recommend that parents of food allergic students go on field trips.** Review the emergency plans with your child.
12. Pay close attention to special events at the school involving food—read any communications from the student's teacher and building administration concerning these special events. *Be in contact with your child's teachers, especially in the elementary buildings. Contact school nurse for questions or concerns.*
13. Provide accurate contact information for work, cells, home and update in ONEVIEW as changes occur.
14. **Get a Medic Alert bracelet for your child,** if required in EAP.
15. Educate the child in the self-management of their food allergy including:
 - a. safe and unsafe foods
 - b. strategies for avoiding exposure to unsafe foods
 - c. symptoms of allergic reactions
 - d. how and when to tell an adult they may be having an allergy-related problem
 - e. how to read food labels
 - f. how to self-administer the EpiPen

B. Student:

1. Will consume only food provided from home (if required on EAP), including the safe treat box.
2. Do not share or trade food with others.
3. Will not eat anything with unknown ingredients, especially baked goods and foods without a label.
4. Notify an adult immediately if they eat something they believe may contain an allergen and identify self as a student with a food allergy.
5. Will be proactive in the care and management of their food allergies and reactions by excusing themselves from a medically threatening situation.

C. Principal:

1. Know Bellbrook Sugarcreek Schools' Food Allergy Guidelines.
2. Provide parents of students with allergies, a copy of the administrative guidelines regarding Food Allergies and medication administration forms.
3. Notify school nurse in a timely manner regarding the enrollment or withdrawal of any student with a food allergy.
4. Designate staff responsible for setting up and maintaining (cleaning on a daily basis) the "Peanut-Free" table.

D. School Nurses:

1. Work with parents and, when necessary, the physician, in completing and developing the Emergency Allergy Plan (EAP).
2. Obtain permission to share student medical concerns from parents.
3. Review Food Allergy Plan with administration, classroom teachers, and appropriate staff yearly and as needed throughout the school year.
4. Communicate openly and honestly with parents of food-allergic students and work closely with parents to provide a safe environment for the children.
5. Nurses will, prior to the beginning of each school year (as information becomes available and as required by the EAP) –
 - a. Post allergy signs outside the classroom - if requested by parent.
 - b. Compile food allergy forms for clinic, food service, and transportation
 - c. Make sure that all applicable teachers know where emergency medications are kept, emergency form with photo of child (provided by parents), and that all understand emergency procedures
6. Ensure that medications are appropriately stored, and that an emergency kit is available that contains a physician's standing order for epinephrine and EAP. Keep medications easily accessible in a secure location central to designated school personnel.
7. Will continually monitor and evaluate the effectiveness of plan.

8. Work with building administration in practicing appropriate response to an allergic reaction.
9. Contact school Physician at the start of school year to obtain new prescriptions for Epi-pen and Auvi Q medications.
10. Maintain “stock” Epi-pen in a centrally located area, accessible to staff.

E. Classroom Teachers and Aides:

1. Follow student’s Emergency Allergy Plan as indicated.
2. Review with nurse how to read a food label, identify allergens and “suspicious” foods, recognize symptoms of allergic reactions of student for the specific allergen.
3. Be aware of Epi-pen location with instructions (training provided on Epi-pen trainer).
4. Identify all food allergy students in your substitute folder (use school picture).
5. When necessary, teacher will monitor students in-class eating, making sure that only parent-provided food is given to students with severe allergies or food from labeled packages (if allowed by EAP).
6. Suggest to parents the use of non-food treats for birthday celebrations.
7. In lesson plans, make appropriate substitutions for food based on the student’s EAP.
8. Present age-appropriate awareness video shown to students in classes with allergic peers as required by EAP.
9. Encourage hand washing before and after eating for all students.
10. Take other steps as indicated in the student’s EAP.

F. Lunchroom Monitors/Food Service Workers/ Administration :

1. View instructional video and read and understand procedures; know dangers of cross-contamination. Training provided by Food Service Director.
2. Implement steps indicated in the student’s EAP (ensure student is sitting at peanut free table, peanut free table is cleaned according to procedure)
3. Display poster of food allergy signs and symptoms.
4. Be prepared to provide to parents and/or student information about menu choices and

ingredients.

5. Monitor a “peanut free” lunch table if established.

G. Transportation:

1. All drivers receive allergy training annually before school begins.
2. No eating allowed on any bus during **regular school hours**. Some accommodations may be made in the case of longer field trips and/or extra-curricular trips. Accommodations must be approved by school nurse and building administrator, if eating arrangements are changed, causing students to eat on bus.
3. Allergic students should sit in the first two seats nearest the driver (if required by EAP/504).
4. Allergic student (after obtaining a self carry order) may carry an Epi-pen with him/her in a pharmacy-labeled container.
5. Picture ID, emergency medical form, and copy of medication administration form are in possession of the bus driver and/or substitute driver as required by EAP.
6. On field trips student lunches are carried together in sealed plastic containers with the student’s with allergies lunch kept apart.

H. Custodians and maintenance staff:

1. View instructional video or other means of annual inservice on Food Allergies.
2. Meet with school nurses and administrator regarding cleaning procedures—food messes cleaned promptly, separate cleaning cloths are to be used on “peanut-free” table, dangers of cross-contamination discussed.
3. Custodians will leave specific cleaning instructions for substitutes.

II. Emergency Response Plan

[**Note:** Below is a general plan for treatment of anaphylaxis. Each individual student should have his or her own Emergency Allergy Plan in place and reviewed by his/her physician.]

A. Identification of emergency: Student reports or teacher/adult staff notices signs of allergic reaction -

1. Symptoms can include:

MOUTH - itching and swelling of lips, tongue or mouth

THROAT - itching and/or sense of tightness in the throat, hoarseness and cough

SKIN - hives, itchy rash, and/or swelling about the face or extremities

GI - nausea, abdominal cramps, vomiting, and/or diarrhea

LUNGS - shortness of breath, repetitive coughing and/or wheezing

HEART - weak pulse (difficult to find pulse), loss of consciousness

GENERAL - lethargy, weakness

2. Classroom teacher or supervising adult reviews and follows Emergency Allergy Plan.

3. Administers Epi-pen if noted on Emergency Allergy Plan and available in classroom.

4. If Epi-pen not available in classroom, call office at first suspicion of an allergic reaction, stating: “ _____ (student) is having an allergic reaction. Bring Epi-pen and/or Benadryl”.

Note: some students will come to the office if able.

*******Call 911 if symptoms are severe and school nurse not available.**

*******Call 911 at the designation of school nurse, principal or designee.**

5. Administers Benadryl if noted on EAP.

6. Next door teacher/adult or aide to assist with other children.

7. School staff notifies parents.

8. A child who has had an allergic reaction, however minor it may appear, will be sent home with a parent/guardian for the remainder of the school day.

Questions about this program may be directed to the School Nurse.