

**WOODLAND
DISTRICT #50**

PROCEDURES:

**STUDENTS WITH
LIFE THREATENING
ALLERGIES**

WOODLAND LIFE THREATENING ALLERGY ADMINISTRATIVE PROCEDURES

Food Allergy Management Committee

The Child Health and Welfare Committee will serve as the Food Allergy Management Committee. The Child Health and Welfare Committee is a committee of the Superintendent in place to provide input to the administration on topics that influence the well-being of children while in school including discipline, safety, health and wellness concerns and other topics as they may occur. Management of Life Threatening Allergies falls within the purview of this committee. The committee is comprised of the Associate Superintendent of Education, school administrators, school staff, nursing staff, parents, community members, transportation and food service staff.

Staff Training

The Nurses will be responsible for conducting training with all staff as part of the Institute days at the beginning of the school year. This training will address information including:

- A. The most common food allergies accounting for 90% of all food allergic reactions: milk, egg, peanut, tree nut (walnut, cashew, etc.), fish shellfish, soy and wheat
- B. Allergies resulting in anaphylaxis include but not limited to:
 1. Nut/nut products
 2. Milk
 3. Bees
 4. Medication
 5. Latex
- C. Anaphylaxis is – a sudden, severe, potentially fatal, systemic allergic action that can involve various areas of the body (such as skin, respiratory tract, gastrointestinal tract, and cardiovascular system).
- D. Symptoms of anaphylaxis
 1. Mouth – itching, tingling or swelling of lips, tongue, mouth
 2. Skin – hives, itchy rash, swelling of the face or extremities
 3. Gut – nausea, abdominal cramps, vomiting, diarrhea
 4. Throat – tightening of the throat, hoarseness, hacking cough
 5. Lung – shortness of breath, repetitive coughing, wheezing
 6. Heart – weak pulse, low blood pressure, fainting, pale, blueness
- E. High risk areas determined by each school
- F. Emergency steps to take in the event of an allergic reaction
- G. Review of District Administrative Procedures (this document)

Staff who will have direct contact with students with life threatening allergies will receive additional in-service training that includes all of the above areas, as well as training on the use of the EpiPen. There will be a mid-year refresher meeting held with all staff that has contact with a child with life threatening allergies. The school nurse will facilitate this meeting. The nurse will keep a list of who signed into the trainings.

Nut Free Classrooms (Pre K – 3rd Grade)

Woodland will provide nut free classrooms for all students in kindergarten through 3rd grade with a documented life threatening allergy, according to parent decision. This means that all students in these designated nut free classrooms will not be permitted to have present or eat any foods containing nut products at any time during the day (lunch, snacks, etc.).

Nut free means that no peanut or nut tree products will be allowed at any time in that room. Tree nuts included cashews, pistachios, walnuts, almonds, etc. This prohibition includes lunches, snacks, birthday and party treats.

Letters will be sent to all parents of students in these nut free classrooms weeks prior to the start of school explaining that no nut products will be allowed in this class for lunch, snack, etc. This gives parents of non-allergic students an opportunity to request their child be moved out of this class if they feel it would be difficult to comply.

Allergy Aware Teams (4th – 5th Grade)

Woodland will provide allergy aware teams for all students in 4th and 5th grade with a documented life-threatening allergy, according to parent decision.

School Administrative Responsibilities

School Administrators will oversee the school team in the prevention, care, and management of children with food allergies and reactions. Administrators will coordinate the following when addressing the needs of a student with a life-threatening allergy:

- Development of an Allergy Action Plan
- Coordination of training and education for all necessary staff regarding:
 - Allergies, insect stings, medications, latex, etc.
 - Emergency procedures including how to administer an EpiPen in an emergency
 - How to recognize symptoms of anaphylaxis
- Provide signage for classroom (s) indicating NUT FREE or ALLERGY AWARE classroom.
- Provision of emergency communication devices (i.e. walkie-talkies, cell phones) for all school activities, including gym, lunch, recess and transportation that involve a student with life-threatening allergies.
- Arrange for an allergy free table in the lunchroom and/or provide an allergy free lunch substitute as needed.
- Have hand sanitizers or wipes for student use in the lunchroom and classroom.
- Have the custodian wash doorknobs, tables, desks, and other potentially contaminated surfaces with separate cloth to avoid cross contamination when cleaning the classroom, as needed.
- Lunchroom supervisors and/or custodians should wipe lunchroom tables with a separate cloth to avoid cross contamination.
- Plan for student transition needs each spring for the next school year.
- Plan for transition to new school.

- Participate in a meeting with administration and nurse of receiving school near the end of school (kindergarten, 3rd grade and 5th grade) to plan for transition to the new school as needed.
- Review Allergy Action Plan at least annually or as needed.

School Nurse/Health Assistant Responsibility

Nurses and Health Assistants will participate as a member of the school team in both the prevention and emergency care of children with food allergies and reactions. Nurses will consider the following when developing an Allergy Action Plan for a student with a life-threatening allergy.

- Schedule and participate in the meeting to develop an Allergy Action Plan for the student.
- Conduct and monitor attendance at in-service training for all staff that work with students with life-threatening allergies at the beginning of the school year.
- In the nurse's office, post and label location of Allergy Action Plans and emergency medication (e.g.: EpiPen).
- Periodically check medications for expiration dates and arrange for them to be current.
- Be able to communicate with playground staff and physical education teacher via communication device (e.g.: walkie-talkie, cell phone).
- Prepare medical alert list for distribution to relevant staff.
- Refer to the ISBE/IDPH Guidelines as needed.

Teachers and all Support Staff Responsibilities

Teachers will do the following in implementing an Allergy Action Plan for a student with a life-threatening allergy.

- Be trained regarding life-threatening allergies including:
 - Basic facts regarding life-threatening allergies
 - Symptoms of allergic reactions
 - Use of the EpiPen – Each staff working with a student with a life threatening allergy will practice the administration of the EpiPen
- Place a health concern sticker on the back of the student's nametag in kindergarten, which the student wears at all times.
- Participate in any team meetings for the student with life-threatening allergies and attend all necessary in-service training.
- Keep accessible the student's Allergy Action Plan with photo in classroom.
- Keep medical alert list close at hand.
- Be sure both student teacher and classroom volunteers are informed of the student's food allergies.
- Leave information for substitute teachers in an organized, prominent, and accessible format for substitute teachers. Follow school guidelines for subfolders, including an emergency guide card.
- Complete alert information on AESOP substitute system so substitute is aware of any life-threatening allergies when accepting position.

- Inform parents of the child with allergies in advance of any in class events where food will be served.
- Follow Allergy Action Plan in the case of an emergency.
- Periodically check soap dispensers to be sure they are full.
- Encourage students to wash hands when arriving to school and frequently during the school day.
- Maintain a supply of lanolin free wipes to wipe down flat surfaces as needed.
- In the nut free rooms, check lunches and snacks every day for the first two weeks and then periodically to insure the lunches/snacks are allergen free.
- Check party treats prior to eating.

Snacks/Lunch Time

- If the teacher discovers unknown or restricted food:
 - Rid the classroom of the food and
 - Wipe down flat surfaces in the classroom and
 - Refer to the student's Allergy Action Plan for further action
- If contamination of food is suspected, have the students wipe down their own individual desk with wet wipes.
- Reinforce proper hand washing before and after eating.

Classroom Activities

- Consider the presence of allergenic foods in classroom activities (e.g. arts and crafts, science projects, celebrations or other projects). Modify class materials as needed.
- If a food event has been held in a classroom(s) where there is a child with an allergy, have the custodian wash the tables and chairs using appropriate materials to avoid cross contamination.
- Try not to isolate or exclude a child because of allergies (e.g. using candy as part of a math lesson).
- Monitor snacks/lunches brought by students.
- Send home to all parents at the beginning of the year the following:
 - Basic facts regarding life-threatening allergies
 - Alternative to snacks
- Encourage the use of stickers, pencils, or other non-food items as rewards or in party goody bags instead of food.
- Encourage non-edibles at holiday parties.
- If an animal is invited to the classroom, special attention must be paid to other allergies children may have (e.g. dander) and to the animal's food (peanuts, soy milk).

Field Trips

- Consider the student when planning a field trip due to a risk of allergen exposure.
- Collaborate with the school nurse prior to planning a field trip. Ensure EpiPen and any other required medications are taken on field trips.
- Consider eating situations on field trips and plan for prevention of exposure to the student's life-threatening foods.

- Invite parents of student at risk for anaphylaxis to accompany their child on school trips, in addition to the chaperones(s). However, the parent's presence at a field trip is not required.
- If a parent does not attend, consider the need for additional chaperone(s) for student safety.
- Consider ways to wash hands before and after eating (e.g. provision of hand wipes, etc.).
- Identify one staff member who will be assigned the task of watching out for the student's welfare and handling any emergency.
- Plan for the availability of a communication device.

Substitute Teacher Responsibilities

- Be trained regarding life-threatening allergies including:
 - Basic facts regarding life-threatening allergies
 - Symptoms of allergic reactions
 - Use of the EpiPen
- Make sure that a brightly colored sticker is attached to the substitute folder, alerting the substitute that a child in the classroom has a life-threatening allergy.
- Include the following statement in the sub folder, "If this is your first time in this classroom, and you are unfamiliar with the use of an EpiPen, please contact the school nurse prior to the arrival of students."
- Do not eat or store your lunch in the classroom if you have allergenic food products in your lunch.
- Check AESOP for communication on life threatening allergies when accepting a substitute teaching position.

Coaches and Supervisors of District Before/After School Programs Responsibilities

- Be trained regarding life-threatening allergies including:
 - Basic facts regarding life-threatening allergies
 - Symptoms of allergic reactions
 - Use of the EpiPen
- Review medical alert lists for students with medical needs participating in the activity you are supervising.
- Review each student's Allergy Action Plan.
- Make certain that an emergency communication device (e.g. walkie-talkie, intercom, cell phone, etc.) is always present.
- If you suspect an allergic reaction, administer EpiPen and any other medications, and then call 911.
- Clearly identify who is responsible for keeping the EpiPen and emergency medication and where it will be kept.
- Consider the presence of allergenic foods in any activity (e.g. arts and crafts, celebrations or other projects). Modify materials as needed.
- Avoid students eating snacks at before and after school programs. If a snack is required for a student, ask the parent to send nut free items.

Recess/Lunch Room Monitor Responsibilities

- Be trained regarding life-threatening allergies including:
 - Basic facts regarding life-threatening allergies
 - Symptoms of allergic reactions
 - Use of the EpiPen
- Take all complaints seriously from any student with a life-threatening allergy by immediately contacting the school nurse.
- Be familiar with students on the medical alert list.
- Encourage proper hand washing.
- Thoroughly clean all tables and chairs after lunch.
- Reinforce that only children with “safe lunches” eat at the allergy free table.
- Adult supervisors may be asked to hold an EpiPen for a child. Consider using a fanny pack or have a central location for easy access.
- Post picture of student with life-threatening allergies in a binder per the Allergy Action Plan.
- Familiarize yourself with the Allergy Action Plan of students.
- Check lunches at nut free table daily.

Custodian Responsibilities

- Be trained regarding life-threatening allergies including:
 - Basic facts regarding life-threatening allergies
 - Symptoms of allergic reactions
 - Use of the EpiPen
- Thoroughly clean all tables and chairs after lunch with a separate cloth. Be sure soap dispensers are filled at all times.
- Be familiar with pictures of students with life threatening allergies.
- Thoroughly clean all tables and flat surfaces after use of the schools by outside organizations.

Transportation Staff Responsibilities

- Be trained regarding life-threatening allergies including:
 - Basic facts regarding life-threatening allergies
 - Symptoms of allergic reactions
 - Use of the EpiPen
- Maintain policy of no food eating allowed on school buses
- Bus drivers should have and review the medical alert lists.
- Bus drivers should have a photograph of the student(s) with life-threatening allergies.
- If an allergic reaction is suspected, the driver should pull over to a safe place, administer the EpiPen and call dispatch to call 911.
- Inform parents of students with life threatening allergies that their child can sit in the front of the bus if they wish.
- Follow bus maintenance procedures.

Food Service Staff Responsibilities

Parents or students may have access to reading food labels to identify the ingredients in the products used by the school's food service provider. **It is ultimately the responsibility of the parent to decide whether the child will participate in the district's hot lunch program or brings a lunch to school.**

- Review the district policy and administrative procedures (this document)
- Be trained regarding life-threatening allergies including:
 - Basic facts regarding life-threatening allergies
 - Symptoms of allergic reactions
 - Use of the EpiPen
 - Take emergency steps if there is an allergic reaction during lunch
- If requested, meet with parent to discuss student's allergy.
- Maintain contact information for manufacturers of food products. (Consumer Hotline)
- Follow cleaning and sanitation protocol to prevent cross-contamination.
- Create specific kitchen areas that will be allergen safe e.g. allergen free prep tables and fryers.
- Make appropriate substitutions or modifications for meals served to students with food allergies.
- Make available advanced copies of the menu to parents/guardian when requested.
- When necessary, avoid the use of latex gloves by food service personnel. Order non-latex gloves instead.
- Provide information about reading product food labels and food allergens.

The lunch cards should be identified with any food allergies and a note that a substitute lunch needed for any student in a nut free room must be allergen free.

Parents/Guardians Responsibilities

We ask parents to assist the school in the prevention, care, and management of their child's food and other allergies and reactions. To achieve this goal, parents are asked to follow these guidelines:

- Inform the school nurse in writing of your child's allergies prior to the opening of school (or immediately after a diagnosis) by providing the following:
 - Completed medication authorization or Allergy Action Plan from a licensed physician
 - Medical confirmation of allergy
 - Up-to-date EpiPens and other necessary medication(s)
- Participate in developing an Allergy Action Plan.
- While the school will not exclude an allergic student from a field trip, a parent may choose to do so.
- Accompany your child on field trips if appropriate. Please discuss with teacher.

It is important that children take increased responsibility for their allergies as they grow older and as they become developmental ready. Consider teaching your child to:

- Understand the seriousness of their allergies.
- Recognize the first symptoms of an allergic/anaphylactic reaction.
- Notify an adult immediately when they are having a reaction.
- Carry his/her own EpiPen when appropriate (or know where the EpiPen is kept), and be trained in how to administer his/her own EpiPen, when this is an age-appropriate task.
- Recognize safe and unsafe foods.
- Do not share snacks, lunches or drinks.
- Encourage the habit of reading ingredient labels before eating food when this is an age appropriate task.
- Understand the importance of proper hand washing before and after eating.
- Inform others of your allergy and specific needs.

Empower the student to self-advocate in situations that they might perceive as compromising their health.

Suggestions:

- Provide a Medic Alert bracelet or necklace for your child.

Student Responsibilities

Students with life-threatening allergies are asked to follow these guidelines:

- Do not trade or share foods.
- Wash hands or use hand wipes before and after eating.
- Learn to recognize symptoms of an allergic reaction.
- Notify an adult immediately if a reaction is suspected.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Develop a relationship with the school nurse and at least one other trusted adult in the school to assist in identifying issues related to the management of the allergy in school.
- Do not eat anything with unknown ingredients.
- Develop a habit of always reading ingredients before eating food (when age appropriate).
- If medically necessary, the student is responsible for carrying medication(s).
- If the parent provides a Medic Alert bracelet/necklace, the child is encourage to wear the ID at all times.

Social Emotional Needs of Student with Life Threatening Allergy

Needless labeling of students with life threatening allergies must be avoided. Nicknames such as “the peanut kid”, “the bee kid” or any other name related to the student’s condition must always be avoided. Use of such names in reference by another student will lead to disciplinary action.

A student with life threatening allergies may become a victim of bullying, intimidation, and harassment related to his/her condition. Should there be an occasion where a student with food allergies feels they are being bullied or harassed it should be reported to the teacher or administration immediately. Board policy #7:180 – “Preventing Bullying, Intimidation and Harassment” will be strictly enforced.

Many students with food allergies who have experienced a life-threatening (anaphylactic) reaction may be aware of their own mortality. The emotional, as well as the physical, needs of the child must be respected. Children with food allergies are at-risk for eating disorders or teasing. School social workers are available to work with families when teasing concerns are indicated.

Nurses or social workers will be available to speak to classrooms for the purpose of proactive education if necessary.

Allergy Action Plan/Individual Health Care Plan (IHCP)

An Allergy Action Plan (AAP) puts in writing what the school will do to accommodate the individual needs of a child with a life-threatening allergy. Prior to the start of school or immediately after the diagnosis of a life-threatening allergic condition with medical confirmation, the parent/guardian should meet with the school nurse, administration, and other appropriate school personnel to develop an individual action plan, which will include an Emergency Action Plan. Alternatively, an evaluation and a Section 504 plan or IEP may be initiated for the student when appropriate. If that is the case, the IEP or Section 504 plan will include an EAP.

This Plan details the preventative and emergency procedures to be taken to help protect and treat a student with life-threatening allergies and how to handle emergency situations when an allergic reaction has occurred or is suspected.

Transition Plan:

- 1) The sending school will notify receiving school of students with life threatening allergies.
- 2) A letter will be sent to all students in the allergen free room before the start of school.
- 3) School Nurses will transition action plans as students move to a new school.
- 4) A meeting with receiving administrator and school nurse will be held as needed.
- 5) Students with life threatening allergies will be grouped in clusters whenever possible.

After an Anaphylactic Reaction

The school administrator and the Associate Superintendent of Educational Services should convene a meeting with the nursing staff and any other staff directly involved or those who witnessed the event.

- Discuss what happened:
 - What caused the reaction?
 - What were they symptoms?
 - Time and responses to medication?
 - Review specific actions taken by staff.
 - If reaction is thought to be from a food provided by the school food service, request assistance of Arbor Food Service Director to ascertain what potential food item was served/consumed. Review food labels from Food Service Director and staff.
- Determine if proper procedures were followed.
- Discuss what, if anything should be done differently in the future.

Speak with parent about condition of the child.

Determine communication plan for school staff as well as students and parents regarding what happened. Be sure to maintain confidentiality of the child in any public communication regarding the event.

School administrator should speak with the nurse, teaching staff and parent/guardian prior to the return of the child to school to determine if the Allergy Action Plan needs any modification/revision.

Sample Letter

Dear Parents:

This letter is to inform you that a student in your child's class has a severe food allergy to nut products (or insert name of other allergies). It is important that there is a strict avoidance of any food containing nuts or nut products in order to prevent a life threatening allergic reaction. We are asking your help to provide the student with a safe school environment.

- Any exposure to nuts or nut products may cause a life threatening allergic reaction requiring emergency medical treatment. To reduce the chance from occurring, we are asking that you follow these guidelines:
- Do not send snacks or lunches containing any nuts or foods containing nut products to school with your son/daughter.
- If you send treats for any holiday parties, they must be nut free. Please check the ingredients to be sure the item contains no nuts or nut products and was not packaged in a plant where nuts are in use. Manufacturers are very good about noting this when necessary.
- If your child has eaten nuts (e.g.: peanut butter) before coming to school, please be sure that their hands and face have been thoroughly washed.
- Do not send any homemade treats for parties.
- Consider sending non-food items for holiday treats.

We appreciated your assistance with this very serious matter and I would be happy to answer any questions you may have. Please feel free to call me at (847) xxx-xxxx. If you wish to discuss your child's placement in this class, feel free to call me as well.

Sincerely,

Principal