

<i>Procedure</i>	<i>Title</i> <b>LIFE THREATENING ALLERGIES</b>	<i>Code</i> <b>JLTA-P</b>
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***HOLLISTON***

**Protocol**

**Purpose**

The Holliston Public Schools recognize the increasing prevalence of student allergies and the life-threatening nature of allergies for many students. The goals of this protocol are to:

1. Minimize the risk of exposure to allergens that pose a threat to students;
2. Educate all members of the school community on management of student allergies;
3. Plan for the needs of students with allergies.

Further, this protocol aims to provide age-appropriate procedures to assist children in assuming more individual responsibility for their health and safety as they grow older. The schools will work with allergic students and their parents to address the students' emotional and social needs in addition to their health needs. The protocol designates staff member responsibilities and outlines procedures and practices for implementation of the protocol.

**Responsibilities**

The implementation of the District protocol and of the individualized plan for each allergic student requires a team approach and cooperation among administrators, nurses, teachers, food service personnel and other staff members, parents, and the student as appropriate.

Responsibilities of the School Nurse

The School Nurse will:

1. Discuss the child's allergy with the parent and develop an Individual Health Care Plan and an Emergency Health Care Plan at the beginning of the school year, or as needed when a student's allergy is identified. The plan will be reviewed annually.
2. Maintain all student Emergency Health Care Plans in an available location in the nurse's office and provide a copy of the Emergency Health Care Plans to the appropriate school personnel including bus drivers.
3. Consult with the classroom teachers (for all preschool to grade 8 students) to develop a classroom-specific protocol to accommodate students as needed.
4. Provide training to all staff members on management of student allergies. The training will address prevention efforts, information about common allergens, recognition of signs of an allergic reaction including anaphylaxis, and the emergency response plan. The training will be provided annually at the start of the school year.
5. Provide resources and support for training substitute teachers on the management of student allergies. This includes general training that all substitutes will receive as well as specific information for substitutes in the classrooms of children with life threatening allergies.
6. Provide training to appropriate staff members regarding the administration of an Epipen prior to the start of school, as outlined in the Department of Public Health regulations. Additional training will be conducted with staff that has an allergic student in their classroom. This training will be reviewed periodically during the school year as needed, such as prior to a field trip.
7. Maintain a list of all staff members trained to use an Epipen.
8. Keep a record of all Epipens, with their expiration dates, along with the physician orders and care plans, and notify staff about location of Epipens.
9. Meet with the Food Service Director each year to provide information about specific student allergies and associated safety needs.
10. Attend, or arrange for an Epipen trained employee to attend, field trips with a student with a life-threatening allergy in the event their parent is not attending.
11. Ensure that any student receiving emergency epinephrine will be transported to the hospital via

emergency services.

12. Provide a contingency plan, as part of the emergency response plan, in the event that the nurse is unavailable.
13. Work with the Food Service Director to update and maintain the food ingredient book in each school.

#### Responsibilities of Administration

The School Administrator will:

1. Arrange time necessary for the school nurse to conduct the training of staff during staff meeting time.
2. Provide walkie-talkies, or other means of communication, to staff supervising students with food allergies outside the classroom setting if no other means of communication is readily available or the location is not in the proximity to the administrative/nurse's offices.
3. Facilitate and support the accommodations developed for individual students, including the classroom-specific protocols. As needed, the administrator will develop and execute a management plan to implement accommodations required beyond the individual classroom, such as requirements concerning team classrooms, specialist classrooms, and common areas.
4. Provide reminders to staff of the risks of food allergies at high-risk times of the year (e.g., Halloween, Valentine's Day).
5. Require that, when food is consumed in areas that students access, tables/desks or other spaces will be wiped with an appropriate cleaning substance prior to leaving room.
6. Include in the Community Use of the Building forms a statement that, if food is consumed, it is the responsibility of the individual reserving the space, to wipe all tables and chairs with an appropriate cleaning material prior to leaving the building.
7. Ensure that any student receiving emergency epinephrine will be transported to the hospital via emergency services.
8. Include in the school's emergency response plan a written plan outlining emergency procedures for managing life-threatening allergic reactions.

#### Responsibilities of Teachers

The Teacher will:

1. Receive and review the Emergency Health Care Plan/Individual Health Care Plan, in collaboration with the nurse and parent(s) of any student(s) in the teacher's classroom with Life Threatening Allergies.
2. Leave Emergency Health Care Plan and Individual Health Care Plan in an organized, prominent and accessible format for substitute teacher.
3. Participate in in-service training for students with life threatening allergies.
4. Set a classroom protocol regarding the management of food in the classroom in collaboration with the nurse and input from the parents of the allergic child.
5. Participate in the planning of a student's re-entry to school after an anaphylactic reaction.

#### Responsibilities of the Food Service Director

The Food Service Director will:

1. Be aware and knowledgeable of all aspects and procedures in operating the kitchen, food preparation and serving including: menus, recipes, food products and ingredients, food handling procedures and cleaning and sanitation practices.
2. Establish communications and training for all school food service staff and related personnel regarding safe food preparation and student food allergies.
3. Maintain information concerning food ingredients or food labels with information from each food served for at least 24 hours following service in case any student displays an allergic reaction.
4. Maintain contact information with vendors and purveyors to access food content information and require clear and complete labeling of all food products.
5. Review annually the laws protecting students with food allergies as they relate to food services.
6. Work with each school nurse to update and maintain the food ingredient book in each school.
7. Limit menu items to only foods for which ingredient lists are available and posted in the food ingredient books.

#### Responsibilities of Parents

The parent(s) of the food-allergic students will:

1. Provide documentation from the child's allergist or pediatrician regarding the specific food allergen(s), an Epipen, as well as appropriate orders for the administration of an Epipen and other medical orders as needed.
2. Be strongly encouraged to provide the classroom teacher with safe snacks that can be eaten during classroom celebrations.
3. Inform the bus or van driver, and any substitute driver when possible, about their child's food allergy.
4. Provide the student's Emergency Health Care Plan to persons responsible for the child during after-school activities located at the school or sponsored by the school.
5. Be strongly encouraged to provide a medic alert bracelet or necklace to be worn by the student with life threatening allergies specifically stating the student's allergy.

### Responsibilities of Students

The Student will:

1. Take developmentally appropriate responsibility for avoiding allergens.
2. Not trade or share foods.
3. Wash hands before and after eating.
4. Learn to recognize symptoms of an allergic reaction.
5. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
6. Take more responsibility for his/her allergies as he/she gets older.
7. Develop a relationship with the school nurse and/or another trusted adult in the school to assist in identifying issues related to the management of the allergy in the school.

### **Procedures**

Classroom Procedures (preschool to grade 5):

1. At the start of the school year, the nurse will provide the classroom teacher information regarding students with allergies and the signs and symptoms of an allergic reaction. The District allergy protocol will be provided at this time.
2. A copy of the student's Emergency Health Care Plan, with photo if provided, will be given to the student's classroom teacher. Copies of all Emergency Health Care Plans for the class will be placed in the substitute folder.
3. The classroom teacher, in collaboration with the nurse and with input from the parents of the allergic child, will develop a classroom-specific protocol regarding the management of food in the classroom. The teacher will consult with the parent(s) of students with food allergies and the nurse prior to any celebration involving the consumption of food. The classroom or a specific table or tables will be designated allergen-free, as needed. The classroom protocol also will address cleaning of tables and chairs. Development of the classroom protocol will take into account the ages of the students and the emotional and social needs of the allergic student.
4. The nurse will inform other staff members about students with allergies, as needed and with the permission of the student's parents.
5. A letter from the school nurse and classroom teacher will be sent to all parents in the class informing them that a student with a food allergy is a member of the class, whether the classroom will be designated as "allergen free," and the required accommodations for the safety of the student(s).
6. The classroom teacher will conduct an age-appropriate review of food allergies with students at the beginning of the school year. When appropriate the discussion should include educating classmates to avoid endangering, isolating, stigmatizing or harassing students with life threatening allergies. The teacher should be aware of how the student with life threatening allergies is being treated and should enforce school policies about bullying and threats.
7. The school nurse will be consulted prior to any grade-wide or school-wide activity during school hours involving the consumption of food. The teachers, in consultation with the school nurse, will review any curriculum-related activity involving food, the presence of animals in a classroom with an allergic student, and other practices that may expose a student to allergens (e.g., sharing of musical instruments).
8. All students will be instructed that sharing or trading of food in the classroom is not be allowed.
9. In no instance shall a staff member make decisions to allow food to be given to a food-allergic child

unless that staff member has spoken with the nurse or parent.

10. Information on appropriate hygiene, including the benefits of frequent hand washing, will be provided to students at the beginning of the year and reinforced periodically throughout the school year.
11. The classroom teacher of a student with a life-threatening allergy will be provided a means to communicate with the school nurse or administration office in the event of an emergency.
12. Clear instructions will be provided to a substitute teacher about the classroom-specific food allergy protocol. In the event a student with a life-threatening allergy is in a classroom taught by a substitute, the substitute will be required to meet with the school nurse prior to the assignment, to get EpiPen training, to get specific accommodations, and to communicate expectations, actions, or safety needs that must be met.

#### Classroom Procedures (grades 6 to 8):

1. At the start of the school year, the nurse will provide all teachers information regarding students with allergies, as needed, and the signs and symptoms of an allergic reaction. The District allergy protocol will be provided at this time.
2. A copy of the student's Emergency Health Care Plan, with photo if provided, will be given to the student's core subject teachers. The teachers will provide a mechanism to inform substitutes about student allergies.
3. The nurse will specifically inform teachers concerning any accommodations provided in a student's Emergency Health Care Plan, especially concerning the presence of food in a classroom or for a special event. The classroom teacher, in collaboration with the nurse and with input from the parents of the allergic child, will develop a classroom-specific protocol regarding the management of food in the classroom. The teacher will consult with the parent of students with food allergies and the nurse prior to any celebration involving the consumption of food. Allergen-free tables will be provided, as needed, in individual classrooms.
4. A letter from the school nurse and teachers will be sent to all parents on the team informing them that a student with a food allergy is a member of the class, if the classroom will be designated as "allergen free," and the required accommodations for the safety of the student(s).
5. The nurse will inform other staff members about students with allergies, as needed and with the permission of the student's parents.
6. The school nurse will be consulted prior to any activity during school hours involving the consumption of food. Such activities include celebrations, reward parties, and curriculum events for a class, team, or grade. The teachers, in consultation with the school nurse, will review any curriculum related activity involving food, the presence of animals in a classroom with an allergic student, and other practices that may expose a student to allergens (e.g., sharing of musical instruments).
7. Any teacher of a student with a life-threatening allergy will be provided a means to communicate with the school nurse or administration office in the event of an emergency.

#### Classroom Procedures (grades 9 to 12):

1. At the start of the school year, the nurse will provide all teachers information regarding students with allergies, as needed, and the signs and symptoms of an allergic reaction. The District allergy protocol will be provided at this time.
2. A copy of the student's Emergency Health Care Plan, with photo if provided, will be given to the student's core subject teachers. The teachers will provide a mechanism to inform substitutes about student allergies.
3. The nurse will specifically inform teachers concerning any accommodations provided in a student's Emergency Health Care Plan.
4. The nurse will inform other staff members about students with allergies, as needed and with the permission of the student's parents.
5. Any teacher of a student with a life-threatening allergy will be provided a means to communicate with the school nurse or administration office in the event of an emergency.

#### Field Trip Procedures:

1. The nurse must be notified of all field trips two weeks prior to the scheduled date.
2. Parent(s) of allergic students will be invited to attend all field trips with their child. This is in addition to the designated number of chaperones per class. If the parent is unable to attend, the allergic student will be placed in a group chaperoned by an Epipen trained adult. The school nurse or a Epipen trained employee designated by the school nurse will attend field trips including a student with a life threatening allergy in the event their parent cannot attend.
3. The student's Epipen and Emergency Health Care Plan will be sent on the field trip. The nurse will review with the teacher the signs and symptoms of an allergic reaction and administration of an Epipen prior to the trip. Planning for the field trip will include designation of persons carrying an Epipen. Staff members will identify the nearest medical facility or local emergency numbers, when feasible.
4. The teacher will carry a cell phone or other means of communication, and will be instructed to follow the Emergency Health Care Plan and to call 911/\*77 in the event of a suspected allergic reaction.
5. Plans for lunch and snack will be discussed prior to the field trip. If eating takes place outside of school, the same precautions in place at school will be followed on the field trip. While eating on the bus is not permitted, if lunch or snack must be held on the bus because of weather or unforeseen conditions, the allergic students(s) will sit in an area designated to maintain necessary safety. Lunches of children with food allergies should be stored separately to minimize cross contamination.

#### Cafeteria Procedures:

1. The school kitchen will prepare all products in a manner that will minimize the risk of cross contamination of foods. This preparation area and all utensils will be washed in hot, soapy water immediately after the completion of the task.
2. All products that contain nuts/peanuts will be clearly marked and individually wrapped.
3. All school kitchen staff will use only latex-free gloves.
4. Peanut/nut-free or other allergen-free tables (or areas of tables) will be provided as needed and will be clearly identified. Schools are encouraged to locate and implement allergen-free tables in a manner that minimizes the isolation of allergic students. When feasible, other students will be encouraged to sit at allergen-free tables if appropriate measures are in place to minimize cross-contamination of the allergen-free tables.
5. The staff and volunteers on lunch duty will ensure that the allergen-free tables, zones and chairs will be washed before lunches begin and after each group finishes. The same table and benches shall be used each day and will be clearly marked as allergen-free. Students will not be responsible for washing allergen-free tables and zones. Food-allergic students may be table washers for other tables only if they wear gloves.
6. Staff and volunteers on lunch duty shall monitor the students' compliance with the food allergy protocol at allergen-free table(s). They should also be aware of any bullying or teasing behavior toward a food-allergic student and report any incidents to the administrator.
7. All students will not share or trade of food or utensils throughout the cafeteria and will be encouraged to wash or sanitize their hands after eating.

#### Transportation Procedures:

1. Each school bus or van will have a working means of two-way communication and a plan to check the communication system periodically.
2. Eating will not be allowed on routine school bus or van routes. The eating and sharing of food will be prohibited on routine transportation routes unless medically indicated for a student. Students will be informed of this policy at the beginning of each school year.
3. Parents will inform the bus or van driver, and any substitute driver when possible, about their child's food allergy. The student with life threatening allergies should be encouraged to sit in the front of the bus.
4. School bus drivers shall be trained annually in allergy awareness, response and Epipen usage.
5. Bus drivers will not distribute food to students.

#### Emergency Response Procedures:

1. All staff members will be trained on the management of student allergies. The training will address prevention efforts, information about common allergens, recognition of signs of an allergic reaction including anaphylaxis, and the emergency response plan. The training will be provided annually at the start of the school year.
2. Appropriate staff members will be trained regarding the administration of an EpiPen, as outlined in the Department of Public Health regulations. All staff members will be informed of the location of the EpiPens.
3. When allergic symptoms are suspected in a student, the teacher or staff member supervising the student shall activate the Emergency Health Care Plan. The school nurse shall be contacted as soon as possible. No staff member will decide that potential symptoms do not warrant a response without consulting the school nurse. Parents will be informed whenever allergic symptoms are suspected in a student with diagnosed allergies.
4. All staff members supervising students with life threatening allergies must have a means of communication to call for assistance.
5. Any student receiving emergency epinephrine will be transported to the hospital via emergency services.
6. The student's parent(s) will be notified as soon as possible in the event of anaphylactic reaction and as appropriate in the event of other allergy symptoms.
7. The school nurse or another school staff member trained to administer epinephrine in accordance with Department of Public Health Regulation 105 CMR 210 must be available in each school facility during the school day. In the event that an individual with unknown allergies exhibits symptoms of anaphylaxis, staff members will contact the nurse and call 911.
8. Substitute teachers, when employed, will be provided information on the management of student allergies. This information will address prevention efforts, and include information about common allergens, recognition of signs of an allergic reaction including anaphylaxis, and the emergency response plan.