1.0 SCOPE:

1.1 This procedure describes the process for the Milford Board of Education to follow regarding students with food allergies.

2.0 RESPONSIBILITY:

2.1 Deputy Superintendent of Operations

2.2 Building Principal/Designee

3.0 APPROVAL AUTHORITY:

3.1 Deputy Superintendent of Operations

4.0 DEFINITIONS:

4.1 IHCP - Individualized Health Care Plan

4.2 IEMP - Individual Emergency Medical Plan

4.3 EMS - Emergency Medical Service

5.0 PROCEDURE:

5.1 This procedure is to assist an identified food allergic student in avoiding exposure to allergens.

5.2 The school district cannot guarantee the elimination of allergens from the school environment.

5.3 Recognizing that peanuts, peanut products, tree nuts and tree nut products can be associated with the most severe types of allergic reactions, every reasonable effort will be made so they shall not knowingly be used for instructional purpose.

5.3.1 Recognizing the need for reliable communication from all student locations to the school office, all schools shall have a facility specific communications system, such as an intercom, telephone or walkie-talkie, available to summon help to any location in an emergency during the time classes are in session. If an emergency occurs during an activity that takes place at a time other than when classes are in session, emergency medical services shall be utilized by calling 9-1-1.

5.3.2 School personnel, including the school nurse, will not attempt to determine whether foods brought to school are safe for an allergic child to consume.

5.3.4 School personnel will implement, in collaboration with the school nurse, parent(s)/guardian, and student, a written plan for the avoidance of offending foods by an identified allergic student. This plan will be communicated to all personnel with whom the student has contact during the school day including the bus driver(s) if transportation is provided. The school will endeavor to share the plan with substitute personnel. Please refer to the section, The School Nurse's Role and Responsibilities in the Management of Students with Life-threatening Food Allergies.
5.4 Recognizing the need for identified students to avoid specific allergens, the elements of a plan may include, but are not limited to, the following provisions, as may be warranted by the needs of the individual identified allergic student:

5.4.1 The provision to provide parents/guardians, staff and students with detailed information regarding the known ingredients of food items served in the school cafeteria upon request.

5.4.2 The provision of an identified allergen-free table in the school cafeteria which is thoroughly washed with soap and water and a disposable cloth, prior to the first lunch shift and in between lunch shifts.

5.4.3 The provision for washing classroom desktops as necessary to remove identified allergens.

5.4.4 The provision for staff and student who have been in contact with an allergen to wash thoroughly before resuming contact with an allergic student (e.g. washing hands before returning to class after lunch).

5.4.5 The provision where feasible, on field trips, if an allergic student will eat lunch/snacks other than those brought from home, for the menu to be reviewed by the parent/guardian prior to the trip to determine whether the child may eat the food. If the parent is unable to make the determination, or the menu is unavailable, the parent/guardian will send an approved food on the trip with the student. High school students in some cases, and with parental permission, may be able to make their own safe choices.

5.4.6 Emergency medications (e.g. Epinephrine/Epi-Pens), as ordered by the student's primary care provider and provided by the parent/guardian, shall accompany the allergic student on field trips and be available at all times on field trips.

5.4.7 The provision for all classroom lessons in art, home economics, mathematics and other subjects that use food for instructional purposes to not knowingly include offending foods that may cause allergic reactions.

5.4.8 The provision for epinephrine to be available as required for identified food allergic students. The medication authorization and the medication is to be supplied by the parent(s)/guardian.

5.4.9 The provision for epinephrine and a standing order for its administration to be available for students exhibiting symptoms consistent with anaphylaxis with an unknown or unidentified food allergy.

5.5 In the development of an effective food allergy plan, there are roles and responsibilities for the student, parents/guardians, school administrator, school nurse, classroom teacher/specialist, school food service and school bus company that must be acknowledged.

5.6 The Student's Role and Responsibilities in the Management of their Life-threatening Food Allergy:

5.6.1 The student should as age or developmentally appropriate:

5.6.1.1 Learn to recognize symptoms of an allergic reaction.
5.6.1.2 Promptly inform an adult as soon as accidental exposure occurs or symptoms appear. Ask a friend to help you if you cannot get to an adult.

5.6.1.3 Follow safety measures established by your parent(s)/guardians and school team at all times.

5.6.1.4 Do not share or trade foods with anyone.

5.6.1.5 Do not eat any food item that has not come from home or been approved by your parent/guardian.

5.6.1.6 Wash hands before and after eating.

5.6.1.7 Develop a rapport with the school nurse and/or another trusted adult in the school to assist you in the successful management of the allergy in school.

5.6.1.8 If approved by your doctor, parent and school team, carry your epinephrine auto-injector (Epi-Pen) at all times.

5.6.1.9 Report any instances of teasing or bullying to an adult immediately.

5.7 The Parents/Guardians Role and Responsibilities in the Management of their child’s Life-threatening Food Allergy:

5.7.1 The parents/guardians will:

5.7.1.1 Inform the school nurse of your child’s allergies prior to the opening of school (or as soon as possible after a diagnosis).

5.7.1.2 Provide the school nurse with health information from your child’s health care provider.

5.7.1.3 Provide the school nurse with medication orders from their primary care provider.

5.7.1.4 Participate in developing an Individualized Health Care Plan (IHCP) with the school nurse and school team.

5.7.1.5 Provide the school nurse with at least annual updates on your child’s allergy status.

5.7.1.6 Provide the school nurse with written permission to communicate with your primary care provider.

5.7.1.7 Provide the school with up-to-date epinephrine auto-injector(s) (Epi-Pen).

5.7.1.8 Provide the school nurse with your child’s primary care provider’s statement, if your child no longer has allergies.

5.7.1.9 Provide the school with a way to reach you (cell phone, beeper, etc.).

5.7.1.10 Provide a list of the foods and ingredients to avoid.

5.7.1.11 Consider providing a medical alert bracelet for your child.
5.7.1.12 Be willing to go on your child’s field trips if possible and if requested.

5.7.1.13 Review the list of student responsibilities with your child and be sure he/she understands his/her role.

5.7.2 Parents are reminded that the ultimate goal is that our children eventually learn to keep themselves safe by making good choices and advocating for themselves. Therefore, as they grow older, it is important that they take on more responsibility for their food allergies. Parents are to consider teaching them to:

5.7.2.1 Carry their own epinephrine auto-injector.

5.7.2.2 Communicate the seriousness of the allergy

5.7.2.3 Communicate symptoms as they appear

5.7.2.4 Read labels

5.7.2.5 Recognize potentially dangerous situations and make good safety decisions

5.7.2.6 Administer their own epinephrine auto-injector and be able to train others in its use as age and developmentally appropriate.

5.8 The School Administrator Roles and Responsibilities in the Management of Students with Life-threatening Food Allergies:

5.8.1 The school administrator will:
5.8.1.1 Support faculty, staff and parents in implementing all aspects of the life-threatening allergy management plan.

5.8.1.2 Provide an opportunity for training and education for school staff regarding:
   5.8.1.2.1 Anaphylaxis and anaphylactic reactions to foods.
   5.8.1.2.2 Emergency procedures
   5.8.1.2.3 How to administer an epinephrine auto-injector (Epi-Pen) in an emergency
   5.8.1.2.4 Cafeteria management and food preparation for food service workers.

5.8.2 Provide emergency communication devices (e.g., two way radio, intercom, walkie-talkie, cell phone) for all school activities, including transportation, that involve a student with life-threatening allergies.

5.8.3 Have a plan in place when there is no school nurse available including at least three staff members that are trained in the recognition of early symptoms of anaphylaxis and in medication administration.

5.8.4 Inform parent/guardian if any student experiences an allergic reaction.

5.8.5 Ensure that students with life-threatening food allergies are placed in classrooms when teachers are trained to administer an epinephrine auto-injector (Epi-Pen) if needed.
5.8.6 Provide guidance on district-wide issues such as transportation.

5.9 The School Nurses’ Role and Responsibilities in the Management of Students with Life-threatening Food Allergies:

5.9.1 The school nurse will:
5.9.1.1 Introduce herself to the student and show him/her the way to the school health office.
5.9.1.2 Prior to entry to school (or, for a student who is already in school, immediately after the diagnosis of a life-threatening allergic condition), meet with the student, parent/guardian to develop a draft of an Individual Health Care Plan (IHCP) and Individual Emergency Plan (IEMP) in collaboration with the student’s primary care provider. Review and update the plans annually for accuracy, appropriateness and effectiveness.
5.9.1.3 Assure that the Individual Emergency Plan (IEMP) includes the student’s name, photo allergen and symptoms of allergic reactions, emergency procedures and this it is distributed to all appropriate staff.
5.9.1.4 Arrange and convene a team meeting, if possible, before the opening of school to finalize the IHCP and IEMP. Invite the parent and student to attend the meeting if possible.
5.9.1.5 Familiarize teachers with the IHCP and IEMP’s of their students by the opening of school or as soon as the plans are written. Other staff members who have contact with students with life-threatening allergies should be familiar with their IHCP’s and IEMP’s on a need-to-know basis, including the Principal, school medical advisor, specialists, food service personnel, paraprofessionals, custodians and bus drivers.
5.9.1.6 Provide information about students with life-threatening allergies and their photos (with parental consent) to all staff members on a need-to-know basis (including bus drivers, substitute teachers and other new staff members).
5.9.1.7 Ensure that an Epi-Pen injector will be available in the medication cabinet at each school health office, to be administered according to the standing order for emergency medication protocol prescribed by the School Medical Advisor. The school nurse shall be available to administer the Epi-Pen when indicated. Alternatively, in the absence of the school nurse, a qualified Principal or teacher shall be available to administer student specific prescribed medication.
5.9.1.8 Conduct education annually for all school personnel regarding recognition, prevention and treatment of food allergies. Provide teachers of food allergic students with student-specific instruction regarding a student’s life-threatening allergens, symptoms and emergency procedures. Train qualified teachers and staff how to administer an epinephrine auto-injector (Epi-Pen) in the absence of the school nurse, including on field trips and keep documentation of training.
5.9.1.9 Instruct students in self-administration of emergency medication(s) when age/developmentally appropriate and with parental and primary care provider permission.
5.9.1.10 Provide instruction for the student and staff, that students should not share or trade lunch or snacks.

5.9.1.11 Parents/guardians are to be informed that school nurses and other school staff members will not attempt to determine whether foods brought to school are safe for an allergic child to consume.

5.9.1.12 Implement a periodic anaphylaxis drill similar to a fire drill as part of periodic refresher courses.

5.9.1.13 Post individualized plans as appropriate and have available all IHCP’s and IEMP’s in an easily accessible place in the nurses’ office. Post the location(s) of the emergency medications.

5.9.1.14 Periodically check the medications for expiration date.

5.9.1.15 Communicate with parent(s)/guardian on a regular basis.

5.9.1.16 Ensure that substitute school nurses are fully oriented to students with life-threatening food allergies as necessary.

5.9.1.17 Reference the Nursing Procedure – Food Allergies (attached)

5.10 The School Food Services Roles and Responsibilities in the Management of Students with Life-threatening Food Allergies:

5.10.1 The food service workers will:

5.10.1.1 Participate in the team meeting with appropriate members for entry into school as appropriate.

5.10.1.2 Post the food allergic student’s IEMP with the consent of the parent(s)/guardian.

5.10.1.3 Establish procedures to follow to ensure that students with life-threatening food allergies select only those foods identified and approved by their parent(s)/guardians.

5.10.1.4 Ensure that all food service staff and their substitutes and cafeteria monitors are trained to recognize the signs and symptoms of an allergic reaction and what to do in the event of a reaction.

5.10.1.5 Maintain contact information for manufacturers of food products (e.g., Consumer Hotline) and make available to parents on request.

5.10.1.6 Provide parents with food labels as requested.

5.10.1.7 Provide advance copies of the menu to parent(s)/guardian and notification if the menu is changed upon request.

5.10.1.8 Review and follow sound food handling and food preparation practices to avoid cross-contact with potential food allergens.
5.10.1.9 Establish policies on collaboration with school administration for the cafeteria regarding students with life-threatening food allergies.

5.10.1.10 In collaboration with the school team, create specific areas in the cafeteria that will be allergen safe, as needed.

5.10.1.11 Strictly follow cleaning and sanitation protocols to avoid cross-contact.

5.10.1.12 Thoroughly clean all tables, chairs or benches of allergy free tables. This task may also be performed by custodians or cafeteria monitor personnel.

5.10.1.13 Plan ahead to have safe meals for field trips.

5.10.1.14 Avoid the use of latex gloves by food service personnel. Use non-latex gloves for all purposes requiring gloves.

5.10.1.15 Know how to summon the school nurse immediately.

5.10.1.16 Have a functioning intercom, walkie-talkie or other communication device to support emergencies.

5.10.1.17 Be prepared to take emergency action and follow the student’s IEMP.

5.11 The Classroom Teacher/Specialists Roles and Responsibilities in the Management of Students with Life-threatening Food Allergies:

5.11.1 The classroom teacher/specialist will:

5.11.1.1 Participate in the development of the student’s IHCP and IEMP as a team member.

5.11.1.2 Review and follow the IEMP and IHCP of any student(s) in the classroom with life-threatening food allergies.

5.11.1.3 Keep accessible the student’s IEMP and IHCP with photo (if parental consent is given) in classroom or with the lesson plan.

5.11.1.4 Always act immediately and follow the IEMP if a student reports signs of anallergic reaction.

5.11.1.5 Never allow a child suspected of having an allergic reaction to walk alone to the school nurse.

5.11.1.6 Ensure that the classroom has a functioning intercom, walkie-talkie or other communication device for communication with the school nurse.
5.11.1.7 Ensure that student teachers, paraprofessionals, specialists and substitute teachers are informed of the student’s food allergies and necessary safeguards. Leave the information in an organized, prominent and accessible format for substitute teachers.

5.11.1.8 Educate classmates to avoid endangering, isolating, stigmatizing or harassing students with food allergies. Be aware of how the student with food allergies is being treated; use this opportunity to teach community caring; and enforce school rules/policies about bullying and threats.

5.11.1.9 Work with the school nurse to educate other parents about the presence and needs of the child with life-threatening allergies in the classroom. Enlist their help in keeping allergic foods out of the classroom.

5.11.1.10 Inform parent of children with life-threatening food allergies of any school events where food will be served.

5.12.1 Snacks/mealtime:

5.12.1.1 Prohibit students from sharing or trading snacks

5.12.1.2 Avoid cross-contamination of foods by wiping down eating surfaces with soap and water with a disposable cloth before and after eating as applicable. Tables should also be washed with soap and water with a disposable cloth in the morning if an after-school event had been held in the classroom the day before.

5.12.1.3 Reinforce hand washing before and after eating.

5.13.1 Classroom Activities:

5.13.1.1 Avoid the use of allergenic foods for classroom activities (e.g., arts and crafts, counting, science projects, parties, holidays and celebrations, cooking, pet foods or other projects).

5.13.1.2 Welcome parental involvement in organizing class parties and special events.

5.13.1.3 Consider non-food treats for rewards and incentives.

5.13.2 Field Trips:

5.13.2.1 Collaborate with the school nurse and parents, prior to planning a field trip.

5.13.2.2 Plan ahead for risk avoidance at the destination and during transportation to and from the destination.

5.13.2.3 Ensure the epinephrine auto-injectors and instructions are taken on filed trips and remain with the student or in the care of the trained adult during the course of the trip.
5.13.2.4 Ensure that functioning two-way radio, walkie-talkies, cell phone or other communication device is taken on the filed trip and that there are adults trained in Epi-Pen administration.

5.13.2.5 Ensure that the child with life-threatening food allergies is assigned to staff who are trained in recognizing symptoms of life-threatening allergic reactions, trained to administer an Epi-Pen and trained in emergency procedures.

5.13.2.6 Consider ways to wash hands before and after eating (e.g., provision of handwipes, etc.)

5.13.2.7 Know where the closest medical facilities are located, 9-1-1 procedures and whether the ambulance carries epinephrine and the Emergency Medical Technicians are certified to administer epinephrine.

5.13.2.8 Invite parents of a student at risk for anaphylaxis to accompany their child on field trips, in addition to the chaperone. However, the student’s safety or attendance must not be conditioned on the parent’s presence.

5.14 The School Bus Company’s Roles and Responsibilities in the Management of Students with Life-threatening Food Allergies:

5.14.1 The bus company will:

5.14.1.1 Provide education for all school bus drivers regarding life-threatening allergies and what to do if they suspect a student is having a reaction.

5.14.1.2 Provide education for school bus drivers on specific children, when appropriate.

5.14.1.3 Provide functioning emergency communication device (e.g., cell phone, two-way radio, walkie-talkie).

5.14.1.4 Know the local Emergency Management Services (EMS) procedures.

5.14.1.5 Maintain a policy of not allowing foods or beverages to be consumed on the school buses. Provide the school bus dispatcher with a list of students with life-threatening food allergies by bus/van number and instructions for activating the EMS system.

5.14.1.6 Plan ahead for informing substitute bus drivers of students with life-threatening food allergies.

5.15 The Coaches and other On-Site Persons in Charge of Conducting After-School Activities Roles and Responsibilities in the Management of Students with Life-threatening Food Allergies:

5.15.1 The Coach and other On Site Persons will:

5.15.1.1 Participate in team meetings to determine how to implement students Individual Health Care Plan.

5.15.1.2 Conduct sports and after school activities in accordance with all school policies and procedures regarding life threatening allergies.

5.15.1.3 With parent’s consent, keep a copy of the Emergency Care Plan and photo of students (if consent is given) with life-threatening allergies.
5.15.1.4 Make certain that emergency communication device (e.g., walkie-talkie, intercom, cell phone, etc.) is always present. If the coach is a certified teacher and/or person eligible to administer the epinephrine auto-injector then training should be provided in the proper administration of the device.

5.15.1.5 Maintain a current epinephrine auto-injector in the first aid kit.

5.15.1.6 Know EMS procedures and how to access the EMS system from the site of the after school activity or event.

5.15.1.7 Clearly identify who is responsible for maintaining the first aid kit, if appropriate.

5.15.1.8 Remind the student to replace his/her medical alert identification immediately after the activity is completed if for safety reasons it needs to be removed during a specific activity.

5.16 Monitoring Effectiveness of the Procedure-

5.16.1 Maintain training records of staff training on food allergies and training on the use of Epi-Pen to those with legal ability to administer

5.16.2 Assessments should occur:

5.16.2.1 Annual reviews of this procedure will be conducted utilizing various modes of gaining feedback from school personnel, parents and students.

5.16.2.2 Assess procedure after each emergency event involving the administration of medication to determine the effectiveness of this procedure, why the incident occurred, what worked and did not work.

5.16.2.3 Include new research and practices in the annual review of the procedure

6.0 ASSOCIATED DOCUMENTS:

6.1 MHD #36A- Emergency Health Form (IEMP)

6.2 MHD-#36B- Epinephrine Auto-Injector Directions

6.3 MHD - Individualized Health Care Plan (IHCP)

6.4 MHD-#22D- Record of Training of School Personnel in the Administration of Medication

6.5 Training Log

6.6 Administrative Policy #5141.25 approved April 9, 2002

6.7 Managing Life Threatening Food Allergies in Connecticut Schools- http://www.state.ct.us/sde/deps/student/Health/Food_Allergies
7.0 RECORD RETENTION TABLE:

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8.0 REVISION HISTORY:

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