



Book	Board Policy and Guidelines
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ADMINISTRATIVE GUIDELINES
STUDENT ALLERGY PREVENTION AND RESPONSE

Identification

Each school will attempt to identify students with life-threatening allergies, including food allergies. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

Prevention

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An Individualized Health Plan (IHP), including an Emergency Action Plan (EAP), will be developed for students with life-threatening allergies.

All staff members are required to follow any 504 Plan and EAP developed for a student by the district. Staff members shall not use air fresheners, oils, candles or other such items intended to add fragrance in any district facilities. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances, according to an IHP or 504 plan.

Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district.

The district will not serve any processed foods, including foods sold in vending machines, which are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The director of nutrition services will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before and afterschool programs. This list will be available upon request.

Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

Food Safety Expectations

In order to help protect the health and safety of our students with life-threatening food allergies and to contribute to the health and academic success of all students, the Parkway School District has adopted new district-wide Food Safety Expectations. Beginning with the 2017-2018 school year, all schools will promote these best practice guidelines.

- **Classrooms should be food-free whenever possible.** Consumption of food in the classroom is strongly discouraged due to allergy and sanitation concerns.

- Students may continue to bring a snack for their own consumption, especially students with an individual health plan. Students are encouraged to bring healthy snacks to promote health and wellness. Parents may be advised to send in snacks without a particular allergen, if needed, to prevent cross-contamination, which could impact safety for food allergic students.
 - Schools may alternatively choose to order healthy snacks for classrooms or to support hungry students from Parkway Food and Nutrition Services. Any snacks provided for class-wide or individual consumption must be selected with extreme care. In addition, the school nurse will be consulted to identify students with known food allergies.
 - Careful cleaning of surfaces with soap and water after consumption of food is essential.
- **Food may not be brought from home for sharing class-wide.**
 - **Avoid use of food in the curriculum.** If food use is **essential** in a lesson or the curriculum, teachers will alert students and parents through the syllabus, letters and emails home, and class announcements. In addition, the school nurse will be informed and consulted to identify students with known food allergies. Teachers will make alternative lesson or curricular plans if students with known food allergies could be adversely impacted.
 - **Find safe and inclusive ways to celebrate without food.** To maintain healthy learners, the safest celebrations occur without food. ***Birthdays celebrations at school and holiday celebrations at school will not include food.*** Schools are encouraged to be creative in celebrating without food.
 - **Avoid using food as a reward or motivator.**
 - **Field trips should follow protocols for food safety.** If food consumption is part of a field trip, teachers will alert students, parents and the school nurse in advance through the syllabus, letters and emails home, and class announcements.
 - **School-sponsored clubs, athletics and after school activities will use food carefully.** All extra-curricular activities will take precautions to protect students with food allergies. Contents of all foods shared in these activities should be clearly labeled and no food prepared at home will be shared. Activity sponsors and coaches should be aware of students with known allergies and be familiar with each student's allergy action plan and emergency medication. Avoid serving foods with known allergens and notify parents and students when participating in a service activity where students may come in contact with food.

These expectations do not preclude giving assistance to students who are hungry. If a staff member suspects that a student does not have access to adequate nutritious meals, the counselor or administrator will be notified. Schools will work with each student to find solutions to the problem. Snacks provided to hungry students should be clearly labeled and not contain common allergens such as peanuts and tree nuts. Staff should inquire about food allergies prior to giving any food to students.

Education and Training

All staff members will be regularly (at least annually) trained on the causes, signs and symptoms of an allergic reaction and the response to a reaction. Staff members who have a direct responsibility for students with an emergency action plan (EAP) will be trained on the plan annually as well as the importance of avoidance strategies, label reading and ingredients to avoid cross contamination and instruction on the use of epinephrine premeasured autoinjector devices.

Appropriate cleaning techniques will be reviewed with nutrition services and custodial staff, as well as all teachers who allow food to be consumed within the classroom.

Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade Level Expectations (GLEs) for health education. Education will include potential causes, information on avoiding allergens, signs and symptoms of allergic reactions and simple steps students can take to keep classmates safe.

Confidentiality

Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will be shared with students and others who do not have a legitimate educational interest in the information only to the extent authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

Response

Response to an allergic reaction shall be in accordance with established procedures, including application of the student's 504 Plan or IHP/EAP. Information about known allergies will be shared in accordance with FERPA. Each building will

maintain an adequate supply of epinephrine premeasured autoinjector devices to be administered in accordance with Board policy, in the event of an unknown allergic exposure. Parents of students with life-threatening allergies should supply the school with an allergy action plan signed by the student's health care provider and two epinephrine premeasured autoinjector devices to be administered in accordance with Board policy and licensed healthcare provider order.

Individual Student Cases

Possible modifications may need to be tailored for an individual student depending on such factors as severity of allergy, physician's orders and the age of student and facility which the student attends. Possible modifications may include:

- Allowing the student to carry an epinephrine autoinjector on his/her self as well as maintaining a second unit in the school health office.
- Notifying the parents in the class of a severe food allergy
- Restricting food consumption in the student's classroom
- Designating an allergy aware table in the cafeteria

Responsibilities

Family:

- Notify the school of the student's allergy.
- Notify the school of any before/after school sponsored activity or program the student will attend.
- Provide written medical documentation, instructions, and medications as directed by a physician.
- Work with the school team in developing a plan.
- Allow the student's picture to be placed on the plan.
- Provide properly labeled medication and replace medication after use or upon expiration.
- Provide current emergency contact information.
- Educate the student in selfmanagement (age-appropriate) of their food allergy including:
 - Safe and unsafe foods
 - Strategies for avoiding exposure to unsafe foods
 - Symptoms of allergic reaction
 - How and when to tell an adult they may be having a reaction
 - How to read food labels
 - Review plan and procedures with school staff, physician and student (if age-appropriate) after an incident, should one occur.

School:

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.
- Review the health records submitted by the parents and physicians.
- Include students with food allergies in school activities.
- Identify a core team of, but not limited to, school nurse, teacher, principal, nutrition services/nutrition manager/director and counselor to work with parents and the student (age appropriate) to establish a plan.
- Any changes to the plan should be made with core team members' participation.
- Work with all staff that interacts with the student on a regular basis to assure understanding of food allergy, can recognize symptoms and knows what to do in an emergency.
- Practice the Food Allergy Action plan to assure the efficiency/effectiveness of the plan.
- Coordinate with the school nurse that emergency medication is available, with proper documentation according to district policy.
- Review plan and procedures with school staff, physician and student (if age appropriate) after an incident, should one occur.
- Work with district transportation administrator to assure that school bus driver training includes symptom awareness and emergency actions.
- Enforce a "no eating" policy on school buses with exceptions made only to accommodate special needs under federal or similar laws, or district policy.
- Discuss field trips with the family of the student student with food allergies to decide appropriate strategies for managing the allergy while away from the school building setting.
- Follow federal/state/district laws and regulations regarding sharing of medical information about the student.
- Take threats or harassment against an allergic student seriously.

Student:

- Should not trade food with others.

- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions (based on age/development/understanding level).
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

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