

## Anaphylaxis Prevention

For students with a medically diagnosed life-threatening allergy, the district will take appropriate steps for the student's safety, including implementing an emergency care plan.

**Parent/Guardian Responsibility:** Prior to enrolling a student, the parent/guardian must inform the school in writing of all known and/or medically diagnosed allergy/allergies and risk of anaphylaxis.

**School Responsibility:** Upon receiving a diagnosis, from a student's parent/guardian and/or medical provider, school staff will contact the parent/guardian to develop an emergency care plan. An emergency care plan will be developed for each student with a medically diagnosed life-threatening allergy.

### Emergency Care Plan

The school nurse (registered nurse) will develop a written plan that identifies the student's allergies, symptoms of exposure, practical strategies to minimize the risks, and how to respond in an emergency.

In the cases of severe allergies, the principal or designee (school nurse) will meet with the parent/guardian prior to the student's first day of attendance to develop the emergency care plan. The plan will be developed by the school nurse in collaboration with parent/guardian, licensed health care provider (LHP), and appropriate school staff.

If the treatment plan within the emergency care plan includes self-administration of medications, the parent/guardian, student, and staff will comply with District Policy 3419, *Self-Administration of Asthma and Anaphylaxis Medication* and District Policy 3416, *Medication at School*.

Annually and prior to the first day of attendance, the student health file will contain: 1) a completed emergency care plan; 2) a written medication authorization form, signed by a licensed health care provider; and 3) an adequate and current supply of auto-injectors (or other medications).

The school will recommend to the parents/guardians that a medical alert bracelet be worn by the student at all times. The parents/guardians are responsible, and must, notify the school administration if the student's condition changes and provide the medical treatment order, the auto-injectors and medications as ordered by the licensed health care provider.

The district will exclude from school students who have a medically diagnosed life-threatening allergy and no medication or treatment order presented to the school to the extent that the District can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and pursuant to the following due process requirements:

- A. Written notice to the parents/guardians or persons in loco parentis is delivered in person or by certified mail.
- B. Notice of the applicable laws, including a copy of the laws and rules.
- C. The order that the student shall be excluded from school immediately and until medications or a treatment order is presented.

### **Communications and Responsibility of School Staff**

After the emergency care plan is developed, the school principal or designee (school nurse) will inform appropriate staff regarding the affected student and the emergency care plan. Appropriate staff may include teachers, classified staff, bus drivers, child nutrition staff, etc. Staff who will be in contact with the student will be trained on the content of the emergency care plan, i.e. the student's allergies, symptoms of exposure, the procedures that school staff and the student should do in the case of an emergency, and the location of medication.

The student's emergency care plan will be filed in the school's health room. Copies of the plan will be distributed to staff on a need to know basis. Classroom teachers will note the student's condition for substitute teachers. With the permission of parent/guardian, the student's condition and emergency care plan may be shared with other students and parents/guardians to take precautions and minimize the student's exposure to allergens.

### **In-service Training and Emergency Response Training**

Annually, each school principal will provide an in-service training on how to minimize exposure to allergens and how to respond to an anaphylaxis emergency. The training will include a review of avoidance strategies, recognition of symptoms, the emergency protocols to deal with an anaphylaxis episode, and use of an auto injector. In-service training will also include procedures for classroom management of students with known food allergies, including lunch and cross-contamination. Directors for departments will ensure that staff is provided annual in-service regarding anaphylaxis prevention and response. Principals and Directors will ensure that staff hired after the start of the school year will receive the same in-service training that was provided at the annual training at the beginning of the school year.

Principals and Directors will ensure that staff members participate in an emergency response drill, annually, to practice how to respond to an anaphylaxis emergency.

### **Controlling the Exposure to Allergens**

Controlling the exposure to allergens requires the cooperation of parents/guardians, students, school staff, and the community. Universal precautions will be implemented. The District will discourage students from sharing food, utensils, and containers. In accordance with District Policy 6512, universal infectious disease prevention practices will be used in the maintenance and operations of school property. Affected students will be encouraged to eat only food that they bring from home.

In an effort to minimize potential exposure to allergens on field trips, the District will not provide foods with the most common food allergens - peanut, tree nut, egg, soy, fish or shellfish. Other foods may be restricted based on individual requirements. Even with the District's best efforts, staff and parents/guardians will be made aware that it is not possible to achieve a completely allergen-free environment.

The leader of school-sponsored field trips for academics, athletics, or activities, will be informed of the student's emergency care plan. The parent/guardian will complete the field trip form appropriately as per District Policy 2320 which will include parent/guardian notification to the field trip leader that the student has special medical needs. For students with severe allergies, the field trip leader will ensure that the student's auto-injector is brought on the field trip.

### **Undesignated Epinephrine Auto-injectors**

### **District Prescription and Standing Order Protocol**

The District will maintain a supply of undesignated epinephrine auto-injectors that will be prescribed in the name of the District by a licensed health professional with the authority to prescribe epinephrine auto-injectors. The District prescription is valid for one school year only and will be renewed prior to the start of each school year. The District's lead school nurse will be responsible for renewing the District prescription annually.

Each prescription must be accompanied by a standing order for the administration of school-supplied epinephrine auto-injectors for potentially life-threatening allergic reactions. The standing order protocol should include specific symptoms of anaphylaxis, the dose of medication and directions to summon emergency medical services (EMS 911) upon observance of symptoms of anaphylaxis.

Parent/guardian notification should occur as soon as possible after EMS is notified.

Donation or Procurement

### **Donation**

The District will obtain epinephrine auto-injectors directly from donation or procurement from an appropriate practitioner, pharmacist, medical facility, drug manufacturer or drug wholesaler. All epinephrine auto-injectors must be accompanied by a prescription.

Storage/maintenance/expiration/disposal

School staff will comply with all manufacturer's instructions as to storage, maintenance, expiration and disposal of epinephrine auto-injectors. School staff will also comply with district medication policy and procedures related to safe, secure management of medications.

### **Location**

Undesignated epipens will be located in each school office. At elementary schools, additional undesignated epipens may be distributed to additional sites and personnel at the school based on the school's Food Allergy Management and Prevention Plan (FAMPP).

### **Administration**

Epinephrine auto-injectors may be used on all school property, including buildings, playgrounds and school buses. For school-sponsored events and field trips, the school nurse or designated trained school personnel must carry an appropriate supply of school-supplied epinephrine auto-injectors. This does not negate the need to carry the supply of epinephrine auto-injectors belonging to students with known anaphylaxis.

In the event a student without a current prescription on file with the school or a student with undiagnosed anaphylaxis experiences an anaphylactic event, the school nurse may utilize the school supply of epinephrine to respond under the standing order protocol.

In the event a student with a current prescription for an epinephrine auto-injector on file at the school experiences an anaphylactic event, the school nurse or designated trained school personnel may use the school supply of epinephrine auto-injectors to respond if the student's supply is not immediately available.

The District will maintain all practices regarding prescriptions and self-medication for children with existing epinephrine auto-injector prescriptions and/or a guided anaphylaxis care plan. Parents/guardians of students with identified life-threatening allergies must continue to provide the school with appropriate medication and treatment orders pursuant to RCW 28A.210.320, Life-Threatening Conditions.

## **No Liability**

If the school employee or school nurse who administers epinephrine by auto-injector to a student substantially complies with the student's prescription (that has been prescribed by a licensed health professional within the scope of the professional's prescriptive authority) and the district's policy on anaphylaxis prevention and response, the employee, nurse, district, superintendent and board are not liable for any criminal action or civil damages that result from the administration.

## **Management of Food Allergies - Staff Roles and Responsibilities**

The following roles and responsibilities will be implemented in accordance with recommendations from the Center for Disease Control and Prevention.

### **School Board Members**

1. Set the direction for the school district's coordinated approach to managing food allergies.
  - Develop a comprehensive set of school district policies to manage food allergies in school settings. Work with a variety of school staff, including school administrators, Section 504 coordinators, licensed health care professionals (e.g., doctors, registered nurses), school health advisory council members, teachers, para-educators, school food service staff, bus drivers and other transportation staff, custodians and facilities staff, after-school program staff, students, parents, community experts, and others who will implement policies.
  - Align food allergy policies and practices with the district's emergency response planning and with policies on the care of students with chronic health conditions.
  - Be familiar with federal and state laws, including regulations, and policies relevant to the obligations of schools to students with food allergies and make sure local school policies and practices follow these laws and policies.
  - Use multiple mechanisms, such as newsletters and web-sites, to disseminate and communicate food allergy policies to appropriate district staff, families, and the community.
  - Give parents and students information about the school district's procedures they can use if they disagree with the food allergy policies and plans implemented by the school district.
  - Review and evaluate the district's food allergy-related policies and revise as needed.
2. Prepare for food allergy emergencies.
  - Make sure that responding to life-threatening food allergy reactions is part of the school district's emergency response planning.
  - Support and allocate resources to trained and appropriately certified staff members to respond to food allergy emergencies in all schools.
  - Review data and information (e.g., when and where medication was used) from incident reports of food allergy reactions and assess the effect of the incident on all students involved. Modify policies as needed.
3. Support professional development on food allergies for staff.

- Support and allocate resources and time for professional development and training on food allergies.
  - Identify professional development and training needs to make sure that district and school staff, especially those on food allergy management teams, are adequately trained, competent, and confident to perform assigned responsibilities to help students with life-threatening food allergies and respond to an emergency.
4. Educate students and family members about food allergies.
- Encourage the inclusion of information about food allergies in the district's health education or other curriculum for students to raise awareness.
  - Support and allocate resources for awareness education for students and parents.
5. Create and maintain a healthy and safe school environment.
- Endorse the use of signs and other strategies to increase awareness about food allergies throughout the school environment.
  - Make sure that food allergy policies and practices address competitive foods, such as those available in vending machines, in school stores, during class parties, at athletic events, and during after-school programs.
  - Support collaboration with district and community experts to integrate the management of food allergies with the management of other chronic health conditions.
  - Support collaboration with district and community experts to make sure schools have healthy and safe physical environments.
  - Develop and consistently enforce policies that prohibit discrimination and bullying against all students, including those with food allergies.

## **Superintendent**

1. Lead the school district's coordinated approach to managing food allergies.
- Provide leadership and designate school district resources to implement the school district's comprehensive approach to managing food allergies.
  - Ensure that each school has a Food Allergy Management and Prevention Plan (FAMPP) that is reviewed annually.
  - Promote, disseminate, and communicate food allergy-related policies to all school staff, families, and the community.
  - Make sure that each school has a team that is responsible for food allergy management.
  - Be familiar with federal and state laws, including regulations, and policies relevant to the obligations of schools to students with food allergies and make sure your policies and practices follow these laws and policies.

- Give parents and students information about the school district's procedures they can use if they disagree with the food allergy policies and plans implemented by the school district.
- Review and evaluate the school district's food allergy policies and practices and revise as needed.
- Establish evaluation strategies for determining when the district's food allergy policies and practices or the school's Food Allergy Management and Prevention Plan (FAMPP) are not effectively implemented.

## 2. Prepare for food allergy emergencies.

- Make sure that responding to life-threatening food allergy reactions is part of the school district's emergency response planning.
- Make sure that each school has trained and appropriately certified staff members to develop and implement written Emergency Care Plans (ECPs) for students with food allergies. Additional plans can include Individualized Healthcare Plans (IHPs), Section 504 plans, or, if appropriate, Individualized Education Programs (IEPs).
- Encourage periodic emergency response drills and practice on how to handle a food allergy emergency in schools.
- Review data and information (e.g., when and where medication was administered) from incident reports of food allergy reactions and assess the effect of the incident on all students involved. Modify policies as needed.

## 3. Support professional development on food allergies for staff.

- Make sure that principal provide annual in-service training to staff to ensure that staff members who are responsible for implementing the Food Allergy Management and Prevention Plan (FAMPP) are adequately trained to perform assigned responsibilities to help students with food allergies and respond to an emergency.

## 4. Educate students and family members about food allergies.

- Help ensure that information about food allergies is included in the district's health education curriculum for students to raise awareness.
- Communicate with parents about the district's policies and practices to protect the health of students with food allergies.

## 5. Create and maintain a healthy and safe school environment.

- Increase awareness of food allergies throughout the school environment.
- Collaborate with school board members, school administrators, and other school staff to minimize food allergens in the school environment. Provide oversight of schools with children who have food allergies.
- Consistently enforce policies that prohibit discrimination and bullying against all students, including those with food allergies.

## Child Nutrition Director

### 1. Participate in the school's coordinated approach to managing food allergies.

- Help develop a school district's comprehensive approach to managing food allergies that will support the Food Allergy Management and Prevention Plan (FAMPP) used in each school.
- As needed, use resources and guidance from local health departments and the state agency that administers child nutrition programs.
- Provide in-service, annually, to Child Nutrition staff regarding federal and state laws, including regulations, and policies on food allergies and the need to follow these laws and policies, including those regulations that pertain to the U.S. Department of Agriculture's (USDA's) Child Nutrition Program.
- Ensure that food service staff understands USDA's required doctor's statement as written and that the statement provides sufficient information to provide a safe meal.
- Assist principals to establish school-level procedures and plans for monitoring students with food allergies, including plans for accommodating the special nutritional needs of individual students when necessary.
- Coordinate with other district staff, including school nurses and curriculum director as needed.
- Review and evaluate the school district's food allergy policies and practices and revise as needed.

### 2. Ensure the daily management of food allergies for individual students.

- Develop and implement procedures in each school for identifying students with food allergies in school cafeterias. Make sure that procedures governing access to personally identifiable information from education records are consistent with student rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and any other federal and state laws that protect the privacy or confidentiality of student information.
- Work with school administrators and other school staff responsible for implementing the Food Allergy Management and Prevention Plan (FAMPP) to set up procedures for handling food allergies in the cafeteria. These plans should be consistent with the student's Individual Health Plan, Emergency Care Plan, Section 504 plan, or, if appropriate, Individual Education Plan, and USDA regulations on meals and food substitutions, as reflected in the USDA's Accommodating Children with Special Dietary Needs in the School Nutrition Programs. Procedures should be established for children who participate in school meals programs and those who bring food from home.
- Work with school teams responsible for developing ECPs for students with food allergies. For schools that participate in the USDA's Child Nutrition programs, make sure that documents that list appropriate food substitutions for a student with a food allergy disability are signed by a licensed doctor. The doctor's statement must identify:

- The child's food allergy.
- An explanation of why the allergy restricts the child's diet.
- The major life activity affected by the allergy.
- The food or foods to be omitted from the child's diet and the foods or choices that can be substituted.
- Establish procedures for obtaining information to clarify food substitutions and other relevant medical information from a student's doctor as needed.
- Ensure that Child Nutrition Staff are aware of all students with special dietary needs, including students with Emergency Care Plans for Anaphylaxis.
- Coordinate food substitutions for all schools with students who have food allergies, in consultation as necessary with each child's doctor, and manage the documentation of these activities. When possible, use foods that are already served in school meals or snacks to make appropriate substitutions.
- Provide oversight and tracking of each student's dietary plans, including tracking allergic reactions that occur during school meals.
- Develop and implement policies and procedures to prevent allergic reactions and cross-contact during meal preparation and service. Communicate these policies and procedures to school food service staff.
- Maintain an ingredient and nutritional value list for all food items. Keep information about ingredients for all foods bought and served by school food service programs and keep labels of foods given to food-allergic children for at least 24 hours so that the labels can be reviewed if needed.
- Be prepared to share information about ingredients in recipes and foods served by food service programs with parents.

### 3. Prepare for food allergy emergencies.

- Help develop protocols for responding to food allergy emergencies that can guide practices in district schools.
- Help the school nurse to communicate the appropriate ways to avoid exposure to food allergens and respond to food allergy emergencies to all staff members who are involved in managing a student's food allergy in the cafeteria.
- Provide in-service, annually, to Child Nutrition staff so they are able to respond to a food allergy emergency in the cafeteria and implement an ECP.
- Review school emergency response plans to make sure they include the actions needed to respond to food allergy emergencies during school meals.

- Help schools conduct periodic emergency response drills and practice how to handle a food allergy emergency.
- Review data and information (e.g., when and where medication was administered) from incident reports on any food allergy reactions and assess the effect of the incident on affected students. Provide input to modify policies and practices as needed.

#### 4. Support professional development on food allergies for staff.

- Help educate district and school staff about food allergies so they are adequately trained, competent, and confident to perform assigned responsibilities to help students with food allergies and respond to an emergency.
- Provide training opportunities for school food service staff to help them understand how to follow policies and procedures for preparing and serving safe meals and snacks for students with food allergies.
- Make sure that school food service staff participate in district training on food allergies.
- Make sure that all school staff understand their role in preventing and responding to emergencies in the school cafeteria.
- Help school building leaders plan and provide food allergy training for staff, parents, and students.

#### 5. Educate students and family members about food allergies.

- Help the curriculum coordinator or health education coordinator integrate food allergy lessons, such as how to read food labels, into the district's health education curriculum.
- Communicate with parents about any foods that might be served as part of school meals programs such as the School Breakfast Program or the Fresh Fruit and Vegetable Program.
- Share information about options for food substitutions with the parents of students with food allergies. Schools are encouraged to make substitutions with foods that have already been bought, when possible.
- Work with administrators, classroom teachers, and parent-teacher organizations to offer food allergy education to parents in schools.
- Help school administrators communicate the policies and procedures used in food service programs to prevent food allergy reactions to parents through newsletters, announcements, and other methods.

#### 6. Create and maintain a healthy and safe school environment.

- Work collaboratively with district staff to help enforce policies that promote healthy physical environments.

- Work collaboratively with district health services staff, school principals, school food service staff, and others to help enforce policies that prohibit discrimination and bullying against students with food allergies.
- Provide guidance to school food service staff that helps them to meet the dietary needs of students with food allergies and protect their health during school meals, while guarding against practices that could result in alienation of or discrimination against these students.

### **School Administrators/Principals**

#### **1. Lead the school’s coordinated approach to managing food allergies.**

- Coordinate, plan, implement, and annually review a comprehensive Food Allergy Management and Prevention Plan (FAMPP) for your school.
- Annually, provide professional development to school staff regarding student rights under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act (IDEA) and the Richard B. Russell National School Lunch Act (for students who are or may be eligible for free/reduced lunch), and provide professional development regarding the need to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) and any other federal and state laws that protect the privacy of student information.
- Include in the student handbook the school district policies and the school’s practices for managing food allergies for school staff, substitute teachers, classroom volunteers, and families.
- Post Anaphylaxis Prevention information and Emergency Care Plan requirements on the school’s website.
- Monitor the implementation of school district policies for managing food allergies.
- Educate students regarding Anaphylaxis Prevention. At the elementary level, students should be introduced to prevention strategies in the fall and information should be reinforced in the winter. At the secondary level, innovative approaches, such as video messages during Ram Prep/Home Room, may be used.
- Support school staff to implement the school’s Food Allergy Management and Prevention Plan (FAMPP).
- Annually review and evaluate your school’s Food Allergy Management and Prevention Plan (FAMPP) and revise as needed.

#### **2. Ensure the daily management of food allergies for individual students.**

- Make sure that mechanisms—such as health forms, registration forms, and parent interviews—are in place to identify students with food allergies.
- Support the development and implementation of student Emergency Care Plans.

- Share information about students with food allergies with all staff members who need to know, provided the exchange of information occurs in accordance with FERPA and any other federal and state laws that protect the confidentiality or privacy of student information. Make sure these staff members are aware of what actions are needed to manage each student's food allergy on a daily basis.

### 3. *Prepare for and respond to food allergy emergencies.*

- Make sure that responding to life-threatening food allergy reactions is part of the school's emergency response planning.
- Make sure that parents of students with food allergies provide epinephrine auto-injectors to use in food allergy emergencies, if their use is called for in a student's ECP.
- Set up communication systems that are easy to use for staff who need to respond to food allergy reactions and emergencies.
- Make sure that staff who are delegated and trained to administer epinephrine auto-injectors can get to them quickly and easily.
- Make sure that local emergency responders know that epinephrine may be needed when they are called to respond to a school emergency.
- Prepare for food allergy reactions in students without a prior history of food allergies or anaphylaxis.
- Make sure that staff plan for the needs of students with food allergies during class field trips and during other extracurricular activities.
- Annually, review with staff the emergency procedures regarding how to handle a food allergy emergency.
- Develop communications system to ensure that a child's parent/guardian is contacted after any suspected allergic reaction and after a child with a food allergy ingests or has contact with a food that may contain an allergen, even if an allergic reaction does not occur.
- Document all responses to food allergy emergencies. Review data and information (e.g., when and where medication was used) from incident reports of food allergy emergencies and assess the effect on affected students. Provide input to modify your school district's emergency response policies and practices as needed.
- After each food allergy emergency, review with appropriate people, such as the school administrator, school nurse, parents, staff members involved in the response, EMS responders, the student, and legal counsel as necessary, the response and likelihood of future allergic reactions.

### 4. Support professional development on food allergies for staff.

- Annually, provide professional development to staff regarding food allergies and anaphylaxis prevention.
  - Ensure that staff who work closely with students with food allergies are trained to respond appropriately in an emergency situation.
5. Educate students and family members about food allergies.
- Make sure that the school’s curricular offerings include information about food allergies to raise awareness among students.
  - Communicate the school’s responsibilities, expectations, and practices for managing food allergies to students and parents via the student handbook and other methods as appropriate.
6. Create and maintain a healthy and safe school environment.
- Increase awareness of food allergies throughout the school environment.
  - Ensure that vending machines in the school have warning signage regarding Anaphylaxis.
  - Emphasize and support practices that protect and promote the health of students with food allergies across the school environment, during before- and after-school activities, and during transportation of students.
  - Make sure that students with food allergies have an equal opportunity to participate in all school activities and events.
  - Coordinate the supervision of school-wide events to comply with the school’s Food Allergy Management and Prevention Plan. School-wide events, not in the classroom, may include food with the pre-approval of the principal. For these school-wide events, such as elementary field day, the school will avoid the use of known allergens.
  - Reinforce the school’s rules that prohibit discrimination and bullying as they relate to students with food allergies.

### **School Nurses**

1. Participate in the school’s coordinated approach to managing food allergies.
- Assist school administrators to develop and implement the school’s Food Allergy Management and Prevention Plan (FAMPP).
  - Support partnerships among school staff and the parents and doctors (e.g., pediatricians or allergists) of students with food allergies.
  - Consult state and local Nurse Practice Acts and guidelines to guide the roles and responsibilities of school nurses.
  - Ensure that parents/guardians are notified via District email regarding Emergency Care Plan requirements.
2. *Supervise the daily management of food allergies for individual students.*

- Make sure that students with food allergies are identified. Share information with other staff members as needed, provided the exchange of information occurs in accordance with FERPA and any other federal and state laws that protect the confidentiality or privacy of student information.
- Obtain or develop an ECP for each student with a food allergy or food allergy disability. Get the medical information needed to care for children with food allergies when they are at school, such as medical records and emergency information. Communicate with parents and health care providers (with parental consent) about known food allergies, signs of allergic reactions, relevant use of medications, complicating conditions, and other relevant health information.
- Make sure that USDA's required doctor's statement is completed and provides clear information to assist in the preparation of a safe meal accommodation. This statement can be part of an ECP or a separate document.
- Use a team approach to develop an Individualized Healthcare Plan (IHP) for each student with a food allergy, and, if required by Federal law, a Section 504 plan, or an Individualized Education Program (IEP), if appropriate.
- Monitor each student's Emergency Care Plan or other relevant plan on an annual basis and modify plans when needed.
- Refer parents of children who do not have access to health care to services in the community.
- For students who have permission to carry and use their own epinephrine auto-injectors, assess their ability to perform these tasks on an annual basis.

### 3. Prepare for and respond to food allergy emergencies.

- Develop instructions for responding to an emergency if a school nurse is not immediately available. Add these instructions to the school's Food Allergy Management and Prevention Plan (FAMPP).
- File ECPs in a place where staff can get to them easily in an emergency. Distribute ECPs to staff on a need-to-know basis.
- Make sure that the administration of an epinephrine auto-injector follows school policies and state mandates. Make sure that medications are kept in a secure place that staff can get to quickly and easily. Keep back-up epinephrine auto-injectors for students who carry their own. Regularly inspect the expiration date on all stored epinephrine auto-injectors.
- Train and supervise delegated staff members how to administer an epinephrine auto-injector and recognize the signs and symptoms of food allergy reactions and anaphylaxis.
- Work with school leaders to get extra epinephrine auto-injectors to keep at school for use by staff delegated and trained to administer epinephrine in an anaphylaxis emergency.

- Assess whether students can reliably carry and use their own epinephrine auto-injectors and encourage self-directed care when appropriate.
- Make sure that school emergency plans include procedures for responding to any student who experiences signs of anaphylaxis, whether the student has been identified as having a food allergy or not.
- Make sure that staff plan for the needs of students with food allergies during class field trips and during other extracurricular activities.
- Assist principal to develop communications system to ensure that a child's parent/guardian is contacted after any suspected allergic reaction and after a child with a food allergy ingests or has contact with a food that may contain an allergen, even if an allergic reaction does not occur.
- After each food allergy emergency, participate in a post-crisis review. Review the incident with the school administrator, teacher, parents, other staff members involved in the response, emergency responders, and the student to identify ways to prevent future emergencies and improve emergency response.
- Help students with food allergies transition back to school after an emergency.
- Talk with students who may have witnessed a life-threatening allergic reaction in a way that does not violate the privacy rights of the student with the food allergy.

#### 4. Help provide professional development on food allergies for staff.

- Stay up-to-date on best practices for managing food allergies. Sources for this information include allergists or other doctors who are treating students with food allergies, local health department staff, national school nursing resources, and the district's Director of Child Nutrition.
- Educate teachers and other school staff about food allergies and the needs of specific students with food allergies in a manner consistent with FERPA, USDA, and any other federal and state laws that protect the privacy or confidentiality of student information.
- Advise staff to refer students to the school nurse when food allergy symptoms or side effects interfere with school activities so that medical and educational services can be properly coordinated.

#### 5. Provide food allergy education to students and parents.

- Teach students with food allergies about food allergies and help them develop self-management skills.
- Make sure that students who are able to manage their own food allergies know how to recognize the signs and symptoms of their own allergic reactions, are capable of using an epinephrine auto-injector, and know how to notify an adult who can respond to a food allergy reaction.

- Help classroom teachers add food allergy lessons to their health and education curricula.
- Find ways for the parents of students with food allergies to share their knowledge and experience with other parents.
- Work with administrators, classroom teachers, and parent-teacher organizations to offer food allergy education for parents at school.
- Help the school administrator communicate the school's policies and practices for preventing food allergy reactions to parents through newsletters, announcements, and other methods.
- Provide classroom presentations to assist teachers to educate students regarding Anaphylaxis Prevention.

#### 6. Create and maintain a healthy and safe school environment.

- Work with other school staff and parents to create a safe environment for students with food allergies. On a regular basis, assess the school environment, including the cafeteria and classrooms, to identify allergens in the environment that could lead to allergic reactions. Work with appropriate staff to develop strategies to help children avoid identified allergens.
- Work with school counselors and other school staff to provide emotional support to students with food allergies.
- Promote an environment that encourages students with food allergies to tell a staff member if they are bullied because of their allergy.

#### Teachers and Instructional Support Staff (Certificated and Classified Staff)

This category includes classroom teachers in all basic subjects, as well as physical education teachers, instructional specialists such as music teachers and art teachers, paraeducators, student teachers, long-term substitute teachers, classroom aides, and classroom volunteers.

#### 1. Participate in the school's coordinated approach to managing food allergies.

- Implement the school's Food Allergy Management and Prevention Plan (FAMPP).

#### 2. Help with the daily management of food allergies for individual students.

- Make sure you understand the essential actions that you need to take to help manage food allergies when students with food allergies are under your supervision, including when meals or snacks are served in the classroom, on field trips, or during extracurricular activities. Seek guidance and help from the school administrator or school nurse as needed.
- Be available to help students who manage their own food allergies.
- Work with parents and the school nurse and other appropriate school personnel to determine if any classroom modifications are needed to make sure that students with food allergies can participate fully in class activities.

- Implement accommodations consistent with student IEP, 504 plan, and/or Emergency Care Plan.
- Assist principal to share information from the student’s Emergency Care Plan on a “need to know” basis, for example: substitute teachers, instructional assistance, and other staff.
- With the permission of parent/guardian, the student’s condition and emergency care plan may be shared with other students and parents/guardians to take precautions and minimize the student’s exposure to allergens.
- Refer students with undiagnosed but suspected food allergies to the school nurse for follow-up.
- If you suspect a severe food allergy reaction or anaphylaxis, take immediate action, consistent with your school’s emergency response plan.

### 3. Prepare for and respond to food allergy emergencies.

- Annually review each student’s Emergency Care Plan (ECP) with attention to any revisions in the plan.
- Keep copies of ECPs for your students in a secure place that you can get to easily in an emergency. Provide substitute teachers with the ECP information.
- Support and help students who have permission to carry and use their own epinephrine in cases of an allergic reaction.
- Make sure that the needs of students with food allergies are met during class field trips and during other extracurricular activities.
- Immediately contact the school administrator and, if available, the school nurse after any suspected allergic reaction.
- After each food allergy emergency, participate in a post-crisis review. Review the incident with the school administrator, school nurse, parents, other staff members involved in the response, emergency responders, and the student to identify ways to prevent future emergencies and improve emergency response.
- Help students with food allergies transition back to school after an emergency.
- Address concerns with students who witness a life-threatening allergic reaction in a way that does not compromise the confidentiality rights of the student with the allergy.

### 4. Participate in professional development on food allergies.

- Complete training to help you recognize and understand the following:
  - Signs and symptoms of food allergies and how they are manifested in and communicated by students.
  - How to read food labels and identify allergens.

- How to use an epinephrine auto-injector (if delegated and trained to do so).
- How to respond to food allergy emergencies in ways that are consistent with a student's ECP, Section 504 Plan, or IEP, if applicable.
- When and how to call EMS and parents.
- Your role in implementing a student's ECP.
- FERPA, USDA, and other federal and state laws that protect the privacy or confidentiality of student information, and other legal rights of students with food allergies.
- General strategies for reducing exposure to food allergens in the classroom, such as cleaning surfaces, using nonfood items for celebrations, assessing nonfood materials that contain food allergens (e.g., clay, paste), and preventing cross contact of allergens when meals or snacks are served in the classroom.
- Policies that prohibit discrimination and bullying against all students, including those with food allergies.

5. Provide food allergy education to students and parents.

- Support the Child Nutrition Department in providing food allergy education to students and parents in ways such as:
  - Adding food allergy lessons into health and education curriculum, including teaching students how to read food labels.
  - Find ways for parents of students with food allergies to share their knowledge and experience with other parents.
  - Help the school administrator communicate the policies and practices used by the food service staff to prevent food allergy reactions to parents through newsletters, announcements, and other methods

6. Create and maintain a healthy and safe school environment.

- Promote a safe physical environment through the following actions:
  - Implement classroom rules and practices for dealing with food allergies consistent with the student handbook.
  - Create ways for students with food allergies to participate in all class activities.
  - Avoid using known allergens in classroom activities, such as arts and crafts, counting, science projects, or cooking.
  - Enforce hand washing before and after eating, particularly for younger students.
  - For the general school population, use nonfood items for rewards or incentives. Only use food items for rewards if such use is explicitly include as part of a student's IEP.
  - Avoid using known allergens in classroom activities, such as arts and crafts, counting, science projects, parties, holidays and celebrations, or cooking. Use only pre-packaged, store-purchased food items. All purchased food items must have a listing of the ingredients displayed on the packaging.
  - Encourage the use of allergen-safe foods or nonfood items for birthday parties or other celebrations in the classroom. Use only pre-packaged, store-purchased food items. All purchased food items must have a listing of the ingredients displayed on the packaging.
  - Support parents of students with food allergies who wish to send allergen-safe snacks for their children.
  - Inform students that they should not trade or share food.

- Enforce food allergy prevention practices while supervising students in the cafeteria.
- Manage food allergies on field trips through the following actions:
  - Determine if the intended location is safe for students with food allergies. If it is not safe, the field trip might have to be changed or cancelled if accommodations cannot be made. Students cannot be excluded from field trips because of food allergies.
  - Invite the parents of students with food allergies to chaperone or go with their child on the field trip. Many parents may want to go, but they cannot be required to go.
  - Work with school food service staff to plan meals and snacks.
  - Include someone who is delegated and trained to administer epinephrine, that you have quick access to an epinephrine auto-injector, and that you know where the nearest medical facilities are located. If a food allergy emergency occurs, activate the student's ECP and notify the student's parent/guardian.
  - Follow appropriate emergency protocols and mechanisms in responding to a food allergy emergency when away from the school.
  - Make sure that communication devices are working so you can respond quickly during an emergency.
- Promote a positive psychosocial climate through the following actions:
  - Be a role model by respecting the needs of students with food allergies.
  - Help students make decisions about and manage their own food allergies.
  - Encourage supportive and positive interactions between students.
  - Reinforce the school's rules against discrimination and bullying.
  - Take action to address all reports of bullying or harassment of a student with a food allergy.
  - Tell parents if their child has been bullied, and report all cases of bullying to the school administrator.
  - Contact parent/guardian, school counselor, and school nurse if you see negative changes in a student's academic performance or behavior.

## **Child Nutrition Staff**

### *1. Participate in the school's coordinated approach to managing food allergies.*

Use resources and guidance from the Director of Child Nutrition, local board of health, USDA, and dietitians to reduce exposure to food allergens.

Help plan and implement the school's Food Allergy Management and Prevention Plan (FAMPP).

Make sure that it includes specific practices for managing food allergens in school meals served inside and outside of the cafeteria.

### *2. Help with the daily management of food allergies for individual students.*

Identify students with food allergies in a way that does not compromise students' privacy or confidentiality rights.

Make sure you have and understand dietary orders, or the doctor's statement, and other relevant medical information that you need to make meal accommodations for students with food allergies and food allergy disabilities.

Consult with the district's Director of Child Nutrition to help develop individual dietary and cafeteria management plans for each student with a food allergy and food allergy disability. These plans should be consistent with the student's Emergency Care Plan, and, if appropriate, the student's Section 504 plan, or IEP. Use the USDA regulations on meals and food substitutions, as reflected in the USDA's *Accommodating Children with Special Dietary Needs in the School Nutrition Programs*.

- Help communicate appropriate actions to avoid allergic reactions and respond to food allergy emergencies to all staff members and food service staff who are expected to help manage a student's food allergy in the cafeteria.
- Follow policies and procedures to prevent allergic reactions and cross-contact of potential food allergens during food preparation and service.
- Understand how to read labels to identify allergens in foods and beverages served in school meals. Consult with the district's Director of Child Nutrition if additional information or clarification is needed on the product's ingredients.
- Manage food substitutions for students with food allergies and food allergy disabilities and manage the documentation of these activities. Work with the district's Director of Child Nutrition to make sure that the information needed to meet USDA and state regulations for food service is documented as required.
- Be prepared to share information about ingredients in recipes and foods served by the school food service program with parents of students with food allergies.

### 3. *Prepare for and respond to food allergy emergencies.*

- Be familiar with student's Emergency Care Plan and the doctor's statement required by USDA, what actions must be taken if a food allergy emergency occurs in the cafeteria. Make sure that food service staff are able to respond to a food allergy emergency in the cafeteria and implement an ECP.
- If you are delegated and trained according to state laws, be ready to use an epinephrine auto-injector.
- If this provision is included in the school's Food Allergy Management and Prevention Plan (FAMPP), keep an epinephrine auto-injector in a secure place in the cafeteria that you can get to quickly and easily.
- Provide support and help to students who carry and use their own medication.
- After each food allergy emergency, participate in a post-crisis review with the appropriate people, such as the school administrator, school nurse, parents, staff members involved in the response, EMS responders, and the student, to identify ways to prevent future allergic reactions and improve emergency response.

### 4. Participate in professional development on food allergies.

- Complete training to help you recognize and understand the following:
  - Signs and symptoms of food allergies and how they are communicated by student.

- How to read food labels and identify allergens.
- How to plan meals for students with food allergies and how to prevent cross-contact of allergens. Consult with the district Director of Child Nutrition when necessary.
- How to deal with emergencies in the school in ways that are consistent with a student's ECP.
- The role of the Child Nutrition Staff in implementing a child's doctor statement under USDA requirements and ECP, if applicable.
- How to use an epinephrine auto-injector, if delegated and trained to do so.
- FERPA, USDA, and other federal and state laws that protect the privacy or confidentiality of student information and other legal rights of students with food allergies.
- General strategies for reducing or preventing allergic reactions in the cafeteria.
- Policies on bullying and discrimination against all students, including those with food allergies.

5. Provide food allergy education to students and parents.

- Help classroom teachers add food allergy lessons into their health and education curriculum, including teaching students how to read food labels.
- Share menu ideas with parents of students with food allergies to identify potential allergens and improve healthy eating.
- Find ways for parents of students with food allergies to share their knowledge and experience with other parents.
- Help the school administrator communicate the policies and practices used by the Child Nutrition Department to prevent food allergy reactions to parents through newsletters, announcements, and other methods.

6. Create and maintain a healthy and safe school environment.

- Reduce the potential for allergic reactions through the following actions:
  - Be able to recognize students with food allergies and food allergy disabilities in the cafeteria.
  - Follow procedures for handling food allergies in the cafeteria, even if a student is not participating in the Child Nutrition Program school meals program.
  - Read food labels to identify allergens.
  - Follow policies and procedures to prevent cross-contact of potential food allergens during food preparation and service.
- Promote a positive psychosocial climate in the cafeteria through the following actions:
  - Encourage supportive and positive interactions between students.
  - Reinforce the school's rules against bullying and discrimination.
  - Take action to address all reports of bullying or harassment of a student with a food allergy.
  - Report all cases of bullying and harassment against students, including those with food allergies, to the school administrator.

**School Counselors**

1. Participate in the school's coordinated approach to managing food allergies.

- Implement the school’s Food Allergy Management and Prevention Plan (FAMPP).
2. Help with the daily management of food allergies for individual students.
    - Address immediate and long-term mental health problems, such as anxiety, depression, low self-esteem, negative behavior, or eating disorders, among students with food allergies.
    - Address adolescent oppositional behavior, such as noncompliance with Individual Health Plans.
    - Make referrals to mental health services and professionals outside the school for students who need them, consistent with applicable requirements of Section 504 and IDEA, if appropriate.
  3. Prepare for and respond to food allergy emergencies.
    - Annually review each student’s ECP.
    - After each food allergy emergency, participate in a post-crisis review with the appropriate people, such as the school administrator, school nurse, parents, staff members involved in the response, EMS responders, and the student, to identify ways to prevent future allergic reactions and improve emergency response.
    - Help students with food allergies transition back to school after an emergency.
    - Be prepared to respond to the emotional needs of students who witness a life-threatening allergic reaction in a way that does not compromise the students’ privacy or confidentiality rights.
  4. Participate in professional development on food allergies.
    - Work with the school nurse and other health professionals to support training and education for staff on the mental and emotional health issues faced by a student with food allergies.
    - Complete training to help you recognize and understand the following:
      - Signs and symptoms of food allergies and how they are communicated by students.
      - How to read food labels and identify allergens.
      - How to use an epinephrine auto-injector (if delegated and trained to do so).
      - How to deal with emergencies in the school in ways that are consistent with a student’s ECP.
      - Your role in implementing a child’s ECP.
      - FERPA, USDA, and other federal and state laws that protect the privacy or confidentiality of student information and other legal rights of students with food allergies.
      - Policies that prohibit discrimination and bullying against students with food allergies.
  5. Provide food allergy education to students and parents.
    - Work with classroom teachers and other school staff to educate parents and students about bullying and discrimination against students with food allergies
  6. Create and maintain a healthy and safe school environment.

- Encourage staff to support a broad range of school-based mental health promotion efforts to support all students that promote positive interactions between students, build a positive school climate, encourage diversity and acceptance, discourage bullying, and promote student independence.
- Reinforce the school's rules against bullying and discrimination.
- Take action to address all reports of bullying or harassment of a student with a food allergy.
- Tell parents if their child has been bullied, and report all cases of bullying to school administrators.

### **Bus Drivers and Transportation Staff**

1. Participate in the school's coordinated approach to managing food allergies.
  - Ask the school nurse or school administrator for information on current policies and practices for managing students with food allergies, including how to manage medications and respond to a food allergy reaction.
  - Support the school's Food Allergy Management and Prevention Plan (FAMPP).
2. Help with the daily management of food allergies for individual students.
  - Be aware of students with food allergies and know how to respond to an allergic reaction if it occurs while the student is being transported to or from school.
  - Enforce district food policies for all students riding a school bus.
3. Prepare for and respond to food allergy emergencies.
  - Read and regularly review the ECP for any student riding to and from school on a bus. If you are the person delegated and trained according to state laws, be ready to use an epinephrine auto-injector if needed.
  - Know procedures for communicating an emergency during the transporting of children to and from school. Make sure that other adults on the bus are aware of emergency communication protocol.
  - Make sure communication devices are working so you can reach school officials, EMS, and others during a food allergy emergency.
  - Call 911 to ask for emergency transportation of any student exhibiting signs of anaphylaxis. Notify the Transportation Center of your actions and the need for someone to contact the student's parents.
  - After any food allergy emergency that occurs while a student is being transported to or from school, participate in a post-crisis review with the appropriate people, such as the school administrator, school nurse, parents, staff members involved in the response, EMS responders, and the student, to identify ways to prevent future allergic reactions and improve emergency response.
4. Participate in professional development on food allergies.
  - Complete training to help you recognize and understand the following:

- Signs and symptoms of food allergies and how they are communicated by students.
- How to respond to a food allergy emergency while transporting children to and from school.
- How to use an epinephrine auto-injector, if delegated and trained to do so.
- How to deal with emergencies in a way that is consistent with a student's ECP and transportation emergency plan protocol.
- Your role in implementing a child's Emergency Care Plan.
- FERPA, USDA, and other federal and state laws that protect the privacy or confidentiality of student information and other legal rights of students with food allergies.
- Policies that prohibit discrimination and bullying against all students including those with food allergies.

5. Create and maintain a healthy and safe environment.

- Ensure that two-way communication systems between schools and transportation vehicles are kept in working order.
- Enforce district food policies for all students riding a school bus.
- Encourage supportive and positive interactions between students.
- Reinforce the school's rules against discrimination and bullying.
- Report all cases of bullying or harassment of students, including those with food allergies, to the Director of Transportation.

**Facilities Staff**

This category includes custodial staff.

1. Participate in the school's coordinated approach to managing food allergies.

- Implement the school's Food Allergy Management and Prevention Plan (FAMPP).

2. *Help with the daily management of food allergies for individual students.*

- Be aware of students with food allergies and know how to respond to an allergic reaction if it occurs while the student is at school.
- Help create a safe and healthy environment by following daily cleaning routines and methods to minimize exposure to allergens.

3. Prepare for and respond to food allergy emergencies.

- Follow the school's emergency response plan if a student displays signs or symptoms of an allergic reaction.
- Know and understand your school's communication protocols for an emergency.
- Make sure your communication device is working.
- After each food allergy emergency, participate in a post-crisis review with the appropriate

people, such as the school administrator, school nurse, parents, staff members involved in the response, EMS responders, and the student, to identify ways to prevent future allergic reactions and improve emergency response.

4. Participate in professional development on food allergies.

- Complete training to help you recognize and understand the following:
  - Signs and symptoms of food allergies and how they are communicated by students.
  - Policies that prohibit discrimination and bullying against all students, including those with food allergies.
  - Policies and standards for washing hands and cleaning surfaces to reduce food allergens on surfaces.

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