

PROTOCOL AND GUIDELINES FOR MANAGEMENT OF LIFE-THREATENING ALLERGIES IN THE SUTTON PUBLIC SCHOOLS

BACKGROUND

Allergic food reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs.

Anaphylaxis is a potentially life-threatening medical condition occurring in food allergic individuals after exposure to their specific food allergens. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure or shock, which are potentially fatal. The most common causes of anaphylaxis in children include allergies to:

- Foods (most commonly; dairy products, eggs, fish/shellfish, milk, peanuts/tree nuts, soy, wheat)
- Latex, medications, and stinging insects

Anaphylaxis can occur immediately and/or 2-6 hours following allergen exposure, so it is important to:

- Identify student at risk
- Have appropriate preventative policies
- Be prepared to handle an emergency
- Insure appropriate medical care and follow-up

PURPOSE AND GOAL

The Sutton Public Schools cannot guarantee to provide a food allergen-free environment for all students with life threatening allergies, or prevent any harm to students in emergencies. The goal is to minimize the risk or exposure to food allergens that pose a threat to those students, educate the community, and maintain and regularly update a system-wide protocol for responding to their needs. A system-wide effort requires the cooperation of all groups of people within the system.

It is the policy of the Board that guidelines shift as children advance through the primary grades and through secondary school. The management plan shall strike a balance between the health, social normalcy and safety needs of the individual students with life threatening allergies and the education, health and safety needs of all students.

The goals for the district include:

1. To maintain the health and protect the safety of children who have life-threatening food allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.

2. To ensure that interventions and individual health care plans for students with life-threatening food allergies are based on medically accurate information and evidence-based practices.
3. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening food allergies.

The sections below highlight the major responsibilities of the various groups, but each child's plan will be individualized and therefore not all responsibilities can be spelled out in this protocol.

The goal of the Sutton Public Schools regarding life-threatening food allergies is to engage in a system-wide effort:

1. To prevent any occurrence of life-threatening food based allergic reactions
2. To prepare for any allergic reactions to food
3. To respond appropriately to any allergy emergencies that arise

RESPONSIBILITIES OF PARENTS OF STUDENTS WITH LIFE-THREATENING FOOD ALLERGIES

Each parent of a student with a life-threatening allergy shall have the following responsibilities:

1. Inform the school nurse of your child's allergies prior to the opening of school (or as soon as possible after diagnosis).
2. Parent(s) must arrange to meet with the school nurse to develop an Individual Health Care Plan for the student and provide medical information from the child's treating physician as needed to write the Plan. Parents must arrange for school health professionals to be able to communicate with student's physician.
3. May choose to provide the school a list of foods and ingredients to be avoided, and provide a list of safe or acceptable foods that can be served to your child.
4. Provide the school nurse with enough up-to-date emergency medications (including Epi-pens) so they can be placed in all required locations for the current school year.
5. Complete and submit all required medication forms.
6. Provide a MEDIC ALERT ID for your child.
7. Notify nurse of upcoming field trips as soon as possible and provide Epi-pen to be taken on field trips as stated in the field trip policy.
8. Encourage students to wash hands before and after handling food.
9. Teach your child to:

- (a) Recognize the first symptoms of a food allergic/anaphylactic reaction.
 - (b) Know where the epinephrine auto-injector is kept and who has access to the epinephrine.
 - (c) Communicate clearly as soon as he/she feels a reaction is starting.
 - (d) Carry his/her own epinephrine auto-injector when appropriate.
 - (e) Not share snacks, lunches, or drinks.
 - (f) Understand the importance of hand washing before and after eating.
 - (g) Report teasing and/or bullying that may relate to the child's disability.
 - (h) Take as much responsibility as possible for his/her own safety.
10. As children get older, teach them to:
- (a) Communicate the seriousness of the allergy.
 - (b) Communicate symptoms as they appear.
 - (c) Read labels.
 - (d) Administer own epinephrine auto-injector and be able to train others in its use
11. Inform the school of any changes in the child's life-threatening food allergy status.
12. Provide the school with the licensed provider's statement if the student no longer has food allergies.
13. Chaperone field trips and out-of-school activities with your child, whenever possible.
14. Provide bag of snacks for your child's classroom along with safe foods for special occasions.
15. Sign a release for school personnel to consult with family physical/allergist and all medical providers.

RESPONSIBILITIES OF STUDENTS

Each student with a life-threatening food allergy shall be responsible for the following:

- 1. Take responsibility for avoiding food allergens
- 2. Do not trade or share food
- 3. Wash hands before and after eating
- 4. Learn to recognize symptoms of an allergic food reaction.
- 5. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- 6. Take more responsibility for your food allergies as you get older.

7. Develop a relationship with the school nurse and/or another trusted adult in the school to assist in identifying issues related to the management of the food allergy in the school.

RESPONSIBILITIES OF THE SUTTON PUBLIC SCHOOL DEPARTMENT

The Superintendent and his/her staff shall be responsible for the following:

1. Create a system-wide emergency plan for addressing life-threatening food based allergic reactions.
2. Provide annual in-service training and education on reducing food allergy risks, recognizing food allergy symptoms, and emergency procedures for staff.
3. Training shall include, but not be limited to:
 - (a) A description/definition of severe allergies and a discussion of the most common foods causing allergic reactions.
 - (b) The signs and symptoms of anaphylaxis
 - (c) The correct use of an Epi-pen
 - (d) Specific steps to follow in the event of an emergency
4. Adopt a "**NO FOOD TRADING/SHARING**" and "**NO UTENSIL SHARING**" procedure in all schools with particular focus at the elementary school level.
5. School health professionals in conjunction with the student's parent(s)/guardian(s) and the primary care provider/allergist prepare an Allergy Action Plan/Individual Health Care Plan for any student with a life-threatening food allergy. The Plans will be reviewed by the school nurse, the student's parent(s)/guardian(s) and primary care provider and/or the student's allergist, and signed off by the child's physician/allergist, indicating that he/she deems it to be adequate. The District will consider peanut free classrooms when the team (school nurse, student's parents/guardian and primary care provider or student's allergist) agrees that this is the appropriate action after taking into consideration the student's development and severity of allergy.
6. Provide and maintain life-threatening food allergy free tables in each elementary school cafeteria as needed by the Individual Health Care Plan. These tables will be designated by a universal symbol. These tables will be cleaned and sanitized as per district protocol.
7. Superintendent or Principal will be responsible for assigning lunch room attendants/cafeteria personnel to clean life-threatening food allergy tables.
8. Make the Individual Health Care Plan available in the Nurse's Office and a student's homeroom at the elementary level and in the Nurse's Office at the middle school and high school. Recommend that parents/guardians attach a photograph of their student with a life-threatening food allergy to their Individual Health Plan.

9. Submit to school bus drivers a list of students who have life-threatening food allergies.
10. Make Epi-pens (belonging to the school and those prescribed to the students) available in the nurse's office and in other clearly designated locations as specified in the Individual Health Care Plan. When developmentally appropriate, students are allowed and encouraged to carry their Epi-pens on their person as allowed by the district's Administration of Medication Policy.
11. Familiarize teachers with the Individual Health Care Plan of their students and any other staff member who has contact with student on a need-to-know basis.
12. Consult with facilities personnel to develop protocol for cleaning classrooms, cafeteria, and other areas of the building to insure that the threat of allergens is minimized.
13. A registered nurse will accompany class on field trip as deemed necessary and will maintain an Epi-pen and a copy of the child's emergency action plan.

RESPONSIBILITIES OF THE SCHOOL PRINCIPAL

To the extent possible, the principal of each school shall be responsible for the following:

1. School nurse will familiarize teachers with the Individual Health Care Plan of their students and any other staff member who has contact with student on a need-to-know basis.
2. In conjunction with nurses, provide in-service training and education for staff regarding life-threatening allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the Epi-pen.
3. Publish at the beginning of the year a notice to all parents (k-5) reminding them of the policy of no eating in common areas and on the bus.
4. The protocol that explains life-threatening food allergy and the application of the protocol at the school, concerning life-threatening food allergy will be discussed at kindergarten orientation.
5. Notify appropriate staff the locations of Epi-pens in the school.
6. A contingency plan will be in place and understood by all staff and students in the event the nurse is not in the office or in the building. Staff will call 911 in all instances of any allergic reaction.

RESPONSIBILITIES OF SCHOOL HEALTH PROFESSIONALS

The school nurse is the primary coordinator of each student's plan.

Each school nurse will have the following responsibilities:

1. Meet with each parent/guardian of a student with a life-threatening allergy and develop an Individual Health Care Plan for the student. During meetings with Parents/guardians, nurses shall discuss and encourage the use of MEDIC-ALERT bracelets and other methods of identification for students with life-threatening allergies.
2. Maintain updated Individual Health Care Plans in the nurse's office and in the student's homeroom at each school and in the nurse's office at the middle and high schools.
3. Nurse will assist the principal in providing information about students with life-threatening allergies to staff.
4. In conjunction with the principal, provide in-service training and education for staff regarding life-threatening allergies, symptoms, risk reduction procedures and emergency procedures including demonstration on how to use the Epi-pen.
5. Familiarize teachers with the Individual Health Care Plan of their students and any other staff member who has contact with student on need-to-know basis.
6. The school nurse will be responsible for following Department of Public Health regulations governing the administration of prescription medications. Nurses are also responsible for following the regulations that permit registration of non-licensed personnel to be trained and to administer Epi-pen.
7. Discuss with parents the appropriate locations for storing the Epi-pen and the possibility of receiving more than one Epi-pen as necessary.
8. Inform the school principal and parent/guardian if any student experiences an allergic reaction that has not been previously diagnosed.
9. Emergency protocol will be in place in the event the nurse is not in the building.

RESPONSIBILITY OF PEDIATRICIAN

Pediatrician will:

1. Consult with administration on implementation of best practices
2. Review policies/procedures annually with administration and school health professionals
3. Conduct in-service training to personnel as needed
4. Be available to review Individual Health Care Plans if needed

RESPONSIBILITIES OF TEACHERS

Each teacher shall have the following responsibilities:

1. Receive and review the Individual Health Care Plan, in collaboration with the nurse and parent(s) of any student(s) in your classroom with life-threatening allergies.
2. Leave information in an organized, prominent and accessible format for substitute teacher.
3. Participate in in-service training for students with life-threatening allergies.
4. Teacher, in collaboration with the nurse and input from the parents of the allergic child, will set a classroom protocol regarding the management of food in the classroom
5. Participate in the planning of a student's re-entry into school after an anaphylactic reaction
6. Advise parents of any school related activity that requires the use of food in advance of the project or activity (K-5 only).
7. Limit use of food for instructional lessons.
8. Teacher will collaborate with administration and nurse to send out letters to all parents/guardians of students in a class with an individual with a life-threatening food allergy.
9. Whenever reasonable, the teacher will reinforce appropriate hygiene techniques/hand washing before and after eating.
10. If an allergic reaction is suspected, call the nurse's office immediately.

RESPONSIBILITIES OF FOOD SERVICE PERSONNEL

The food service department shall have the following responsibilities:

1. Supply cleaning materials for washing and sanitizing tables as per district protocol.
2. Provide in-service to food service employees regarding safe food handling practices to avoid cross contamination with potential food allergens.
3. Food service employees will wear non-latex gloves.

RESPONSIBILITIES OF SUTTON SCHOOL TRANSPORTATION

All school bus drivers shall be informed that he/she is transporting a child with a life-threatening allergy.

The school bus drivers shall have the following responsibilities:

1. Provide functioning emergency communication devices (e.g., cell phones, two-way radios, etc.) on each bus.
2. Maintain and reinforce policy of no food eating on the bus.

RESPONSIBILITIES OF PERSONS IN CHARGE ON CONDUCTING AFTER-SCHOOL ACTIVITIES

Person in charge of extracurricular programs shall have the following responsibilities:

1. The Individual Health Care Plan will be available for parents to copy to give to others who assume responsibility for their child. Examples of this may include:
 - (a) Before or after school activity instructors
 - (b) Coaches
 - (c) Extracurricular activity advisors

RESPONSIBILITIES DURING RECESS AND PHYSICAL EDUCATION CLASSES

During recess and physical education classes (where a child has a life-threatening allergy), the school shall have the following responsibilities:

1. Children will be under the supervision of at least one adult.
2. An Epi-pen will be taken outside if specified in the child's Individual Health Care Plan.
3. Develop building-based procedure whereby emergency communication device (walkie-talkie, cell phone) is accessible and functional.

RESPONSIBILITIES FOR FIELD TRIPS

The school shall have the following responsibilities when life-threatening food allergy students go on field trips:

1. Field trips need to take into consideration the risk for food allergen exposure, and parents must evaluate potential risks when determining whether their child should attend a field trip.
2. Lunches should be held in a safe place, so that children cannot access them until the appropriate time. Lunches of children with food allergies should be stored separately to minimize cross contamination.
3. The teacher and school nurse will ensure that a site-specific emergency plan is developed for each field trip. The plan should ensure that: an Epi-pen, instructions and a copy of the child's Individual Health Plan are taken on the trip; the teacher

carries a cell phone or other communication device; at least one person on the field trip is trained in the use of an Epi-pen and in requisite emergency procedures.