

ELLINGTON PUBLIC SCHOOLS REGULATIONS PERTAINING TO LIFE THREATENING FOOD ALLERGIES

Regulations for a District Practice of Making Schools Safe for Students with Severe Food Allergies and other Potentially Life Threatening Allergies

Purpose of regulations

- Education of faculty, staff and students about potentially life threatening allergies
 - Where possible, reduce non-essential food in the schools
 - Consider the child with potentially life threatening allergies and reduce the risks when activities having food are essential
1. Raising awareness of faculty, staff and students
 - a. Before the start of the new school year, the school nurse will make a list of students with severe food and other potentially life threatening allergies.
 - b. On the first day of school or before, the school nurse will give teachers and other staff who have a need to know - a copy of the school's Medical Alert List: Included on the list will be all known students with potentially life threatening allergies.
 - c. Whenever there is a change, the Medical Alert List will be updated by the school nurse. Any changes to the list at any time of the year will be immediately shared with the teachers and other staff who have a need to know.
 - d. Prior to the first day of school, the School Nurse will meet individually with each teacher that has a student with a severe food allergy or other potentially life threatening allergy to review symptoms and the student's Individual Health Care Plan (IHCP).
 - e. The School Nurse will construct a list of people trained to use an epi-pen.
 - f. Each classroom will have a list of school members trained to use an epi-pen.
 - g. If parents wish to offer an epi-pen to be placed in their child's classroom, they must first contact the school nurse.
 - h. The school nurse will have a substitute nurse book containing a list of all students with severe food allergies and other potentially life threatening allergies. The substitute nurse will have access to each student's Individual Health Care Plan.
 - i. In case of emergency, the principal or designee will have access to the nurses' medicine cabinet containing benadryl and epi-pens. A list of students who have severe food allergies and other potentially life threatening allergies needing prompt medical care will be posted on the inside doors of the nurses medicine cabinet.
 - j. The principal will alert the school nurse at any time during the year of any new hires including substitute teachers or other interns. The school nurse will meet individually with the new hire(s) to review the symptoms and the plan of care for students with severe food allergies and other potentially life threatening allergies.
 - k. The school will make every effort to inform faculty, staff and students about severe food and other potentially life threatening allergies.

2. Coordination of the Individual Health Care Plan (IHCP)
 - a. Parents with identified children who have potentially life threatening allergies will be offered an opportunity to meet with school staff before the start of the new school year to discuss concerns.
 - b. The Student Handbook will offer parents an opportunity to schedule a meeting with the school to discuss their child's severe food allergy or other potentially life threatening allergy.
 - c. A school's Individual Health Care Plan team composed of the principal or designee, school nurse, the parent and any other individual recommended by the principal will meet to develop an Individual Health Care Plan. Should it be the determination of the Individual Health Care Plan team that a student be considered for Section 504 services, a 504 meeting will be conducted

3. Substitute teachers
 - a. Substitute teachers appointed to teach in the district, will be given from the Central Office, a copy of these district regulations and in addition, be given school substitute information about symptoms of an anaphylactic reaction and other important information pertaining to symptoms of anaphylaxis. They will be required to sign that they received and read the information.
 - b. Each classroom teacher will have a substitute folder. The substitute folder will have a copy of the Medical Alert List and the Individual Health Care Plan and any other information about those students in the teacher's classroom that have severe food or other potentially life threatening allergy.
 - c. As part of the substitute folder, there will be information about how to use the classroom telephone and how to immediately contact the school nurse then the principal if a student is observed having an allergic reaction or other medical emergency. A list of building personnel trained to use an epi-pen will also be part of the substitute folder.
 - d. A sign-in notice located in the school's main office, will inform the substitute about important information to be found in the substitute folder and also ask the substitute to contact the school nurse for if he/she has not been made aware of how to identify an allergic reaction.
 - e. If the substitute has acknowledged not having been trained to identify a student with a potentially life threatening allergy reaction, the school nurse will train the substitute how to identify an allergic reaction.

4. Cafeteria/Recess – training and monitoring
 - a. Cafeteria, recess supervisors, supervisory staff and custodians will be informed by the school nurse on how to identify students with severe food and other potentially life threatening allergy reactions and how to respond.
 - b. The school principal or designee will inform the school nurse of any newly hired cafeteria or recess supervisors. The school nurse will train them on how to identify an allergic reaction and how to respond when a student is showing signs of an allergic reaction.
 - c. Students will not share food while in the cafeteria.
 - d. Food will not be used in the cafeteria as an incentive.
 - e. Each school cafeteria will have information identifying those students with severe food and other potentially life threatening allergies.

5. Field Trips

- a. A copy of a *Field Trip Request Form* will be given to the school nurse by the principal or designee prior to a school trip. The school nurse will train staff or other chaperones going on the school trip on the signs and symptoms of an allergic reaction and what to do if a student shows signs of an allergic reaction.
- b. Before going on a field trip the school nurse will train any legally authorized faculty or staff volunteering to be taught how to administer an epi-pen.
- c. If multiple buses are used on a field trip, the student and his medication will be on the same bus as his/her medication. The school nurse will prepare a medication bag(s) for students with potentially life threatening allergies.
- d. Before a school sponsored trip, the school nurse will develop a list of students with severe food and other potentially life threatening allergies.
- e. Teachers and other staff participating on the field trip will have access to the list.
- f. Before a school sponsored trip, the school nurse will meet with each teacher responsible for a student with severe food or other potentially life threatening allergies.
- g. The school nurse will review the student's Individual Health Care Plan (IHCP) with the teacher.
- h. Teachers or other authorized staff trained to use an epi-pen will have access to students' medication unless the parent of the student is on the field trip and will be taking responsibility for their child and/or the student will be self carrying the epi-pen.
- i. A student with a severe food and other potentially life threatening allergies must remain with the person holding the epi-pen unless the student is able to self-administer the epi-pen.
- j. Sharing food on a field trip will be discouraged.
- k. The person in charge of the school trip will contact the destination and inform them that there are students with severe food or other potentially life threatening allergies arriving and precautions must be taken by the destination personnel.

6. After School Sponsored Events

- a. Parents must inform after-school organizers, including sports activities, that their child has a severe food or other potentially life threatening allergy. Parents are responsible for providing an epi-pen for emergency use and making any other medical arrangements their child may need while participating in any after school activity.
- b. The Athletic Director, will distribute to the coaches, a completed *Athlete Permission Form* (found in the High School Student-Athlete Handbook or Middle School Interscholastic Sports brochure) as soon as try-outs start for each student participating in an after school sports event. The form indicates important emergency information including known health problems of the student.
- c. The Athletic Director, will give copies to all Athletic Trainers, of the completed *Athlete Permission Forms* (found in the High School Student-Athlete Handbook or Middle School Interscholastic Sports brochure) of each student participating in an after school sports activity. The form indicates important emergency information including known health problems of the student.

7. “Essential and Non-essential Food” for In-School Sponsored Events
 - a. Food may be necessary for curriculum or school related activities. In such cases the school will make every effort to reduce the risk of an allergic reaction.
 - i. If there will be “essential food” for in-school sponsored events, the school will:
 1. Have the teacher communicate with the parent (or student in the upper grades) IN ADVANCE and discuss opportunities to reduce risk.
 2. The person in charge of the school event needs to contact the school nurse for information about information regarding severe food and other potentially life threatening allergies.
 - b. Where possible, classroom teachers and other members of the staff will make every attempt to reduce “non-essential food” such as using food as incentives, birthday celebrations or other celebrations. Should such activities occur, the teachers or event coordinators need to be aware of the issues regarding severe food and other potentially life threatening allergies before planning an event where food is present.
 - i. The teacher or event coordinator will contact the school nurse to obtain general information about severe food and other potentially life threatening allergies.
8. No Food or No Drink Areas
 - a. ‘No Food’ or ‘No Drink’ signs should be posted in the schools when appropriate.
9. Use of New School Health Alert Computerized Form
 - a. Prior to the beginning of the school year or any time a new student with a severe food or other potentially life threatening allergy registers to attend the Ellington Schools, the school nurse will distribute to faculty, staff, and substitutes needing to know, a ‘hard copy’ of the computerized Health Alert Information Form.
 - b. Parents will be informed that they can request of the school district a copy of the Health Alert Information Form.
 - c. Parents will be encouraged to share the Health Alert Information Form with the school bus company.
10. Small posters on classroom doors
 - a. Should a school team such as a Section 504 Team or team developing an Individual Health Care Plan decide to place a poster on a classroom door describing no food or drink in the classroom, the poster will be posted.
11. Bus Rules
 - a. No eating or drinking is allowed on the bus.
 - b. The school district will encourage parents to contact the bus company informing them about their child’s life threatening allergy.
12. Using Food/Candy as an Incentive
 - a. No candy will be allowed as incentives in any of the schools.