

WILLIAMSBURG SCHOOLS' GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES

Severe food allergies can be life threatening. The risk of accidental exposure to foods can be reduced when students, parents, physicians and schools work together to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibility

- Notify the school in writing of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include, if needed, a photo of the child on written form and/ or provide consent for picture to be taken at school for child's plan.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
- Be knowledgeable about safe and unsafe foods and make sure the child knows as well.
- Know how to avoid exposure to unsafe foods and encourage the child to practice avoidance.
- Provide the school with "child specific" symptoms of allergic reaction.
- Make sure the child knows how to recognize an allergic reaction symptom and when/how to tell an adult they may be having an allergy-related problem.
- Know/Practice how to read food labels (age appropriate)
- Review protocol/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.
- Provide any allergy related medical updates in writing directly to the school nurse.

Student's Responsibility

- Child should not trade food with others.
- Child should not eat anything with unknown ingredients or known to contain any allergen.
- Child should be proactive in the care and management of his/her food allergy and reaction based on the child's developmental level.
- Child should notify an adult/school personnel immediately if he/she eats something or comes into contact with something he/she believe may contain the food to which he/she are allergic.

School's Responsibility

- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students will not be excluded from school activities solely based on their food allergy.
- We will identify a core team of, but not limited to, school nurse, teacher, principal, school food service and nutrition manager/director, and counselor (if available) to work with parents and the student (age appropriate) to establish a prevention plan.
- We will work to assure that all staff who interact with the student on a regular basis understand food allergy, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- School personnel will review the Food Allergy Action Plan before an allergic reaction occurs to

assure the efficiency/effectiveness of the plan.

- The school nurse will make sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. Medications are kept in an easily accessible unlocked cabinet. Designated and properly trained school personnel will have access to the epinephrine pens if needed. If it is decided while creating the child's individual health care plan (IHCP) that the student needs to carry epinephrine on his/her person (parent physician & school nurse in agreement) and the child is age appropriate the student will be allowed to carry his/her own epinephrine,
- The school will designate and train according to MDPH guidelines school personnel. Those personnel are doing so under the Good Samaritan Laws governing the administration of emergency medications.
- The school will continuously work to be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- The school will work with the parent/guardian in order to decide appropriate strategies for managing the food allergy on field trips of the food-allergic child. A parent/guardian will always be encouraged to attend field trips with the child.
- A review of the allergy protocol plan with the core team members, parents/guardians, student (age appropriate), and physician will occur after a reaction in order to make improvements if necessary.
- The school will make every effort to collaborate with bus transportation to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.
- Recommend that all buses have communication devices in case of an emergency.
- We will encourage a "no eating" guideline on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic child seriously.
- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.