



**FOOD ALLERGY & ANAPHYLAXIS NETWORK'S (FAAN)
SCHOOL GUIDELINES FOR DEALING WITH STUDENTS WITH
FOOD ALLERGIES**

"Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents/guardians, and the medical community to minimize risks and provide a safe educational environment for food-allergic students." (FAAN)

Food Allergy Protocol

Family's Responsibility

- Notify the school health office 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.
- Provide medical documentation* of the allergy to the health office where the student attends. This must be on file before the school may make any substitutions for the student due to food allergy.

* This may be the same documentation provided for the Emergency Action Plan, if it is signed by the health care provider.

- Complete and submit an Allergy Emergency Action Plan (available in Health Office).
- Provide written medical documentation, instructions, and medications (Epinephrine, antihistamine, inhaler/neb) as directed by a physician, using the Allergy Emergency Action Plan as a guide, and the Prior Lake-Savage District Medication Administration Form.
- Replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - Safe and unsafe foods
 - Strategies for avoiding exposure to unsafe foods (i.e., bringing their own snacks/treats to school, reviewing school lunch menus for possible unsafe foods)
 - Symptoms of allergic reactions
 - How and when to tell an adult they may be having an allergy-related problem
 - How to read food labels (age-appropriate)
 - Self-administration of epinephrine per parent and student readiness
- Parents will set up an appointment with food service for the parent to review labels/menu, if needed. The parent will provide a list of what the student may/may not eat on at least a monthly basis. Alternate forms of communication may be used, if they are preferred, i.e. a brief voice mail message may be left for the Kitchen Manager or the Kitchen Manager may e-mail parents, when requested, the food items of concern. Please ask your Kitchen Manager which method works best for her.
- Parents are encouraged to provide a current picture of their student to Health Services 1-2 weeks prior to the start of school.
- Parents are encouraged to review upcoming projects and field trips, and communicate any concerns to the teacher.
- Parents need to strongly consider accompanying their student on field trips and being an active classroom volunteer.
- Parents are encouraged to introduce themselves and their student to the bus driver and alert him/her to the student's allergy.

Student's Responsibility

- Must not trade food with others.
- Must not eat anything with unknown ingredients or known allergens.
- Must be proactive in the care and management of their food allergies and reactions appropriate to their developmental level. It is recommended that the student notify the kitchen staff as he/she comes through the line, that he/she has food allergies, especially the first few weeks of each year. Older students who can advocate for him/herself may choose to be responsible to ask questions re: the safety of the food rather than alerting staff every time they come through the serving lines.
- Must notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- It is recommended that the student wear appropriate Medic-Alert bracelet, or similar.
- It is recommended that the student share (or have the teacher or nurse share) information re: his/her allergy with classmates.
- Student should minimize risk in the lunchroom by sitting at the allergen-free table, as necessary.
- Student is encouraged to develop "lunch/snack buddy" friendships (the classroom teacher may help with this).

School Health Services Responsibility

- Review the health records submitted by parents and physicians.
- Relevant information will be shared with the classroom teacher, food service staff, health office, secretaries, and transportation. The student's picture, when parent provides one, may be shared with appropriate staff. An allergy sticker may be placed on the younger student's bus/class name tag.*
- The student will be personally introduced* to food service staff as necessary.

*Prior parent permission should be obtained.

- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- A Licensed School Nurse (LSN) will train appropriate staff regarding administration of an Epi-pen. The LSN may delegate the administration of the Epi-pen to a Medical Emergency Response Team (MERT) member, teacher, principal, health aide, secretary, or staff member as needed.
- A LSN will identify a core team of, but not limited to, the school nurse, teacher, principal, food services, to work with parents and the student (age appropriate) to establish a prevention plan, when needed. Changes to the prevention plan to promote food allergy management should be made with core team participation only. The prevention plan may include a presentation to the classroom(s) i.e., Glo-germ presentation to demonstrate transmission or read Alex the Elephant.
- Assure that medications are appropriately stored and easily accessible in a secure location central to designated school personnel.
- The LSN will offer to teach students self administration of epinephrine when age appropriate and with parental consent.
- Train all staff who interact with the student on a regular basis to understand food allergy, anaphylactic shock, recognize allergic symptoms, to know how to respond to an emergency, and to work with other school staff to minimize the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- The LSN will teach Noon Supervisors signs and symptoms of allergy and anaphylaxis and how to clean the allergen free table in the cafeteria. The LSN will also provide a written protocol for supervisors/secretaries to share with subs as needed.
- The LSN will collaborate with teachers and principals if any accommodations are needed for meals/snacks on field trips.

Classroom Responsibility

- Teachers need to review classroom activities for potential exposure risks, i.e., making bird feeders out of pine cones, FACS cooking activities, field trips.
- Teachers will distribute a memo to parents/guardians of the other students in the class regarding the potential life-threatening allergy with the goal of minimizing allergen-containing foods being brought in for snacks, holiday parties, birthday treats.
- Teachers will send periodic reminders out via newsletters, etc.
- A prevention plan may include a presentation to the classroom(s), i.e. Glo-germ presentation to demonstrate transmission or read Alex the Elephant.
- Hand washing both before and after eating will be taught; staff will encourage/give elementary students opportunity to wash their hands after lunch.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to minimize the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy. Teacher may consult with parents regarding "lunch buddies" to sit at the allergen free table with the "at risk" student(s) or give the student invitations for friends to eat lunch with him/her. Consideration should be given to positioning/clustering students to be inclusive.
- The MERT members and elementary teacher will be trained in Epi-pen administration and inform the LSN if review is needed. The classroom teacher must leave complete instructions in sub folder for substitute teachers to review the anaphylaxis information on the District Intranet and call the Health Office if student exhibits signs/symptoms of anaphylaxis or epinephrine administration is needed. Secondary staff will utilize Health Office staff & MERT members on-site. If taking a student with an Epi-pen on a field trip, secondary teachers and substitutes must request to be trained and be signed off on the Epi-pen Administration Skills Checklist prior to taking students off the premises.
- The teacher will collaborate with the LSN and principal if any accommodations are anticipated for meals/snacks on field trips.

Elementary Principal's Responsibility

- The elementary student should be instructed to leave his/her tray on the allergen free table. Noon supervisors, as directed by the building principal, will return the tray to the dishwashing area.
- The noon supervisors must clean that table with a clean cloth (each time) and soapy water before and between lunch hours. Gloves and a bucket of soapy water will be available to clean the table as needed during the lunch hours. Chairs should be exclusive to that table or washed before placing at that table, to avoid possible contamination. Chairs may be tipped up to reserve the table between lunch hours.
- Consideration will be given to scheduling recess before lunch to avoid contamination of play equipment, when possible.
- Plan for training of noon supervisors to avoid cross contamination.
- The principal will collaborate with the LSN and teacher if any accommodations are anticipated for meals/snacks on field trips.

Secondary Principal's Responsibility

Secondary students have not needed an allergen free table in the past because of their increased maturity, autonomy, and capability to self-monitor their allergy. Should that change, the principal will need to:

- Consider having Health Services give the student a pass to be dismissed 5 minutes before lunch, allowing the student to go through the lunch line and get seated at a reserved allergen free table before the Commons becomes congested.
- Work with Health and Food Services to determine the best location for the allergen free table.
- Identify appropriate staff to:

- Ensure that an allergen free table and chairs are reserved/cleaned for those students who need it and their friends who are willing to abstain from eating the offending food at the allergen free table.
- Bus the allergy student's lunch from the table (note: the garbage cans may not be placed/brought in close proximity to the table for students to discard waste).
- Plan for training of assigned staff to avoid cross contamination of the tables, chairs/seats, (same as for elementary students), soapy water and cloths to clean the allergen free table.
- The principal will collaborate with the LSN and teacher if any accommodations are anticipated for meals/snacks on field trips.

Food Services Responsibility

- Publish mainline and alternate line menus on the District and individual building websites.
- The Kitchen Manager will meet/communicate with the parent re: food labels, ingredients, and changes/clarification of menus as necessary. The kitchen manager will guide young and developmentally delayed students away from allergen containing foods, to the best of her ability, as they go through the serving lines.
- The allergic student will always have an alternative available for hot lunch/dessert (when dessert is being served to others) and have a place to eat in the lunchroom.
- An allergen free table, may be set up if the allergy is life threatening. Health Services, the Principal, and Food Services will work together to determine location. (It is desirable to have as many sides protected as possible, i.e., consideration should be given to proximity of the allergen free table to the serving table and "a la carte" lines, and access to and exit from table in case of emergency, etc.) A pictorial laminated "allergen free" sign will be placed on the table.
- Food Service staff will be trained in preparation methods that minimize the possibility of cross contamination or work under the direction of trained staff.
- Students with special diet needs, wishing to purchase a la carte items must work with their food service manager to check food labels before purchasing.
- Whenever possible, the food service staff will:
 1. Direct the at-risk student away from allergen containing foods or put those foods at the end of the food line.
 2. Locate known allergen products so as to minimize reactions to touch/smell, whenever logistically feasible.
- At-risk students' pictures (if provided by the parents/guardians) will be posted for cafeteria staff in elementary buildings.

Transportation Responsibility

- Assure that school bus driver training includes symptom awareness and appropriate procedure, if a reaction occurs i.e., pull over and call 9-1-1 to administer the epi-pen if the student is carrying one/have dispatch call the parent.
- It is recommended that bus drivers not allow students to eat on the bus.

The following organizations participated in the development of this (FAAN's Guidelines for Managing Students with Food Allergies) document: American School Food Service Association, National Association of Elementary School Principals, National Association of School Nurses, National School Boards Association and The Food Allergy and Anaphylaxis Network.

Many points from this document were taken verbatim or with slight changes (while retaining the intent/integrity of the original Guidelines) to customize procedural guidelines for Prior Lake-Savage Area Schools.

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