

STUDENT ALLERGY PREVENTION AND RESPONSE

The Area Coordinator of Health Services, along with the Special School District School Nurses, shall oversee the administration of these procedures in consultation with the food service manager, the School Health Advisory Council (SHAC), the wellness committee, the transportation director, the District consulting physician, the special education director, the 504 coordinator, and the Chief Human Resources Officer.

Definitions

Allergen - A substance that triggers an allergic reaction.

Allergic Reaction – Occurs when an allergic individual's immune system interprets as harmful some substance that in itself is not harmful to a non-allergic person. Allergic reactions range from mild to severe, even life-threatening.

- Allergic reactions may involve multiple body systems and cause reactions that can range from mild to severe. The following signs and/or symptoms may be present in the event of an allergic reaction: hives, itching, rash, coughing, wheezing, difficult or rapid breathing, vomiting, diarrhea, stomach pain, lowered blood pressure, irregular and/or rapid heartbeat, swelling of lips or throat, cool, clammy, and/or ashen skin, enlarged pupils.

Anaphylaxis - A life-threatening allergic reaction that involves the entire body. It may be characterized by symptoms such as lowered blood pressure, wheezing, nausea, vomiting, diarrhea, swelling, or hives. Anaphylaxis may result in shock or death.

Emergency Action Plan (EAP) -A written plan of action for students who have life-threatening conditions, such as an allergic reaction to an allergen. This plan is designed to inform school District personnel who may be called upon to respond in the event of an allergic reaction.

Individualized Health Plan (IHP) -A document created by the District, in cooperation with the parents/ guardians, and when appropriate, a student's health care provider, for students who have specific health care needs. An IHP is a nursing care plan that has student-centered goals and objectives, and describes the nursing interventions designed to meet the student's short and long-term goals.

Life-Threatening Allergy - An allergic reaction that is severe enough to potentially cause death.

General Provisions

The following general steps are in place:

1. SSD will provide training to all staff members about the causes and symptoms of,

- and responses to, allergic reactions via SSD nursing staff, and/or Human Resources Safe Schools training module;
2. Training will be provided at the beginning of each school year. Staff members, who are hired after this training has been conducted, will be provided the information within ten work days of their first day of employment;
 3. When allowed by Board policy, students may carry medication for the treatment of allergies;
 4. Prefilled epinephrine auto syringes and asthma-related rescue medications are available in each building and stored in the nurse's office of each SSD school;
 5. Staff will respond to allegations of harassment or bullying of students on the basis of an allergy in accordance with the District's policy on bullying;
 6. All staff will be instructed in approved cleaning methods, including the use of soap and hot water, and will be required to use approved methods in any location in which food is served.

Identification of Students with Severe Allergies

Each school will take the following steps to identify students with life-threatening allergies, including food allergies:

1. At the time of a student's enrollment, the parent/guardian will be asked to provide information on any allergies the student has.
2. Prior to the beginning of every school year, and upon enrollment, the school nurse or other assigned nurse will review the Health History forms and any updates submitted by the parents/guardians to identify students with life-threatening allergies.
3. Upon receiving notification from a student's parent or guardian that the student has a life-threatening or severe allergy, the nurse will request that the following information be provided to the District by the parent/guardian and student's physician (preferably an allergist):
 - a. Signed consent for exchange/release of information, about the allergy;
 - b. Emergency Action Plan (EAP) (food allergy, insect allergy, latex-allergy);
 - c. Medical Statement for student requiring special accommodations or restrictions

This information will be updated annually thereafter on the Emergency Contact Form.

Risk Reduction and Prevention

When documentation of a serious allergy is received:

1. The nurse will notify the appropriate school staff member to initiate the 504 or IDEA eligibility process;
2. Students with allergies that rise to the level of a disability, as defined by law, will be accommodated in accordance with District policies and procedures pertaining to the identification

- and accommodation of students with disabilities;
3. The nurse in conjunction with the parent and physician, will develop an Individualized Health Plan (IHP), including an Emergency Action Plan (EAP), for any student with allergies that do not rise to the level of a disability;
 4. Information about known allergies will be shared in accordance with FERPA;
 5. Any Section 504 Plan or IHP, that requires food substitutions, must include a written statement from a licensed physician that:
 - a. Describes the disability or condition;
 - b. Explains how the student is restricted as a result of the disability or condition;
 - c. Identifies the major life activities affected by the disability or condition;
 - d. Lists omitted and permitted foods.
 6. If a student or parent/guardian of a student who does not have a Section 504 Plan or IHP/EAP on file requests an accommodation, he or she will be referred to the school nurse for assistance.

After student-specific training is completed, all staff members are required to follow any 504 Plan or IHP in addition to an EAP developed for a student by the District. Staff members who do not follow an existing 504 Plan or IHP, along with the EAP, will be disciplined, and such discipline may include termination.

Instructional Areas

1. No food preparation or consumption will take place in any instructional area unless (a) the instructor has permission from the building administrator and (b) food preparation and/or consumption are part of the course curriculum.
2. Instructors of courses that include food preparation or consumption as a regular part of the curriculum are responsible for monitoring student adherence to District policies and prevention procedures.
3. Teachers for each class will alert substitute teachers, via their substitute teacher folder, of any student with a diagnosed allergy and known history of moderate to severe reaction.
4. Substitute teachers should meet with the school nurse for student-specific training prior to class time.

Dining Areas

1. The school nurse or designee will provide the food service manager with a copy of any student's Section 504 Plan or IHP that concerns diet, along with a photograph of the student. Food service personnel will act on individual requests for dietary accommodations one time. Subsequent accommodations will be subject to the student's IHP or Section 504 Plan.
2. In lieu of providing a copy of the actual plan, the nurse or designee may provide a document with all the pertinent information.
3. The food service manager will provide the information to food service personnel as necessary.

4. The food service manager will arrange for all food service staff to be trained in food label reading, cross-contamination avoidance, safe food handling, and food item labeling requirements.
5. If there is any change in the menu after the menu has been posted, the food service manager will notify the school administrator who will then notify the school nurse or designee. The nurse or designee will notify parents/guardians of students with a Section 504 Plan or IHP/ EAP for food allergies of any change, if necessary.
6. The principal may designate one or more tables in the dining area as “allergen aware” areas. Students who use these tables may not have any food or beverage that contains, or may contain, peanuts or tree nuts. No student will be required to sit at the designated table.
7. If any student has been identified as having life-threatening allergies to a food or beverage other than peanuts or tree nuts, the principal may designate one or more tables as “allergen aware” areas and specify the prohibited foods and beverages.
8. Prior to each use, staff responsible for cleaning dining areas will clean any such designated tables according to United States Department of Agriculture (USDA) recommendations using separate cleaning supplies.
9. Staff members supervising dining areas will promote a "no sharing/no trading" environment to prevent students from trading foods, beverages, or dining utensils.

Transportation and Off-Site Activities

1. Bus drivers and monitors will not allow students to eat or drink on District transportation unless the student has written permission from his or her principal.
2. Students being transported to and from activities on District transportation may be allowed to consume food and beverages if the staff member serving as sponsor has verified that none of the students being transported have documented life-threatening food allergies.
3. Written permission will be provided if the student has a medical need to consume food or beverages during the time the student is transported.
4. A student who has a medical need to consume food or beverages on District transportation must have a Section 504 Plan or IHP that addresses which foods or beverages the student may consume if he or she is transported with any other student who has a life-threatening food allergy.
5. Staff members must submit a list of students taking part in off-site activities, such as competitions and field trips, to the nurse at least five days prior to the activity. The nurse will verify which, if any, students have allergies and provide the staff member with a copy of the relevant Section 504 plans, IHPs/EAPs and any medications that may be needed in the case of an allergic reaction.

The following are prohibited in any District facility:

1. Air fresheners, oils, candles or other such items intended to add fragrance;
2. Animals to which a student has been identified as allergic.
3. Latex products, (e.g. balloons, gloves) if a student has an allergy to latex;

4. Cleaning materials, disinfectants, pesticides, or other chemicals except those provided by the District;
5. Processed foods, including foods sold in vending machines that are not labeled with a complete list of ingredients.

The above will not be construed to prohibit the use of personal care items that contain added fragrance, however, staff members may be required to refrain from the use of personal care items with added fragrance under particular circumstances.

In addition to the above prohibitions, the District will take the following affirmative steps:

1. Vended items must include a list of ingredients on the individual package;
2. The food service manager will create an ingredient list for all foods provided by the District as part of the District's nutrition program, including food provided during the school day, and in before- and after-school programs. This list will be available upon request;
3. Prepackaged items used in concessions, school stores, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

Response to an Allergic Reaction

Any staff member who becomes aware that a student is having an allergic reaction must:

1. Stay with the student;
2. Notify the nurse immediately; and
3. Contact the parents.

If a staff member determines that the allergic reaction is potentially life threatening, the staff member will immediately call 911 or ensure that 911 is called then implement the student's Section 504 plan, Individualized Health Plan (IHP) or EAP. If the student does not have a 504 Plan, IHP or EAP, the staff member is not familiar with the 504 Plan, IHP or EAP, or such plan is not immediately available, the staff member will immediately take or direct another person to take the following actions:

1. Administer epinephrine, if available, at the direction of the school nurse or designee. If the school nurse is not present, the staff member may administer epinephrine, if the staff member determines it is necessary to safeguard the health of the student. Each Special School District building will maintain an adequate supply of pre-filled Epinephrine Auto to be administered in accordance with Board policy;
2. An employee who has not been trained in the administration of epinephrine may choose not to administer epinephrine. If so, the employee should attempt to locate someone who can administer epinephrine to the student;
3. Call 911;
4. Notify the school nurse or, if the nurse is not available, notify supervisor;
5. Notify the parents/guardians;

6. Provide first responders with information about the student's allergic reaction and any actions already taken;
7. Remain with the student until a parent/guardian or emergency contact arrives, or until the student is transported from the District by first responders.

As soon as possible after the allergic reaction, the nurse will consult with the Section 504 coordinator and the student's parent/guardian to determine whether a Section 504 Plan or IHP/EAP would be appropriate for the student.

Resources

American Academy of Asthma, Allergy, and Immunology (AAAAI) <http://www.aaaai.org>
<http://www.aaaai.org/patients/gallery/foodallergy.asp>

Food Allergy and Anaphylaxis Network
<http://www.foodallergy.org>

Missouri State Guidelines for Allergy Prevention and Response
http://dhss.mo.gov/living/families/schoolhealth/pdf/mo_allergy_manual.pdf

Legal Refs: Missouri Revised Statutes Chapter 167, §§ 167.208, .635, RSMo

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Superintendent of Schools