



St. Angela Merici School Food Allergy Policy

Revised February 2018

I. Parent Responsibilities

- A. Provide the school with up-to-date information regarding the child's allergy as soon as possible.
- B. Participate in developing an Allergy Action Plan with child's doctor which is to be sent to the school nurse.
- C. Provide appropriate medical documentation and medication to the school nurse including the Allergy Action Plan and a current photo for proper identification.
- D. Communicate concerns to the school as those concerns arise.

II. Student Responsibilities

- A. Take as much responsibility as possible for avoiding allergens.
- B. Avoid trading or sharing foods.
- C. Wash hands before AND after eating.
- D. Learn to recognize symptoms of an allergic reaction.
- E. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- F. Develop a relationship with the school nurse or another trusted adult in the school to assist in identifying issues related to the management of the allergy in school.

III. Administrator Responsibilities

- A. Include in the school's Emergency Crisis Plan a written plan outlining emergency procedure for managing life-threatening allergic reactions.
- B. Support faculty, staff, and parents in implementing all aspects of the life-threatening allergy program.
- C. Provide training, education, and practice for faculty and staff in:
 - 1. The signs of anaphylaxis.
 - 2. The correct use of an epinephrine auto-injector (EpiPen).
 - 3. Activation of Emergency Medical Response (911).
 - 4. Policy and procedure review at the beginning of each school year
- D. Provide emergency communication devices (intercom, walkie-talkie) for all school activities.
- E. Inform parent/guardian if any student experiences an allergic reaction for the first time at school. Subsequent reactions will also be reported to parents.
- F. Make sure a written contingency and back up plan is in place in case of a substitute teacher or substitute nurse. A copy of the Medical Concerns List and Emergency Quick List is in each teacher's substitute folder.
- G. Ensure that the teachers are trained to administer an EpiPen, if needed.
- H. Place visual reminders of life-threatening allergies in the faculty workroom and cafeteria kitchen.
- I. Provide an allergy "safe" table within the cafeteria.

IV. Nurse Responsibilities

- A. Provide appropriate forms for parents and physicians once parental notification of life-threatening allergies have been received.
- B. Compile a Medical Emergency Quick List with photo and provide to all staff members. Initiate the process of developing an Allergy Action Plan by providing and collecting the necessary paperwork.



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- C. Follow and carry out Allergy Action Plan.
- D. Educate appropriate staff, paraprofessionals and volunteers on student's Allergy Action Plan.
- E. Have available all Allergy Action Plans in the clinic.
- F. Make modifications, as needed, in Allergy Action Plans of specific students.
- G. Inform parent/guardian if any student experiences an allergic reaction for the first time at school. Subsequent reactions will also be reported to parents.

V. **Teacher Responsibilities**

- A. Receive, read and carry out the Allergy Action Plan for students under teacher's care.
- B. Receive training and education in:
 - 1. The signs of anaphylaxis.
 - 2. The correct use of the epinephrine auto-injector (EpiPen).
 - 3. Activation of Emergency Medical Response (911).
 - 4. Policy and procedure review at the beginning of each school year.
- C. Do not question or hesitate to act if student reports signs of allergic reaction.
- D. Leave information about life-threatening allergies in an organized, prominent, and accessible format for a substitute teacher. This includes the Medical Concerns List and the Emergency Quick List.
- E. Inform classroom students about life-threatening procedures within the classroom.

VI. **Other**

- A. Cafeteria Responsibilities:
 - 1. Communicate monthly menu
 - 2. Provide ingredient listing and number for information on ingredients if requested.
 - 3. Yearly - update POS to indicate restrictions.
- B. Extended Day Responsibilities:
 - 1. Be consistent with the school policies and procedures regarding life-threatening allergies.
 - 2. Be provided with a list of students with life-threatening allergies.
- C. Playground Responsibilities:
 - 1. Receive training in the signs of anaphylaxis, the correct use of the EpiPen, policy and procedures, and activation of Emergency Medical Response (911).
 - 2. Recognize students with life-threatening allergies through the use of pictures.
 - 3. Alert the school nurse when students show signs of allergic reaction.
 - 4. Act immediately if student's reactions are life threatening.