

## **Morgan School District**

### **Guidelines for Managing Students with Severe Food Allergies**

Severe food allergies can be life threatening. The risk of accidental exposure to food allergens can be reduced in the school setting if schools partner with students, parents, and physicians to minimize risks and provide a safe educational environment for severely food-allergic students. The Morgan School District recognizes the growing number of students enrolling in our schools with potentially life-threatening food allergies. As public educators, we recognize our responsibility to develop appropriate health plans for students with food allergies which detail emergency treatment while proactively addressing conditions to prevent exposure to specific allergens.

The Morgan School District believes a collaborative partnership between school and family, with guidance from medical professionals, is the best way to achieve this goal while thoughtfully increasing the student's independence to care for him or herself. While the medical and health-related needs are unique for each child, the intention of these guidelines is to establish a clear systemic resource to plan and develop an individualized health plan which best meets individual students' needs.

The Morgan School District cannot guarantee that a student will never experience an allergy related event while at school. Because the school district is committed to student safety, the district has created these guidelines to reduce the risk of children with life threatening food allergies experiencing an allergy-related event.

In some cases, a student's allergies may rise to the level of a disability under Section 504 of the Rehabilitation Act of 1973 ("Section 504"). This determination is made through a collaborative team effort involving school, parent and medical professionals.

In the Morgan School District, we believe there is a school community, made up of staff from various departments, who are involved and have a stake in an allergic child's safety. The family and the student have a large role and responsibility in collaborating with the school community and creating a safe environment for all students involved.

The purpose of this document is to establish a policy and provide information regarding the roles and responsibilities of the various key stakeholders within the school community and family.

### **Morgan School District Health Care Action Plans**

A 504 Plan will be developed when a student is identified as having a disability under Section 504. A Morgan School District Individualized Health Plan (IHP) should be completed when a student has significant food allergies that require a medical response if exposed to the allergen. In most cases, the IHP will address the precautionary needs of the severely allergic student, as well as state the proper treatment procedures if the student becomes symptomatic and list all accommodations. The IHP is attached to the 504 plan and must be reviewed annually.

If the parent refuses to agree to the plan (sign) even though the rest of the team has reached consensus, the District will consider the plan as “drafted”, implement the plan as written and allow the student’s attendance. The Morgan School District will provide ongoing supervision of staff members trained and/or delegated to administer medication and assist, as needed, the development of a 504 Plan, when indicated by the school team.

## **Guidelines for Managing Students with Severe Food Allergies**

### Family’s Responsibility

- ✓ Notify the appropriate school staff, usually the principal and nurse, of the child’s allergies prior to the first day of attendance, preferably in the spring preceding the school year. Allow sufficient time to secure physician signatures on all necessary forms, including the medication administration form.
- ✓ Establish and work with the school team, which may consist of the principal, district nurse, classroom teacher, counselor, cafeteria staff, custodial staff, transportation department and others, to develop and implement the appropriate Individualized Health Plan (IHP), that accommodates the child’s needs throughout the school year. This plan may include the child’s daily needs in the classroom, in the cafeteria, in before or after-care programs, during school sponsored activities and on the school bus.
- ✓ May provide a letter from a health care provider that states your child’s diagnosis, history and severity of allergic reactions and medically advisable accommodations.
- ✓ May provide written medical documentation, instructions, and medications as directed by a physician using the appropriate health care plan. A photo of the child with this information is recommended.
- ✓ Must provide properly labeled medications and replace medications after use or upon expiration. At the end of the school year, pick up medications.
- ✓ May provide a list of foods/ingredients to avoid, if desired.
- ✓ May review supplies with teacher to ensure they are non-allergenic. Play-dough, finger paint, art projects, science chemicals, and cleaning solutions can all contain food allergens. Parents will provide personal supplies for the child.
- ✓ Will provide emergency contact information. Include authorization (consent) for Morgan School District school staff to consult with the student’s healthcare provider regarding prevention and treatment.
- ✓ Educate the child in age appropriate self-management of their food allergy including:

Safe and unsafe foods

Strategies for avoiding exposure to 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)

Review lunch menu together and contact Nutrition Services Director for ingredient listings

No sharing/trading food

No accepting food from anyone unless designated by family.

- ✓ Should a reaction occur, review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) following the incident.
- ✓ Provide safe meals for lunchtime/snack time should the family determine the cafeteria menu is not safe or the likelihood of accidental exposure is too great. This includes when other parents provide birthday treats, party treats, etc.
- ✓ Strongly consider participating in the classroom as a volunteer and/or room parent to organize parties where food may be present.
- ✓ Students with life threatening food allergies should be introduced to the bus driver.
- ✓ Parents/guardians are strongly encouraged to contact the field trip site to ask any questions pertinent to the child's medical needs.
- ✓ Parents are strongly encouraged to attend the field trip to assist.

## **Guidelines for Managing Students with Severe Food Allergies**

### Student's Responsibility

- ✓ When age appropriate, attend the Individualized Health Plan and/or 504 Plan meetings so that self-advocacy and food allergy knowledge will continue to increase with age.
- ✓ Agree to not share/trade food with others.
- ✓ Agree to not eat anything with unknown ingredients or with a known allergen.
- ✓ Agree to be proactive in the care and management of their food allergies/intolerance and reactions based on their developmental level. This may include educating their classmates on their limitations.
- ✓ Notify an adult immediately if they eat something believed to contain a food allergen.
- ✓ Notify an adult immediately if they believe they are experiencing an allergic reaction.
- ✓ Once they are approved to self-carry, agree to follow their Self-Carry Contract.
- ✓ Students must carefully monitor their food (and likely provide own food) when participating in situations such as athletic events, student sales, celebrations or off-campus trips.

### District Responsibilities

- ✓ Be knowledgeable about and in compliance with applicable federal laws and any state laws and regulations and district policies that apply.
- ✓ Create/review/update district policies and procedures regarding how to properly manage severely allergic students for affected schools in the district to follow.
- ✓ Review policies/procedures/training on a periodic basis to those in the student's educational environment to ensure the student's needs are being met.
- ✓ If the parent/student believes the 504 Plan/IHP denies FAPE or is discriminatory, the district must ensure the parent/student is aware of the district's grievance policy.

### School's Responsibility

- ✓ Be knowledgeable about and in compliance with applicable federal laws including and any state laws or district policies that apply.
- ✓ Determine if child is eligible for a 504 Plan.
- ✓ Appropriate Plan(s) must be reviewed at least on an annual basis.

- ✓ Inform and educate teachers as far in advance as possible that they will be teaching a student with severe food allergies.
- ✓ Assure that all staff that interacts with the student directly understands food allergy, can recognize symptoms, and knows what to do in an emergency.
- ✓ Ensure that students with severe allergic/food intolerance are included in all school activities to the extent that reasonable accommodations can be made to provide for their safety.
- ✓ Students should not be excluded from school activities solely based on their food allergy, nor asked to stay home for a day when a school activity involving food is occurring.
- ✓ Discourage students from sharing/trading food at lunch.

#### Recess, Lunch, Child Care and/or School Sponsored After-School Activity Responsibilities

- ✓ Support staff will participate in team meetings and/or be included in communications to determine how to implement the IHP should the student with life threatening food allergies choose to participate in childcare or after school events.
- ✓ Identified personnel may maintain a copy of the IHP and photo (if provided) of student(s) with life threatening allergies with parent/guardian permission.
- ✓ 1-2 persons should be available who have been trained in the administration of emergency medications.
- ✓ Post all EMS or 911 procedures.
- ✓ Allergen-free tables can be established in any school cafeteria. Special sanitation buckets and cleaning cloths are used for washing those specific tables.
- ✓ If an allergy free table is included in the child's IHP, clearly designate and communicate the allergen-free table(s) to all students and school workers on an ongoing basis (such as 'peanut-free' or 'milk-free' table). Optional, not required for child with food allergies:

Thoroughly clean all tables, chairs and floors after each meal.

Maintain special sanitation buckets and cleaning cloths that are used for washing allergen-free specific tables.

Maintain fresh hospital grade cleaner, #6 Arsenal Vindicator and PH7 all-purpose soap as effective cleaning solutions.

- ✓ After school or before school activities sponsored by the school and/or hosted by school programs should follow school practices/procedures.

#### Principal and Site Responsibilities

- ✓ The school principal shall be supportive of staff and parents in the development and implementation of an Individualized Health Plan (IHP).
- ✓ The school principal shall ensure the provision and/or implementation of emergency communication devices (walky-talky, cell phones, etc.) for all school activities.

### District Nurse Responsibilities

- ✓ Once the school/district is notified by the parent or guardian that their child has a life threatening food allergy, develop and write an Individualized Health Plan in collaboration with the student's parent/guardian and primary care provider. This plan will be amended as needed and reviewed at least annually. The health plan will be shared with appropriate staff, as determined by the district nurse, health clerk, parent/guardian and school administrator.
- ✓ Conduct trainings, individual or group, regarding food allergy management in the school/classroom, including but not limited to, symptom recognitions and emergency response including medication administration. Staff to be trained will be identified and training schedule developed.
- ✓ Train and delegate medication administration in compliance with Utah Regulations and Morgan School District Policies Policy.

### Custodian's Responsibilities

- ✓ Will make product information available upon request.
- ✓ Attend all necessary training according to the student's IHP.
- ✓ Individualized Health Plans may require more frequent cleaning of tabletops, chairs, desks which should be specified in the plan and specific to the student's sensitivity (e.g. before assemblies, emergency response to littering or spills). The IHP will specify who is responsible for cleaning.

### District Transportation Responsibilities

- ✓ Students with life threatening food allergies should be introduced to the bus driver.
- ✓ Bus drivers are notified of child with food allergies and provided with a copy of the IHP including name, picture (if provided) and food allergy information. This document should be kept in a safe place and shared with drivers who may substitute for primary driver and/or shared with team leaders.
- ✓ Provide annual training for all school bus drivers on managing life-threatening allergies. Ensure that bus drivers of children with food allergies have knowledge on recognizing symptoms of an allergic reaction and how to respond to a life threatening reaction, which may include administration of epinephrine if indicated in IHP.

School menus are posted online monthly and can be accessed through at [www.morgansd.org](http://www.morgansd.org)  
Ingredient lists available upon request.