

Allergy Management Policy:

As outlined in the mission of Concordia Lutheran Schools (CLS), CLS is committed to providing a safe and nurturing environment for students. The Board of Directors recognizes the increasing prevalence of life threatening allergies among school populations. Understanding that the risk of accidental exposure to allergens can be reduced in the school setting, CLS is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment for all students and staff. The focus of the allergy management plan shall be on prevention, education, awareness, communication and response as outlined by an emergency action plan (EAP).

The goals of the food allergy management plan include:

1. To define a formal process for identifying, managing, and ensuring continuity of care for individuals with life-threatening allergies. This process shall be outlined in detail in the food allergy management plan procedures.
2. To maintain the health and protect the safety of individuals who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care and provide appropriate educational opportunities.
3. To ensure that interventions and emergency action plans for individuals with life threatening allergies are based on medically accurate information and evidence-based practices.

In accordance with applicable law, it is the policy of the CLS to provide all students, through necessary accommodations where required, the opportunity to participate in all school programs and activities. Accordingly, the administration shall direct the faculty and staff, to act affirmatively and work closely with parents to assure that the needs of individuals with documented allergies are taken into consideration in planning for CLS programs. The administration shall ensure the food allergy management plan is reviewed and updated annually.

Food Allergy Management Plan:

BACKGROUND

Allergic food reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs. When a physician assesses that a child's food allergy will result in anaphylaxis, the child's condition meets the definition of "disability" and is covered under the Federal Americans with Disability Act (ADA), Section 504 of the Rehabilitation Act of 1973, if the allergy management affects the student's ability to make educational progress.

Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure. Foods that most commonly cause anaphylaxis, a life threatening allergic reaction, are peanuts, tree nuts, shellfish, milk, wheat, soy, fish, and eggs. These severe allergic reactions can occur within minutes of ingestion or a reaction can be delayed for up to two hours. Some reactions are "biphasic" in nature with an initial period of symptoms, a symptom free period of 2-3 hours followed by severe shock-like symptoms. At present there is no cure for food allergies and strict avoidance is the key to preventing reactions. Exposure may occur by eating the food or food contact.

MEDICATIONS

The most commonly prescribed medications for the treatment of anaphylaxis are: Epinephrine – Brand names include, but are not limited to EpiPen®, EpiPen Jr®, Twinject® autoinjectors. Parents usually bring epinephrine to school in the form of an EpiPen® (0.3 mg), EpiPen Jr® (0.15 mg) or Twinject® (0.3 mg or 0.15 mg) auto injectors.

Food Allergy Management Procedures:

Administration/Designated School Personnel (DSP) Checklist

	Ensure that appropriate personnel know the location of medications and EAPs. School must designate areas of the building to house medications.
	Ensure epinephrine auto-injectors and antihistamines are stored in secure, designated areas, and that all pertinent individuals have access to these areas.
	Refer to the school board's Food Allergy Policy (available in the designated area and immediately accessible) for any additional information, as needed.
	Disseminate relevant health concerns and EAPs, to appropriate individuals in direct supervision of students.
	Ensure student with suspected allergic reactions is accompanied by an adult at all times.
	Educate and inform students and their parents, teachers, aides, substitutes, and volunteers about how to prevent, recognize and respond to food allergy reactions. Avoid endangering, isolating, stigmatizing or harassing students with food allergies. Be aware of how the student with food allergies is being treated and enforce school rules about bullying and threats.
	Ensure that medical information for student having a reaction is sent with Emergency Medical Service (EMS).
	Assist in the identification of an "allergy-free" eating area in the classroom and/or cafeteria.
	<p>Supervise and implement School Board's food allergy policies. Provide training and education for staff on School Board policy and procedures for food allergies, including:</p> <ol style="list-style-type: none"> 1. How to recognize symptoms of an allergic reaction (foods, insect stings, medications, latex). 2. Review of high-risk areas. 3. Steps to take to prevent exposure to allergens. 4. How to respond to an emergency. 5. How to administer an epinephrine auto-injector. 6. How to respond to a student with a known allergy as well as a student with a previously unknown allergy. 7. Provide training for food service personnel 8. Legal protection

	Conduct and track attendance of in-service training for staff at the beginning of the school year and after mid-year break. All specific training protocols will be made available within the school.
	Conduct and track attendance of emergency response drill for staff. A recommended interval might be at the beginning of the school year and after mid-year break. All specific training protocols are available in the school's designated area.
	Ensure substitute teachers, and food service personnel understand their role and how to implement an EAP.
	Ensure availability of emergency communication devices for all school activities, including transportation, that involve a student with food allergies.
	Facilitate the acquisition of ingredient lists for food products and classroom products available in the school. Provide access to parent/guardian when requested.
	Obtain emergency training procedures from bus company, if bus company is a vendor. Inform parents of emergency procedures relative to food allergies. Parents then determine if/how student shall be transported to school events.
	Review rental agreement, when outside groups (i.e. non-school related organizations) use school property and food is present to ensure that care is taken not to put students with food allergies at risk.
	Inform parent/guardian if any student experiences an allergic reaction for the first time at school. Suggest resources to parents. Recommend EAP to parents. If parents are not cooperative, implement a simple EAP stating to immediately call 911 upon recognition of any symptoms along with informing the parent/guardian of the student's plan.

Parent/Guardian of Children with Food Allergies Checklist

	Inform the Designated School Personnel (DSP) of your child's allergies prior to the beginning of the school year (or as soon as possible after a diagnosis). Administration will assume the duties of the DSP unless otherwise instructed.
	Provide a completed Emergency Action Plan (EAP) to the DSP.
	Participate in team meetings and communicate with all staff members, including DSP, who will be in contact with the child (preferably before the beginning of the school year) to: <ol style="list-style-type: none"> 1. Discuss development and implementation of EAP 2. Establish prevention plan. 3. Periodically (at parent-teacher conferences) review prevention and EAP with the team.
	Provide up-to-date and necessary medication quantities to be kept in all the designated medication storage areas (as determined by EAP) in the school.
	Provide a list of foods and ingredients to avoid.
	Provide shelf-stable, allergen-free snacks/lunches for your child. The snack/lunch will be available for your child for an unplanned special event or if the snack/lunch becomes cross-contaminated. Discuss location of allergen-free snack in classroom with student.
	Consider providing a medical alert bracelet for your child.
	Provide the DSP with a licensed medical provider's statement if student no longer has allergies.
	Be willing to go on your child's field trips or participate in class parties or events, if possible and if requested.
	Discuss emergency procedures for transportation of allergen child.

Periodically teach your child to:

	Recognize the first symptoms of an allergic/anaphylactic reaction.
	Know where the epinephrine auto-injector is kept and who has access to the epinephrine.
	Communicate clearly as soon as he/she feels a reaction is starting.
	Carry his/her own epinephrine auto-injector when appropriate.
	Avoid sharing or trading snacks, lunches, or drinks.
	Understand the importance of hand-washing before and after eating.
	Report teasing, bullying and threats to an adult authority.
	Request ingredient information for any food offered. If food is not labeled or if the child is unsure of the ingredients, the child should politely decline the food being offered.

Students with Food Allergies Guidelines/Checklist

	Recognize the first symptoms of an allergic/anaphylactic reaction.
	Know where the epinephrine auto-injector is kept and who has access to the epinephrine auto-injector(s).
	Inform an adult as soon as accidental exposure occurs or symptoms appear.
	Carry your own epinephrine auto-injector when appropriate.
	Avoid sharing or trading snacks, lunches, or drinks.
	Clean hands before and after eating.
	Report teasing, bullying and threats to an adult authority.
	Ask about ingredients for all food offered. If unsure that the food is allergen-free, say thank you but do NOT take or eat the food.
	Learn to become a self-advocate as you get older.
	Develop a relationship with the DSP and/or another trusted adult in the school, to assist in identifying issues related to the management of the allergy in school.

Custodial Staff

	Review the school district Food Allergy Policy and direct any questions to the Designated School Personnel (DSP).
	Participate in-service training on the identification of food-allergic reactions, risk- reduction and emergency response procedures.
	Take all complaints seriously from any student with a life-threatening allergy. Immediately advise DSP or attending staff member of situation.
	Clean tables and chairs routinely after each sitting with school approved cleaning agents, with special attention given to designated allergen-free eating areas. Use separate cloths for allergen safe tables.
	Clean classrooms, desks, doorknobs and lockers routinely with school approved cleaning agents, with special attention to classrooms attended by students with food allergies.

Classroom Teacher Checklist

	Do not question or hesitate to immediately initiate an Emergency Action Plan (EAP) if a student reports symptoms or exhibits signs of an allergic reaction.
	Keep the student's EAP posted in prominent place in the classroom and in the substitute teacher folder.
	Seek assistance if a student has ingested, or is suspected to have ingested, a known allergen.
	Ensure students with suspected allergic reactions are accompanied by an adult at all times.
	Ensure a post allergic event huddle to investigate cause and determine student's ability to return to class occurs with all involved prior to a student's re-entry after a reaction.
	Allow the food-allergic student to keep the same locker and desk all year to help prevent accidental contamination since food is often stored in lockers and desks. Ensure proper table cleaning occurs during table moves.
	Wipe computer keyboards, musical instruments and other equipment used with a school approved cleaner for student or provide separate items.
	Adapt curriculum, awards, rewards or prizes by substituting allergen-free food or non-food item in rooms where students having an EAP are or may be present. Parents should provide safe alternatives or other recommendations.
	Inform parent/guardian of the allergic student as soon as possible in advance of any in-class events or field trips where food will be served or used.
	Provide ingredient lists for food products and classroom products available in the class. Provide access to parent/guardian when requested.
	Educate and inform students and their parents, teachers, aides, substitutes, and volunteers who may have contact with students having an EAP about how to recognize, prevent and respond to food allergy reactions.
	Avoid endangering, isolating, stigmatizing or harassing students with food allergies. Be aware of how the student with a food allergy is being treated and enforce school rules about bullying and threats.

Classroom Activities Checklist

	Suggest that food or products containing student's allergens are not used for class projects, parties, holidays and celebrations, arts, crafts, science experiments, cooking, snacks, or other purposes. <u>Peanuts, tree nuts or homemade snacks will not be allowed as classroom snacks.</u>
	Encourage students to bring healthy snacks like fruits and vegetables if snacks are required. Avoid isolating or excluding a student because of allergies.
	Pay special attention to other allergies students may have, such as allergies to animals. Allergies may also encompass the animal's food (peanuts, fish, milk). Animals must be viewed or contained in a designated area in the classroom. Ensure proper regular cleaning of the animal's area.
	Wash the tables, chairs, and countertops with approved sani-wipe after a food event, including lunch, has been held. Suggest washing the tables, chairs, and countertops with approved sani-wipes before a food event. The washing should be done by teachers and/or students. Students will wash their hands with soap/water. Wash tables with school approved cleaning agent before and after snack, with special attention given to designated allergen-free eating areas. Use separate cloths for allergen safe tables.

Classroom Snack Checklist

	Encourage avoidance of allergens from the allergic student's classroom at all times. Steps must be taken so that these areas are not contaminated by allergens. <u>Peanuts, tree nuts or homemade snacks will not be allowed as classroom snacks.</u>
	Ask the parent/guardian of a student with food allergies to provide allergen-free snacks for his/her own child. These snacks should be kept in a separate snack area.
	Do not allow a student who inadvertently brings a food containing peanuts and tree nuts to the classroom to eat that snack in the classroom.
	Prohibit sharing or trading food at school.
	An adult/teacher/lunchroom supervisor will be required to wipe down the allergen student's area, individual desk or adjoining desks if contamination of foods is suspected.
	Hold before-/after-school event(s) that include food in the cafeteria/gym or a pre-approved designated food area. This includes not only activities run by the school but non-school activities held at the school by non-school related organizations.

Field Trip Checklist

	Choose field trips carefully to ensure that students with allergies have little to no allergen exposure. Review Emergency Action Plan (EAP).
	Consider the presence/handling of any food item while on the field trip.
	Review the number of adults/chaperones required for the field trip when a student with food allergies is present. Be aware that additional chaperones may be required. Student(s) experiencing a reaction must be accompanied by an adult at all times. The designated adult is strongly encouraged to remain with the student being transported by EMS when the parent/guardian is not present.
	Provide timely notification of field trips to the parent/guardian.
	Discuss the field trip in advance with parent/guardian of a student at-risk for anaphylaxis. Invite parents of student at risk for anaphylaxis to accompany their child on school trips, in addition to the chaperone(s). However, the parent's/guardian's presence at a field trip is NOT required.
	<p>Identify the staff member who will be assigned the responsibility for watching out for the student's welfare and handling any emergency. These responsibilities will include:</p> <ul style="list-style-type: none">• Facilitating washing of hands before snack/lunch.• Overseeing the cleaning of tables before eating.• Ensuring that student with food allergy only eat allergen-free food or food supplied by parent/guardian.• Carrying a communication device to be used in an emergency situation.• Reviewing the student's Emergency Action Plan (EAP).• Carrying and administering emergency medicine (antihistamine, epinephrine auto-injector) as outlined in EAP. <p>Planning should be completed one week prior to field trip.</p>
	Plan for emergency situation (contacting 911 if needed and location of closest hospital).
	Follow school policy for medication administration. Necessary emergency medications, shall be given to the adult assigned to the direct supervision of that child. Provide the adult who is to administer the medication with instructions about the medication.
	Consider how snack/lunch will be stored/transported and where food will be eaten while on field trip.

Food Service Checklist

	Review the school's Food Allergy Policy and direct any questions to administration.
	Follow school policy regarding the dissemination of information relative to food allergies.
	Attend the team meeting with appropriate members prior to the student's entry into school.
	Implement all recommendations and requirements for students with an Emergency Action Plan (EAP).
	Take all complaints seriously from any student with a suspected food allergy reaction.
	Set up procedures for the cafeteria regarding food-allergic students.
	Review menus (breakfast, lunch), a la carte items, recipes, food products, and ingredients to identify potential allergens.
	Meet with parent/guardian to discuss student's allergy, if requested. Make available advanced copies of the menu or menu changes to parent/guardian when requested.
	Create specific areas that will be allergen safe.
	Identify food handling practices, cleaning/sanitation practices, and responsibility of various staff members to prevent cross-contamination. Proper training for all food service personnel about cross-contamination will be conducted at the start of each school year and reviewed after mid-year break.
	Create specific kitchen areas that will be allergen safe food prep areas.
	Avoid the use of latex gloves by food service personnel, when necessary. Order non-latex gloves instead.
	Clean tables and chairs routinely after each sitting with school approved cleaning agents, with special attention given to designated allergen-free eating areas. Use separate cloths for allergen safe tables.
	Read all food labels and re-check routinely for potential food allergens. Labels need to be checked each time a food order is received since ingredients can change without notice.
	Train all food service staff and their substitutes to read product food labels and recognize food allergens.
	Maintain contact information for manufacturers of food products. Maintain food labels from each food served to a student with allergies for at least 24 hours following service, in case the student has a reaction from a food eaten in the cafeteria.
	Sign up for notification of recalls from the Food Allergy and Anaphylaxis Network and the FDA.
	Establish training about how to recognize, prevent and respond to food allergy reactions for all school food service staff and related personnel at the student's school.

Other Instructional Areas/Lunch/Recess Monitors Checklist

	Train all adult supervisors responsible for students with food allergies.
	Take all complaints seriously from any student with a life-threatening allergy by immediately contacting the Designated School Personnel (DSP).
	Accompany students with suspected allergic reactions. Students experiencing an allergic reaction must not be left alone.
	Ensure current antihistamine and epinephrine auto-injector is readily accessible to food-allergic students. An adult staff member, trained in its use, must be-onsite.
	Establish a means of emergency communication (walkie-talkie/cell phone/similar communication device) by staff in the gym, on the playground and other recess sites.
	Reinforce that only students with allergen-free lunches or snacks eat at the allergen-free table.
	Encourage hand washing with soap or use of approved hand wipes for students after eating.
	Respond to exercise-induced allergic symptoms, as well as allergic symptoms caused by other allergens according to an Emergency Action Plan (EAP).
	<p>Cover or tape medical alert identification. Medical alert identification is not required to be removed for activities.</p> <p>May permit the student-athlete to wear the medical alert bracelet and not have it considered jewelry.</p> <p>Medical alert bracelet should be taped to the body (wherever it is usually worn), but parts of it should remain visible for medical personnel to view in case of emergency.</p>

Coaches/Activity Leaders/Athletic Trainers Checklist

	Provide school coaches or other program adults with specific information pertaining to all students with life-threatening allergies, if parent/guardian agrees. Review the Emergency Action Plan (EAP), with Designated School Personnel (DSP).
	Identify who is responsible for keeping epinephrine auto-injector(s) during sporting events or activities. Ensure a current epinephrine auto-injector is readily accessible for food-allergic students. An adult staff member, trained in its use, must be onsite.
	Make certain that an emergency communication device (i.e. walkie-talkie, intercom, cell phone, etc.) is always available.
	Ensure that before and after school activities sponsored by the school comply with school policies and procedures regarding life-threatening allergies. Follow the field trip checklist and transportation checklist.
	Consider avoiding allergenic foods at activity sites and the use of allergenic foods in activities. Modify plan to remove student's allergens from activity. This may involve advance communications to parent/guardian when snacks or food is involved.
	Comply with School Board policies and procedures regarding life-threatening allergies for all bake sales (or similar events) held on school grounds. Food should be tightly wrapped or sealed. The display table must be washed after use. Food should not be consumed in classroom(s) after the sale/event.
	Cover or tape medical alert identification. Medical alert identification is not required to be removed for activities. Illinois Elementary School Association (IESA) permits the student-athlete to wear the medical alert bracelet and not have it considered jewelry. Medical alert bracelet should be taped to the body (wherever it is usually worn), but parts of it should remain visible for medical personnel to view in case of emergency.