

5.1200: Life Threatening Food Allergy

11-08-08; Rev. 12-6-11

Approval: Board of Christian Day School

Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for Good Shepherd to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps Good Shepherd reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Principal or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in Faculty Handbook: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all full time teachers about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for full time teachers who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the needs of Good Shepherd and the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at:
www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf.
3. Complies with State and Federal law and is in alignment with Board policies.

LEGAL REF.: 105 ILCS 5/2-3.149 and 5/10-22.39.
Guidelines for Managing Life-Threatening Food Allergies in Schools (Guidelines), jointly published by the State Board of Education and Ill. Dept. of Public Health.

Background Information

Food allergies affect 4% of children under 18 and 2.5% of adults. About 90% of all allergic reactions can be traced back to peanuts, tree nuts, milk, eggs, wheat, soy, fish and shellfish. Allergies to peanuts, tree nuts, fish and shellfish are considered lifelong. Allergy prevalence has increased significantly since 1998. Every food-allergic reaction has the possibility of developing into life-threatening reaction and even with proper treatment can be fatal. A life-threatening reaction can occur within minutes or hours after exposure to the allergen. Some individuals may react to just touching or inhaling the allergen while for others consumption of a miniscule amount of an allergenic food can cause death.

The emotional, as well as the physical, needs of the child must be respected. A student's behavior may be drastically altered by their fears of a reaction. The school counselor should be available to work with families with food-allergic students. Students with food allergies are "at-risk" for eating disorders and/or teasing. For example, a student may choose not to eat rather than risk embarrassment of a reaction in front of a peer.

Purpose Statement

Good Shepherd Lutheran School recognizes that student food allergies may be severe and potentially life-threatening. The Christian day School Board has adopted and implemented this policy and procedures document to minimize the risk of exposure to allergens that create a life-threatening situation. This document will also educate members of the school community on management of student allergies and to plan for the needs of students with life-threatening allergies

Good Shepherd cannot guarantee that a student will never experience an allergy-related event. However, the school is committed to student safety, and therefore has created this policy to reduce the risk that children will have a life-threatening allergy-related event.

The main focus of this policy and procedures will be peanuts and tree nuts allergies.

Goals and Objectives

- Strive to provide age-appropriate procedures to assist children and the school community in an effort to provide a healthy and safe school environment.
- Reduce the likelihood of life-threatening allergic reactions of students with known food allergies while at school.
- Even though the school cannot guarantee an allergen-free environment, the school will take responsible steps to ensure a safe environment for children with life-threatening allergies.
- The school staff will take reasonable precautions to create an "Allergen Free" classroom for any student with a life-threatening allergy. The school administration and staff are not experts in detecting foods or materials that contain allergic substances. Their focus will be towards obvious substances such as peanut butter sandwiches, cookies and candy that contain nuts, etc.
- Ensure the school community is aware of this food allergy policy and the potential for a student having a life-threatening allergy related event.

Definitions

Allergy: An abnormally high sensitivity to substances, such as pollens, foods, or microorganisms.

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 or shock, which are potentially fatal.

Emergency Action Plan: A plan completed by the student's licensed physician or physician's designed licensed extender (i.e. Nurse Practitioner or Physician's Assistant). It outlines the care that a student could need in an emergency situation and used as a guide to respond to a student who is experiencing a potentially critical situation.

Epinephrine (EpiPen): Used as an injectible medication to treat severe allergic reactions to food or other allergens, such as insect stings or latex.

Family of Child with Allergy Responsibilities

- Notify the school of the child's allergy prior to the start of school or when the allergy is identified.
- Provide written medical documents, instructions, and medications as directed by a physician.
- Provide properly labeled medications (i.e. EpiPens) and replace medications after use or upon expiration.
- Provide emergency contact information.
- Review and be knowledgeable of school policies and procedures.
- Educate their child in the management of their food allergy including:
 - Safe and unsafe foods
 - Strategies for avoiding food exposures
 - Symptoms of an allergic reaction
 - How and when to notify an adult they may be having a reaction
- Notify supervisors of before or after school activities regarding their child's allergy and provide necessary medication.
- Inform their child's teacher and administration of allergy changes or concerns.
- Work closely with school staff to achieve the goal of helping their child become independent in identifying allergic situations.
- Provide alternative snacks for situations when staff may be unsure of a foods source or ingredients.
- While the school will not exclude an allergic student from a field trip or any other activity a parent may choose to do so. Parents should be willing to take steps to ensure the safety and well-being of their child.
- For extended field trips such as Washington DC or Outdoor Ed Camp, the parent is encouraged to attend. If they are not able to attend, another trained parent chaperone must attend to allow the student with allergy to participate.

School Parent Responsibilities

- Unless prior arrangements are made, refrain from supplying your child with peanut or tree nut foods when a classroom is designated as "Allergen Free".

- Help educate your child on the importance of proper hand-washing and not sharing food with other classmates.
- Respect and accept the student who has a life-threatening allergy.

Student Responsibilities

- Respect the student who has life-threatening allergies.
- Never share food and avoid any situation where he/she may come into contact with allergen. This includes food received from the Hot Lunch Program.
- All classroom students will wash hands before and after eating.

School Administrative Staff Responsibilities

- Staff should have training and education regarding allergies, emergency plans, and emergency procedures.
- Have an Emergency Action Plan for students with life-threatening allergies in the classroom.
- Ensure that aides and other classroom helpers are aware of student allergies.
- Have information in an organized, prominent, and accessible format for substitute that there is a child in the classroom that has a life-threatening allergy.
- Communicate this policy to whoever authorizes the use of the school facilities to non-school groups. These non-school groups need to be aware of this policy and the potential for the existence of an “Allergen Free” classroom.

Classroom Teacher’s Responsibilities

- Take responsible precautions to ensure the classroom of the student with the life-threatening allergy is “Allergen Free”. The Emergency Action Plan must be completed by a licensed physician or designee before declaring the classroom “Allergen Free”.
- Participate in any team meeting and in-service training for the students with life-threatening allergies. All staff members would be made aware of life-threatening allergies and their symptoms that exist in the school.
- All staff members would be instructed on how to implement any medical interventions that may be necessary for a child.
- Keep accessible the student’s Emergency Action Plan in the classroom.
- The teacher is not an expert at detecting foods or materials that contain allergic substances. Their focus will be towards obvious substances brought in by children such as peanut butter sandwiches, cookies, and candy that contain nuts, etc.
- Leave information for substitutes in a prominent place.
- Never question or hesitate to immediately initiate Emergency Action Plan if a student reports signs of an allergic reaction.
- Reinforce hand washing before and after eating in all classrooms.
- Never exclude a child from an activity because of their allergy.

- If allergen contamination of foods is suspected, wipe down the student's desk with an all purpose disinfectant effective in removing food allergens.
- Consider the presence of allergenic foods in classroom activities (e.g. arts & crafts, science projects, and celebrations, or other projects). Modify class materials as needed.
- Encourage the use of stickers, pencils, or other non-food items as rewards instead of food.
- Teachers will be responsible for assisting the children in the class in learning about allergies that exist in the classroom.
- Teachers will assist in the helping a student with an allergy to understand why they are not permitted to eat that food.
- Teachers will need to work closely with the parents in achieving the overall goal of helping the child become independent in identifying allergic situations that they need to avoid.

Classroom Procedures

- For any life-threatening allergy, every possible measure will be taken to keep the child away from any situation that may cause a reaction (physician signed Emergency Action Plan is required).
- Life-threatening allergies will warrant the total removal of that food from the classroom while a child, with that allergy is using that classroom (physician signed Emergency Action Plan is required).
- Alternate food and drink will be given to children who have potential allergies to snacks (brought in from homes) provided in their classroom. A supply of extra allergen free snacks should be kept in the classroom.
- Classroom space will be cleaned thoroughly before and after all snacks and lunches in order to clear any allergic food residue from the tables, counters, etc. (use an all purpose disinfectant effective in removing food allergens).

Substitute Teacher Responsibilities

- Become familiar with this policy and specific knowledge related to the "Classroom Responsibilities" and "Emergency Procedures" sections of this document.
- Prior to being assigned to a classroom, meet with the school secretary to understand if any classroom student has an Emergency Action Plan.
- Have access to the student Emergency Action Plans.
- Communicate to the school secretary and Principal when a student displays an allergic reaction symptom.
- Execute the student's Emergency Action Plan if a school staff member is not immediately available.

Field Trip Guidelines

- Consider the student when planning a field trip due to a risk of allergen exposure.
- Ensure proper medicines, EpiPens, Benadryl, and Emergency Action Plans are taken on trips.
- Consider eating situations on field trips and plan for prevention of exposure to the student's life-threatening foods.
- Consider ways to wash hands before and after eating (provision of hand wipes, etc.).
- Invite parents of students-at-risk to accompany their child on school trips, in addition to the chaperones. However, the parents' presence at field trip is not required (this does not include over night camps and the Washington DC trip, refer to **Family of Child with Allergy Responsibilities section**).
- Identify one staff member who will be assigned the task of watching out for the student's welfare and handling any emergency.
- Plan for the availability of a communication device.
- Chaperones are made aware of the allergic situation and given instruction on student's Emergency Action Plan.

Sporting Event Responsibilities

- Coaches will be supplied with the Emergency Action Plans for the student(s) with life-threatening allergies.
- Coaches or assistants are not required to be trained in CPR or First Aid.
- Snack tables at home and away games may not contain "Allergen Free" foods. Parents and drivers who may provide snacks may not be aware of an allergy situation.
- Students and parents with an allergy need to take the appropriate precautions when attending sporting practices or events.

Custodian Services Responsibilities

- Review cleaning protocol and procedures in regards to a life-threatening food allergy.
- Maintain disinfecting solution that will be effective in removing food allergens (ie. Peanut oil or residue).

Hot Lunch Program Responsibilities

- The Hot Lunch Program is voluntary at Good Shepherd.

- The program staff will take reasonable precautions to create a peanut and tree nut free lunch menu. However, the staff is not expert in detecting foods or materials that contain allergic substances. Their focus will be towards obvious substances such as peanut butter sandwiches, cookies, and candy that contain nuts, etc.
- The kitchen preparation area and all utensils will be washed in hot, soapy water immediately after the completion of the task using an all purpose disinfectant effective in removing food allergens.
- Students will be discouraged from sharing or trading food received from the Hot Lunch Program.
- A designated table will be available for individuals with a peanut and tree nut allergy.

Communications and Policy Awareness

- A letter will go out to inform parents of the life-threatening allergies present in each classroom and suggestions to keep the affected children safe.
- The principal will inform teachers and staff of the changes children and review policies and procedures during staff meetings or in-services.
- Parents and school staff will be alerted of any changes in this allergy policy.
- All parents and staff members must communicate openly about any concerns with the classroom environment, school policies and safety of the allergic child.

Emergency Procedures

- The teacher should stay with the child in an event that an allergic reaction has occurred and send a responsible adult (or student if necessary) to call the office, parents, or 911.
- Medication should be administered only if the medication has been prescribed by a physician and the parents have filled out the permission form for the child. This includes, EpiPen, Benadryl, inhaler, etc.
- If a child has a life-threatening allergy, condition of child is worsening, or situation warrants emergency medical attention then 911 needs to be called.
- All teachers full time members should be CPR certified. This should include proper administration of EpiPen.

**ILLINOIS FOOD ALLERGY EMERGENCY ACTION PLAN
AND TREATMENT AUTHORIZATION**



NAME: _____ D.O.B: ____ / ____ / ____

TEACHER: _____ GRADE: _____

ALLERGY TO: _____

Asthma: Yes (higher risk for a severe reaction) No

Weight: _____ lbs

**ANY SEVERE SYMPTOMS AFTER SUSPECTED
INGESTION:**

LUNG: Short of breath, wheeze, repetitive cough
 HEART: Pale, blue, faint, weak pulse, dizzy, confused
 THROAT: Tight, hoarse, trouble breathing/swallowing
 MOUTH: Obstructive swelling (tongue)
 SKIN: Many hives over body

Or Combination of symptoms from different body areas:

SKIN: Hives, itchy rashes, swelling
 GUT: Vomiting, crampy pain

**INJECT EPINEPHRINE
IMMEDIATELY**

- Call 911
- Begin Monitoring (see below)
- Additional medications:
 - Antihistamine
 - Inhaler (bronchodilator) if asthma

Inhalers/bronchodilators and antihistamines are not to be depended upon to treat a severe reaction (anaphylaxis) → Use Epinephrine.

When in doubt, use epinephrine. Symptoms can rapidly become more severe.

MILD SYMPTOMS ONLY

Mouth: Itchy mouth
 Skin: A few hives around mouth/face, mild itch
 Gut: Mild nausea/discomfort

GIVE ANTIHISTAMINE

- Stay with child, alert health care professionals and parent.

IF SYMPTOMS PROGRESS (see above), INJECT EPINEPHRINE

If checked, give epinephrine for ANY symptoms if the allergen was likely eaten.
 If checked, give epinephrine before symptoms if the allergen was definitely eaten.

MEDICATIONS/DOSES

EPINEPHRINE (BRAND AND DOSE): _____

ANTIHISTAMINE (BRAND AND DOSE): _____

Other (e.g., inhaler-bronchodilator if asthma): _____

MONITORING: Stay with the child. Tell rescue squad epinephrine was given. A second dose of epinephrine can be given a few minutes or more after the first if symptoms persist or recur. For a severe reaction, consider keeping child lying on back with legs raised. Treat child even if parents cannot be reached.

Student may self-carry epinephrine Student may self-administer epinephrine

CONTACTS: Call 911 Rescue squad: (____) _____

Parent/Guardian: _____ Ph: (____) _____

Name/Relationship: _____ Ph: (____) _____

Name/Relationship: _____ Ph: (____) _____

Licensed Healthcare Provider Signature: _____ (Required) Phone: _____ Date: _____

I hereby authorize the school district staff members to take whatever action in their judgment may be necessary in supplying emergency medical services consistent with this plan, including the administration of medication to my child. I understand that the Local Governmental and Governmental Employees Tort Immunity Act protects staff members from liability arising from actions consistent with this plan. I also hereby authorize the school district staff members to disclose my child's protected health information to chaperones and other non-employee volunteers at the school or at school events and field trips to the extent necessary for the protection, prevention of an allergic reaction, or emergency treatment of my child and for the implementation of this plan.

Parent/Guardian Signature: _____ Date: _____

DOCUMENTATION

- Gather accurate information about the reaction, including who assisted in the medical intervention and who witnessed the event.
- Save food eaten before the reaction, place in a plastic zipper bag (e.g., Ziploc bag) and freeze for analysis.
- If food was provided by school cafeteria, review food labels with head cook.
- Follow-up:
 - Review facts about the reaction with the student and parents and provide the facts to those who witnessed the reaction or are involved with the student, on a need-to-know basis. Explanations will be age-appropriate.
 - Amend the Emergency Action Plan (EAP), Individual Health Care Plan (IHCP) and/or 504 Plan as needed.
 - Specify any changes to prevent another reaction.

TRAINED STAFF MEMBERS

Name: _____

Room: _____

Name: _____

Room: _____

Name: _____

Room: _____

LOCATION OF MEDICATION

- Student to carry
- Health Office/Designated Area for Medication
- Other: _____

ADDITIONAL RESOURCES**American Academy of Allergy, Asthma and Immunology (AAAAI)**

414-272-6071

<http://www.aaaai.org>http://www.aaaai.org/patients/resources/fact_sheets/food_allergy.pdfhttp://www.aaaai.org/members/allied_health/tool_kit/ppt/**Children's Memorial Hospital**

773-KIDS-DOC

<http://www.childrensmemorial.org>**Food Allergy Initiative (FAI)**

212-207-1974

<http://www.faiusa.org>**Food Allergy and Anaphylaxis Network (FAAN)**

800-929-4040

<http://www.foodallergy.org>

This document is based on input from medical professionals including Physicians, APNs, RNs and certified school nurses. It is meant to be useful for anyone with any level of training in dealing with a food allergy reaction.

Good Shepherd
Allergy History Form

STUDENT NAME _____ DOB _____
TEACHER _____ ROOM#/LOCATION _____
Date _____

Dear Parent/Guardian,

According to your child's health records, he/she has an allergy to

_____.

Please provide us with more information about your child's health needs by responding to the following questions and returning this form to the school office.

1. When and how did you first become aware of the allergy?
2. When was the last time your child had a reaction?
3. Please describe the signs and symptoms of the reaction.
4. What medical treatment was provided and by whom?
5. If medication is required while your child is at school, the enclosed Emergency Action Plan (EAP) form must be completed by a licensed medical provider and parent/guardian.
6. Please describe the steps you would like us to take if your child is exposed to this allergen while at school.

Print Parent/Guardian Name _____
Parent/Guardian Signature _____
Date _____

Good Shepherd Lutheran School

Date _____

Dear Parent/Guardian,

This letter is to inform you that a student(s) in your classroom has severe food allergies to _____. Exposure to these allergens could cause a life-threatening reaction.

It is our goal to ensure that every student in our school is safe. Our school has adopted a policy for managing students with food allergies. Our policy is in compliance with the Illinois State Board of Education and the Illinois Department of Public Health and adopted by Good Shepherd.

Because these students cannot be in contact with foods containing this/these allergen(s), we are requesting that you not send these foods to school for snacks or treats. Even trace amounts of these allergens could result in a severe allergic reaction. Sometimes these elements may be hidden in processed foods.

Please discuss the following with your child:

- Do not offer, share or exchange any foods with other students at school
- Hand washing with soap and water upon arriving to school and after eating is necessary to decrease the chance of cross-contamination on surfaces at school

Thank you for your consideration and help in this matter. Please call if you have any questions or concerns.

Sincerely,

Robert Mayhew, Principal
Good Shepherd Lutheran School

****IMPORTANT****

Dear Parent/Guardian,

In accordance with Public Act 96-0349, effective January 1, 2011, students with life-threatening allergies must be monitored at school. Please complete the attached **Allergy History Form, Illinois Food Allergy Emergency Action Plan, and Authorization to Administer Medication Form** and *return to the school office as soon as possible*.

You can view the **ISBE/IDPH Allergy Guidelines** at:

http://www.isbe.net/nutrition/htmls/food_allergy_guidelines.htm

You can view additional information on **the Food Allergy and Anaphylaxis Network (FAAN)** site at:

www.foodallergy.org

If you have any further questions, please call the school office.

Thank You,

Robert Mayhew, Principal