

## **ST. CATHERINE OF SIENA SCHOOL GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES**

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

### **Family's Responsibility**

- Notify the school of the child's allergies.
- Work with the school to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, and during school-sponsored activities.
- Provide written medical documentation, instructions, and medications as directed by a physician with specific references to degree of allergic reaction, modes of contact with allergic substance, and list of allergens.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the 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 policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

### **School's Responsibility**

- Review the health records and recommendations submitted by parents and physicians so that any action plans are based on facts and documentation.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Identify a core team of, but not limited to, school secretary, cafeteria monitors, teacher, principal, school food service and nutrition manager/director, and counselor (if available) to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with

other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.

- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the school secretary to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. Medications should be kept in an easily accessible secure location central to designated school personnel, not in locked cupboards or drawers. Students should be allowed to carry their own epinephrine, if age appropriate after approval from the student's physician/clinic, parent and school administrator.
- Designate school personnel who are properly trained to administer medications in the event of an emergency situation.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Take threats or harassment against an allergic child seriously.

### **Student's Responsibility**

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.