

ALLERGY PROTOCOL FOR MILFORD SCHOOLS

Date _____

Dear Parents:

It is important to us to provide a safe learning environment for our students with food allergies. Enclosed with this letter are the following items:

1. a copy of our Milford Exempted Village School District Food Allergy Program outlining parent/staff communication, staff training, and our preventive and emergency measures;
2. a parent checklist explaining items you will need to provide and what you should expect from your child's teacher and health aide;
3. a sample letter will be sent to the parents of other children in the class informing them that a student in the class has an allergy and the importance of keeping them safe;
4. student action plan that needs to be signed and initialed by parents, health aide and teacher or principal. A copy will be given to the parent, teacher and the original kept in the student's green health folder;
5. a copy of our emergency health care plan;
6. references and
7. Annual Physician Statement.

If at any time you have a question or concern, please contact the health aide at your child's school or you can reach me at 513-5762214 or email price_p@milfordschools.org

Sincerely,

Patty Price RN, BSN
District Nurse

MILFORD EXEMPTED VILLAGE SCHOOLS
FOOD ALLERGY PROGRAM

Communication

1. Parents
2. School

Staff Training

1. Classroom teachers
2. Substitute teachers
3. School nurses & health aides
4. Additional teaching and office staff
5. Lunchroom/food service personnel
6. Transportation personnel
7. Custodians

Preventive Measures

1. Classroom
2. Other epipen locations
3. Food service
4. Lunchroom precautions

Emergency Response Plan

1. School
2. Transportation
3. Field trip

COMMUNICATION

1. Parent Responsibility

- A. Parents will notify the school of the child's allergies.
- B. Work with the school to develop a plan that accommodates the child's needs throughout the school day.
- C. Provide written medical documentation, instructions and medication as directed by a physician, using the food allergy action plan as a guide. Include a photo of the child on the written form.
- D. Provide properly labeled medications for clinic, classroom and self carry for transportation and replace medication after use or upon expiration.
- E. Educate the child in the self-management of their food allergy including:
 - 1) safe and unsafe foods
 - 2) strategies for avoiding exposure to unsafe foods
 - 3) symptoms of allergic reactions
 - 4) how and when to tell an adult they may be having an allergy-related problem
 - 5) how to read food labels (age appropriate)
- F. Provide emergency contact information.
- G. Annual physician documentation of allergy and severity. (Challenge test of allergen as some children outgrow allergy)

2. School Responsibility

- A. Review the health records submitted by parents and physicians.
- B. Assure that all staff that interacts with the student on a regular basis understands food allergies, and can recognize symptoms and knows what to do in an emergency.
- C. The health aide will be sure that medication provided by parents is appropriately stored in an unlocked cabinet that is in an accessible secure location. (Clinic)
- D. The health aide will assure that the medication provided has a physician's order for the current school year.

- E. The health aide will work closely with the student's teacher in order to provide the information necessary to create a safe environment that does not single out a student who is living with severe allergies.
 - 1) The teacher and health aide will meet at the beginning of the school year to discuss the allergies and symptoms that the teacher may see in the event of an allergic reaction.
 - 2) With parent permission, inform classroom volunteers of child's allergies.

Staff Training

- 1. Classroom Teachers and Aides
 - A. Meet with parents of the allergic child in the classroom prior to the first day of school as required by parents.
 - B. Learn from parents:
 - 1) to identify allergens and suspicious foods
 - 2) to recognize symptoms and reaction of child
 - 3) initiate therapy according to emergency health care plan (EHCP)
 - C. Annual review of emergency training provided by District nurse via in-service and/or FAAN slideshow *Keeping Our Children Safe*.
 - D. Teachers will be educated on why we will not permit items to be brought to school and how they should enforce this.
 - E. Teachers will be responsible for food items brought into the classroom. If at any time he/she is unsure about the safety of the food, the health aide will be consulted.
- 2. Substitute Teachers
 - A. EHCP provided and kept with teacher's lesson plans.
 - B. If possible, information to be posted on AESOP.
- 3. School Nurses and Health Aides
 - A. Will work with the principal to ensure that all employees with access to allergic children are aware of Milford School Food Allergy Program and emergency procedures.

- B. School staff should be able to consult with a health aide or District nurse at all times throughout the school day. (District nurse phone: 576-2214)
 - C. Nurses will communicate openly and honestly with parents of food-allergic parents and work closely with parents to ensure a safe environment for the child.
 - D. Nurses will work closely with the teacher in providing education and support.
4. Additional Teaching and Office Staff
- A. Emergency training to be provided by school health aides in addition to FAAN slideshow.
 - B. Become familiar with the location of the food allergy binder and emergency health care plans (clinic).
5. Lunchroom/Food Service Workers
- A. All lunchroom volunteers/employees will review FAAN slideshow and understand procedures.
6. Transportation
- A. Transportation supervisor is responsible for training drivers and bus aides in emergency procedures.
7. Custodians
- A. Annual review of emergency training via in-service and/or FAAN slideshow.
 - B. Meet with school health aides regarding cleaning procedures during lunch - separate cleaning supplies used on “allergy-free table” and the dangers of cross-contamination.

Preventive Measures

- 1. Classroom
 - A. Outside the classroom post laminated sign of allergy in classroom.
 - B. Inside the classroom, post laminated signs of allergy in classroom.

- C. If requested by the parent, the food allergic child will have his/her own desk not to be shared with other students for those grades that rotate classrooms or without individual desk availability; we encourage parents to provide bleach wipes (Clorox) for the teacher to wipe desks before each class.
- D. Teacher is to be aware of epipen location with emergency instructions readily available (Note: Epipen will be in classroom only if ordered by physician AND requested by parent)
- E. Child has no contact with any questionable item until permission from parent is granted. Allergic child's motto: When in doubt, do without!
- F. No projects using food the child is allergic to are to be permitted.
 - 1) No nut containers used to store materials or used as pencil holders.
 - 2) No egg or milk cartons will be used.
 - 3) Only approved food may be used for instructional purpose.
- G. Snack and party restrictions to avoid cross-contamination
 - 1) Parents of allergic child are highly encouraged to be present during all classroom parties throughout the school year.
 - 2) Birthday treats may only be allowed for an individual student. No bulk treats will be allowed.
- H. Parties involving food in the elementary schools can take place twice a year in the classrooms for the winter holiday and for Valentine's Day. Foods served at these parties will be further limited by specific classrooms or grade levels, depending on the student food allergies in those classrooms or grade levels.
- I. For grades 7-12, any classroom celebrations/rewards must take place in designated areas, i.e., cafeteria, home economic rooms, other rooms that have been designated for food consumption
- J. For any other celebration or reward involving food this must be served in the cafeteria.
 - 1) A detailed menu will be given to the teacher two weeks prior to the event to check the ingredients.
 - 2) The menu will be shared with the parent.
 - 3) The child has the option of sitting at the food allergy table.

- K. Principals may direct teachers to permit parents to provide individual snacks in the classroom for their child.

Snacks brought from home can be restricted by the teacher depending on whether other students in the class have food allergies or other chronic conditions that require no exposure to certain types of foods. In these classrooms, teachers will provide a list of allowable snacks to parents in that classroom.

2. Other EpiPen Locations

- A. Clinic: EpiPen is clearly marked in a secure, unlocked location.
- B. Other: EpiPens may be kept in other locations as detailed on EHCP.

3. Food Service

- A. All peanut or tree nut recipes will be prepared in a separate area away from general food preparation.
- B. Cafeteria staff will have access to information regarding those with food allergies.
- C. FAAN poster addressing anaphylaxis will be conspicuously posted.

4. Lunch Room Precautions

NOTE: The parents of anaphylactic children are responsible for informing the school staff of all precautions to be taken at lunchtime. The following measures are currently in place:

- A. With the permission or request of parents, allergic child to sit at our labeled “Allergy Free Table.” Friends of the allergic child may NOT sit at this table due to potential cross-contamination.
- B. The table will be wiped down after every use with bleach/water solution and hot, soapy water. Separate buckets and cloths will be used for this table and clearly marked with this designation.
- C. Parents of allergic children wishing to purchase lunch are responsible for contacting the kitchen manager regarding menu choices and ingredients.

Emergency Response Plan

NOTE: This is a general plan for treatment of anaphylaxis. This plan must be tailored to each individual student and reviewed by his/her physician. This plan uses information adapted from The Food Allergy Network. Every effort is made to comply with the American Academy of Allergy and Immunology's recommendations, but Milford Exempted School District must give precedence to individual physician's orders in the administration of all emergency procedures.

1. School

A. Identification of Emergency

Child reports or teacher/adult staff notices signs of allergic reaction:

MOUTH: itching and swelling of lips, tongue or mouth

THROAT: itching and/or sense of tightness in the throat, hoarseness or cough

SKIN: hives, itchy rash, and/or swelling of the face or extremities

GUT: nausea, abdominal cramps, vomiting and/or diarrhea

LUNGS: shortness of breath, repetitive coughing and/or wheezing

HEART: thready pulse, loss of consciousness

GENERAL: lethargy, weakness

B. Classroom teacher or supervising adult reviews and follows EHCP.

C. Administer epipen if noted on EHCP and available in the classroom. If not indicated, call office at first suspicion of a reaction, stating “_____ (student) is having a reaction. Bring epipen and/or Benadryl” if applicable.

D. Student, if able will come to the office/clinic escorted by an adult.

E. Administer Benadryl if noted on EHCP.

F. Call parents.

G. If epipen is administered, call 911 immediately. Stay with child and monitor status until EMS arrives.

H. Epipen is quick acting, and provides immediate relief, but symptoms can return within a few minutes.

I. A child who has had an allergic reaction, however minor it may appear, will be sent home with a parent/guardian for the remainder of the school day.

2. Field Trip

- A. Teacher will call parent prior to event and inform them of upcoming field trip and location encouraging parent to be a chaperone.
- B. Teacher will call location of field trip and inform host of special needs, if applicable.
- C. All medication is to accompany child on field trips. Staff can keep, as long as it is immediately accessible. ***Remember that epipen is temperature sensitive. Do not leave in a hot bus/car.*
- D. Cellphone and/or communication radio in bus should be available at all times to contact emergency personnel.
- E. Location of nearest hospital or emergency care facility is noted before field trip begins.

3. Transportation

Emergency health care plans on each child with allergies are given to the transportation director at the beginning of the school year. Any changes will be given to the director from the school nurse/health aide.

MILFORD EXEMPTED SCHOOL DISTRICT WILL NOT BE HELD LIABLE FOR ANY ALLERGIC REACTION THAT OCCURS AFTER SCHOOL HOURS. IF A CHILD HAS AN ALLERGIC REACTION AFTER SCHOOL HOURS, A PARENT MUST PROVIDE THEIR OWN EPIPEN AND EMERGENCY TREATMENT. A NURSE WILL NOT BE AVAILABLE.

References

Cincinnati Children's Hospital Food Allergy Clinic
www.cincinnatichildrens.org/svc/alpha/f/food-allergy/default.htm

The Food Allergy Anaphylaxis Network
www.foodallergy.org

Food Allergy Awareness, Support and Training
www.faastcincy.org/index.htm

American Academy of Allergy, Asthma & Immunology
www.aaaai.org

STUDENT ACTION PLAN

This checklist is the responsibility of the parent whose child has a food allergy.

This list should be reviewed by a parent, teacher and health aide on an annual basis. Please initial each item.

A signed and dated copy will be provided to the parent and teacher with the original kept in the student's green health folder.

- ✓ Inform school nurse and teacher of food allergy. _____
- ✓ Provide a physician's order and medication for medical intervention. _____
- ✓ Inform school health aide of any changes in health status. _____
- ✓ Educate student, parents and teacher in management of allergy. _____
- ✓ Allow staff to post signs regarding allergy inside and outside classroom when appropriate. _____
- ✓ Allow the school health aide to train appropriate staff in epipen administration. _____
- ✓ Approve the emergency health care plan (EHCP). _____
 - Staff will follow the EHCP if a student has a reaction. _____
- ✓ Student will not eat any foods except those approved by a parent. _____
- ✓ Student will sit at the allergy free table if recommended by a parent. _____
- ✓ A yearly physician statement regarding allergy severity, recent allergy testing will be provided. _____
- ✓ Student will inform teacher/staff if they are not feeling well or thinks he/she is having an allergic reaction. _____
- ✓ Allow school to educate classmates with Be A Pal Program. (Allergy Awareness Program)
- ✓ Allow the school to provide a letter to the classroom to keep allergic child safe. _____

- ✓ Provide safe snacks/treats for your child and if desired a list of appropriate foods for child to have as a snack. _____
- ✓ Consult with other parents concerning classroom celebrations. _____
- ✓ If requesting a ban of all food from a classroom, a doctor's statement will be required. _____

Parent/Guardian Signature

Date

Nurse

Date

Teacher

Date

WE ARE AWARE OF THE RISKS INVOLVED TO OUR CHILD IN ALLOWING ALL TYPES OF FOOD IN THEIR CLASSROOM.

WE WAIVE OUR RIGHT TO HAVE ANY TYPES OF FOOD BANNED FROM THE CLASSROOM.

Parent

Date

Principal

Date

FOOD ALLERGIES AND ANAPHYLAXIS CHECKLIST FOR PARENTS

1. Things to do
 - A. Contact your school health aide before school starts.
 - B. Request a meeting with school health aide and teacher.
 - C. Be involved.
 - D. Know how you can help the transition to another teacher and/or school.
2. Items to provide
 - A. Diagnosis from the physician.

If anaphylaxis is suspected, this needs to be documented on the form from your physician.
 - B. Medication authorization forms (enclosed) with physician's signature and treatment plan for an allergic reaction noted. Make sure the physician notes exact steps to be followed. (Example - epipen followed by Benadryl.)
 - C. All medication needs to have a current pharmacy label in original container and be sure to note the expiration date so a replacement can be obtained.
 - D. We recommend having an epipen for the clinic, classroom and to carry on his/her belongings for transportation.
 - E. Emergency contact information. Please include all contact information, phone numbers, preferred hospital and current medication the child is taking.
 - F. A small 1 x1 photo for your child's emergency health care plan (EHCP).
3. Request from the school
 - A. A copy of Milford Exempted School District Food Allergy regulations.
 - B. A copy of your child's EHCP.

4. Tips and suggestions

- A. Please consider volunteering to be the room parent and/or field trip chaperone. Talk with your teacher about parties and their routines.
- B. As you discover new information, please pass it on to other parents and/or nurses.
- C. Review the dos and don'ts of food safety and emergency plans with your child on a regular basis.
- D. Pay close attention to special events at your child's school. Read the newsletter carefully. (popcorn sales, etc.)
- E. Get a medical alert bracelet for your child.
- F. Always give us your most current phone number where we can reach you. Your child will be safer if we can contact you easily.

5. Resources

- A. The Food Allergy Network for Kids
www.fankids.org
- B. Food Allergy Awareness, Support and Training (FAAST)
www.faastcincy.org
- C. The Food Allergy Anaphylaxis Network (FAAN)
www.foodallergy.org

Sample letter

Date

Dear Parents,

We are writing to you on behalf of students and staff in our school. In accordance with Milford Exempted Village School District's wellness policy and any potential students in our school who have a life threatening medical condition, we are asking for your help to provide the students with a safe and healthy school environment.

We have eliminated treats brought in from home. Please do not bring in treats for the entire class, as we will ask you to take them home. You may bring in a treat for your own child or a non-food item for your child's classmates, but it will have to be during their lunchtime.

We realize this request poses an inconvenience for you. However, we wish to express sincere appreciation for your support and understanding of these life-threatening conditions and as we move towards providing our students with healthier choices. Our parents have been able to manage their child's medical conditions successfully thanks to the support and understanding of parents like you.

Thank you for your understanding.

Sincerely,

Principal

Health Care Specialist

PHYSICIAN STATEMENT

School Year 20 ____ - 20 ____

_____ is seen in my office/clinic and I
(name of child)

verify that he/she has life-threatening allergies to

_____ (food)

and requires an epipen to be kept at school.

_____ was last tested on
(name of child)

(date)

Milford Exempted Village School District encourages regular medical evaluations for allergies.

However, Milford Exempted Village School District requires annual physician statements regarding current food allergies.

(health care provider signature)

(date)