

RYE CITY SCHOOL DISTRICT
RYE, NEW YORK

5423-R

**LIFE-THREATENING ALLERGIES AND ANAPHYLAXIS
MANAGEMENT REGULATION**

Food Allergies can be life-threatening. A variety of measures and accommodations may be undertaken to minimize the health risks to students who suffer from food allergies. The District has identified the following as important members of the School Health Team to ensure that health information is complete, appropriate accommodations are prepared and any necessary medication and environmental protocols are in place for students with food allergies and anaphylaxis: Parents/guardians, students, District administration, school nurse, teachers, food service personnel, custodial staff, coaches, athletic directors, after school volunteers, transportation personnel, main entrance staff, and members of the District community are important partners in the implementation of this Regulation.

ALLERGY EDUCATION FOR STUDENTS, PARENTS AND STAFF

Communication (by letter, newsletter, or electronic communication) is sent to families at the start of each school year by the school administration requesting parent/guardian support in making the school an allergy aware environment.

The District will periodically provide school staff with training programs that promote allergy awareness.

The District will provide students with learning opportunities around allergies as part of the curriculum.

PARENT RESPONSIBILITIES

When a child with life-threatening food allergies has been identified by his/her parents/guardians and physician, the parents will:

1. inform the school nurse of the child's food allergies and condition and provide written medical documentation and update regularly;
2. provide the school nurse with medical instructions from their physician;
3. provide the school nurse with epinephrine auto injectors and other medication, if appropriate, as prescribed by the family physician;
4. be encouraged to provide the child with a medical information bracelet or necklace to be worn at school that lists allergies;

5. participate in the development of an Individual Health Plan (IHP) with the nurse at the child's school;
6. provide safe foods for lunches, snacks, and special occasions;
7. be encouraged to assist at field trips and attend if possible when nursing support is not available;
8. teach their allergic child to recognize first symptoms, to communicate these to staff, to not share snacks, lunches, drinks and utensils, and to report any teasing;
9. maintain up-to-date emergency contacts and phone numbers; and
10. update medical information annually or whenever change of medical circumstances warrant.

PRIVACY ISSUES AND SHARING INFORMATION

It is the responsibility of parents/guardians to report a child's food-allergic/anaphylactic condition to the child's school nurse and/or District administration. The following guidelines should be implemented in order to protect the privacy of the child while educating students, staff and parents/guardians.

1. With written parental permission, identify the child and medical condition to the teaching and non-teaching staff either individually or at a staff meeting before school begins. Parents/guardians may participate in the discussions about his/her child.
2. Life-Threatening Allergies and Anaphylaxis Management Policy and Regulation will be posted on the District's web site.
3. Food allergies/anaphylaxis may be explained in elementary school classrooms and secondary health classes.
4. Parent organizations are encouraged to have a periodic presentation for parents and members about food allergies/anaphylaxis. Parents/guardians of children with food allergies should be offered the opportunity to share information.
5. It is the responsibility of the parent/guardian and child to communication with the adult in charge of all non-school sponsored activities (e.g., parent organization-sponsored after school activities).

EMERGENCY CARE PLAN (ECP)

An Emergency Care Plan (ECP) is a plan initiated by the school nurse that is designed for use by both nursing and school personnel for those students with life-threatening allergic conditions. It outlines the care that a student might need in an emergency situation, and is easy to read, clear, concise and contain the steps to follow to initiate emergency care for a student.

The student's picture will be attached to the plan for ease of identification if made available by the parent/guardian.

Both the parent/guardian and the medical provider should review the ECP to be sure that it is in accordance with the prescribed medical emergency plan for that student. The ECP should contain a statement saying that the parent/guardian signature on the form indicates their

permission to share the information on the plan with staff. The ECP will include emergency contact information for the parent(s)/guardian(s) and the student's medical provider.

EPINEPHRINE AUTO INJECTORS

Emergency medical kits, with appropriate medications including epinephrine auto injectors, will be supplied to the school nurse by the parents/guardians when prescribed by the child's doctor. Kits will be put in places agreed upon by the school nurse/administrators and the parents/guardians. The child's IHP and ECP will list where the epinephrine auto injectors are kept in the school building. The school nurse and parent/guardian will periodically check epinephrine auto injector supplies and expiration dates. In addition to the kit(s) in the possession of the District, when appropriate students will be allowed to carry their own epinephrine auto injectors. Written approval must be supplied by the parent/guardian and physician, and the school nurse will be made aware. Students are encouraged to wear a medical information bracelet or necklace.

The Director of Health Services or designee will train specified adults to recognize anaphylactic reactions and how to administer an epinephrine auto injector.

ATHLETIC AND EXTRACURRICULAR ACTIVITIES

The coach or supervisor of students with life-threatening food allergies may be trained to administer an epinephrine auto injector by the Director of Health Services or designee.

CAFETERIA PROCEDURES

Students are discouraged from bringing lunches/snacks containing peanut/tree nut ingredients to school. Elementary school cafeterias do have a designated "nut table" in the event a student does bring a lunch with peanut or tree nut ingredients. The designated "nut table" is to be specially cleaned following each use. Students who bring a lunch/ containing peanut or tree nut ingredients are required to sit at this table.

Students sitting at the "nut table" will be provided with wipes for immediate cleanup and are required to follow proper hand washing protocol before the conclusion of the lunch period. As per established cleaning protocols, the "nut table" and chairs/benches will be thoroughly cleaned after each meal.

Cafeteria procedures for students with life-threatening allergies will be established at each school in keeping with each student's Individual Health/504 Plan.

FOOD SERVICE

District staff follow established food handling protocols to avoid cross-contamination with potential food allergens.

Cafeteria/custodial staff follow established cleaning and sanitation protocols to avoid cross-contamination.

Every effort will be made to post ingredient information on the Food Services webpage.

ELEMENTARY CLASSROOM PROTOCOL

Reminders will be sent prior to holidays and celebrations that the school is food-allergy aware and asking the community to voluntarily avoid bringing food items with peanut/tree nuts or other known allergens.

Classrooms having a student with life-threatening allergies provide parents/guardians of students in the classroom with information about how they can assist in supporting a safe learning environment.

Classroom teachers maintain an emergency classroom folder, including Emergency Care Plans for all students with life-threatening allergies, for their own use and for use by substitute teachers.

FIELD TRIPS

When a child identified with a serious medical condition, such as food allergies/anaphylaxis, has a field trip his parent/guardian will be requested and encouraged to accompany the child on all such trips when nursing support is not available. If a parent/guardian will not attend, a designated person trained in their use will take the epinephrine auto injectors and keep the child in their group. With parent permission, staff and chaperones will be briefed on the identity of the child, the specific allergies, and the symptoms to be aware of. On every field trip there will be access to a telephone or cell phone in case of emergency.

Procedures for field trips will be made in accordance with Individual Health and/or 504 Plans (see Policy #5420: Student Health Services).

PROCEDURES FOR SUBSTITUTES

Substitute teachers will be required to review the emergency classroom folder, including Emergency Care Plans for students with life-threatening allergies with the designated staff member.

The Director of Health Services provides general and school-specific orientation to all substitute school nurses prior to their service to the District. School nurses maintain Emergency Care Plans that are readily available to all substitute nurses.

Date of acknowledgment by the Board of Education: June 30, 2015