

# **Allergy Policy/Procedure**

## **1.0 Purpose**

To outline clear expectations for the health and safety of the school aged child identified with life threatening allergies.

## **2.0 Policy**

Evergreen employees regularly responsible for teaching or supervising students will annually receive risk reduction training and life threatening allergy emergency training by a licensed emergency trainer.

## **3.0 Responsibilities**

The parent/legal guardian will provide medical documentation from the child's physician, identifying the life threatening allergy, reaction to the allergen stated, and an Emergency Allergy Action Plan in the event of exposure. If parental consent is given, the school will hold a 504 eligibility meeting. If the child is found eligible, then a 504 plan will be developed that includes risk reduction procedures (education), response to emergencies, and training of emergency medication administration. In the absence of a 504 plan, the school will take reasonable steps to reduce the risk of allergen exposure and follow the Emergency Allergy Action Plan including information from the physician and the parents/guardians. If the parents/guardians refuse specific risk reduction procedures for the classroom, then the parents/guardians will sign a Risk Reduction Procedures Refusal.

## **4.0 Procedures for Life Threatening Allergies**

4.1. Medical documentation of identified life threatening allergy will be provided by the parent and physician.

4.2. The school 504 team, when parent consent is given, will determine 504 classification/eligibility as stated under Section 504 of the Rehabilitation Act of 1973 and develop a 504 plan if the child is found eligible.

4.3. Life threatening allergy training will include risk reduction, identification and management of life threatening allergic reactions. All teachers, including substitute teachers and contracted after-school instructors will be provided with student specific 504 and/or risk reduction procedures, Emergency Allergy Action Plan, the location of emergency medications and names of employees with allergy training.

4.4. A written parental consent from the parent, when appropriate, will be obtained to release medical information to other personnel that includes name of person who is subject, name of agency which is releasing the information, name of person requesting the information, kind of information to be shared, signature of subject or parent, date release is signed, statement that release can be revoked at any time by subject or parent, an expiration date for termination of release, statement that the signer has a right to a copy of the release.

4.5. The Student Services Director and The 504 Coordinator will limit disclosure of confidential health information within the school to information necessary to benefit the student's health and education.

4.6. School staff will receive annual education regarding the life threatening allergen, risk reduction, reaction, and emergency management in the event of exposure.

4.7. When a child has a 504 plan, a classroom risk reduction plan will be included and implemented to reduce the risk of accidental exposure to the allergen. The plan includes but is not limited to notification of classroom parents of the need to restrict particular foods that contain the food allergen being brought into the classroom, risk reduction classroom routines such as frequent hand washing, and modifications to food related classroom activities. Evergreen will work with parents/guardians and medical professionals to decide on a case-by-case basis whether to declare an allergen -free class or grade level or to set up an allergy safe zone in the classroom. When parents do not give consent for evaluations to develop a 504 plan, the school will form a team including the teacher and an administrator to determine the risk reduction classroom routines appropriate for the safety of the child with an allergy.

4.8. The school will post appropriate signage indicating that certain classrooms or areas are designated to be allergen free.

4.9. When securing a substitute teacher for an allergen free classroom or grade level, the teacher or associate director shall inform the substitute of the classroom/grade level restrictions and best practices.

#### 4.10. Field Trips and Overnight Trips

Student specific medical information concerning a life threatening allergy will be given to all adults attending the field trip. Activities that reasonably assist in allergen risk reduction will be implemented on the field trip.

Before field work and overnight trips the school will:

- Identify all students who have life-threatening allergies.
- Assign students with life-threatening allergies to travel with their parents/guardians or a trained staff member.
- Strategically plan all menus to avoid life threatening allergens as needed.

- Designate staff who will know where the medication is kept.
- Send written information to parents regarding life threatening allergens and food restrictions.
- Identify closest area for cell phone coverage.
- Examine best options for effective communication technology.
- Have written directions to nearest cell phone coverage and emergency services that are equipped to treat anaphylactic reactions.
- Identify a designated emergency driver(s) and vehicle(s) per student with a life threatening allergy.
- Identify teacher(s) to accompany driver and student.
- Have phone numbers (numbers of emergency contacts and parents of the student).
- Pack Epi-pens for students with known allergies.
- Prohibit food from being eaten on buses.

4.11. Best Practices for allergy and food safety will be practiced in the school:

- No daily shared snack in classes. Students will bring their own snacks.
- Wash hands using soap and water after eating products that contain life threatening allergens.
- Clean tables after food is prepared or eaten on them.
- For class or grade level potlucks, birthday parties, food sales, and projects that require food, all food will be labeled with ingredients so teachers (or students if old enough) can know what items should not be eaten by students on gluten-free diets, with specific food allergies etc. (Allergen-free classes and grades will not allow life threatening allergens in party foods.)
- School-wide potlucks, parties, food sales, and projects will strive to be free of life threatening allergens. Ingredients will be listed for all foods.
- Parents of children needing specific allergen free foods will be asked to keep a supply of allergen safe food in the classroom to be given to their child when unplanned treats are brought to the class.

4.12. The school community, including students, families and staff will be educated on allergy safety and procedures throughout the school year. Continual education and reminders will be provided at beginning of school year orientations and school wide functions/events. Written communication, as needed, will be provided in monthly school wide publications, weekly classroom communications, and on school/classroom websites. The teachers will remind parents/guardians of allergy risk reduction for the classroom and/or grade level before parties, field work and overnight trips. The school website will have links to allergy safety information and sources to find allergy free snacks/food.

**References:**

Resource Guide to Food Allergies: Children's Hospital of Philadelphia, 2012

Creating a Food Allergy Action Plan: Kids with Food Allergy Foundation, 2012

Advocating for Students with Allergies: Allergy and Asthma Network, April 2014

*Approved by Evergreen Community Charter School Board of Directors 12/18/14; revised  
3/19/15*