

# Winchester Public Schools

## Life Threatening Allergy Guidelines

### **Responsibilities of the Winchester School Department**

**The Superintendent and/or his designated representative(s) shall be responsible for completing the following tasks:**

Disseminate the School Committee Policy on Life Threatening Allergy (LTA) to staff.

Staff a full time nurse in each school with students with LTAs.

Establish protocols and procedures to ensure that the school nurse, in conjunction with the parents and the student's physician/allergist, develop an Emergency Allergy Action Plan (EAAP) and an Individual Health Care Plan (IHCP) [DO YOU NEED BOTH?] for each student with an LTA.

Contract with food service providers that follow all applicable Federal, state and local laws, regulations and guidelines relevant to LTAs and that provide :

- Proper training of all contractor employees regarding LTAs.
- Designation of a management employee responsible for addressing food allergy issues with the system.

Contract with transportation companies that follow all applicable Federal, state and local laws, regulations and guidelines relevant to LTAs and that provide:

- Proper training of all contractor employees regarding LTAs.
- Designation of a management employee responsible for addressing all LTA issues with the system, and those it serves.
  - Emergency communication devices (two-way radios, cell phones, etc.) on vehicles carrying students with known LTAs and training regarding the use of the "911" system
  - A means for allowing the parent of a student with a documented LTA to notify the transportation company when the student will be using one of its vehicles for school transportation.

Notify the transportation company of Winchester's "NO FOOD EATING" policy on transportation vehicles unless a specific exception is made by the school system.

Provide an appropriate number of current EpiPens for undiagnosed individuals with LTAs in accordance with the requirements of the system's standing orders.

With written parent permission, notify teachers, substitute teachers and other staff, on a need-to-know basis, regarding students with LTA's in their care and require that such staff are familiar with the EAAP of their students.

Provide adequate food service staff, equipment and training to meet the EAAP/IHCP needs of students with LTAs. These shall include, but not be limited to:

- Age appropriate eating facilities including LTA-free tables in each elementary school cafeteria or designated eating area. Such tables shall be appropriately designated and shall be properly cleaned and sanitized after each use by assigned lunchroom attendants or custodians.
- Provide latex free gloves (only) for all food service staff.

Provide appropriate emergency communication equipment to allow implementation of EAAPs and ensure that staff is trained in use of the emergency "911" system.

Notify parent of any student who experiences a first time LTA reaction at school in a timely manner .

Encourage an age appropriate “NO FOOD TRADING” and “NO UTENSIL SHARING” policy in all schools, particularly at the elementary level.  
Secure substitute medical coverage, when there is no school nurse available.

### **Responsibilities of the School Physician**

**The school physician shall be responsible for completing the following tasks:**

Provide standing orders for the school nurses to administer epinephrine and/or Benadryl to individuals with undiagnosed allergies. Orders shall be written annually and be in effect for a twelve month period.

Consult with school nurses on individual student needs as required, and in accordance with school department policy.

Review the LTA procedures and protocols for the WPSs at least every two years and as recommended by the nurse leader.

### **Responsibilities of the School Principal**

**To the extent possible, the principal of each school shall be responsible for completing the following tasks:**

Request and collect, in conjunction with the school nurse, all written documentation from the parents of students with LTAs, as required by these procedures and protocols.

In conjunction with the school nurse, provide in-service training and education for staff regarding LTAs, symptoms, risk reduction procedures and emergency procedures, including proper administration of EpiPens. Staff shall include, but not be limited to, teachers, substitute teachers and elementary food service employees.

With written permission from the parent, provide teachers and substitute teachers with a copy of the individual EAAPs and notify other appropriate staff members of students with LTAs and EAAPs

Notify appropriate staff of the locations of EpiPens in the school.

Post the school’s LTA emergency procedures and protocols in appropriate locations in the school.

Create a contingency plan for all staff to follow in the event the nurse is not in the building.

Train staff in the use of the emergency “911” system.

Monitor compliance with food service procedures included in these guidelines.

Communicate with the parents regarding LTAs to help decrease risk in the classroom and cafeteria, i.e. letter to parents of children in a class with a student who has an LTA, discussion about LTA at the kindergarten orientation.

Ensure that, as part of the IMT plan, provision is made for sheltering-in-place students with LTAs.

### **Responsibilities of the School Nurse**

**The school nurse is the primary coordinator for each student’s EAAP/IHCP. To the extent possible, the school nurse shall be responsible for completing the following tasks:**

Meet with the parent of each student with an LTA and prepare an IHCP on the appropriate form.

Request that parent sign the completed form, provide updated information as available, and allow dissemination of the information to appropriate school staff. Provide the parent with an

EAAP form and a medication form to be completed and signed by the student's primary care provider/allergist. Review completed forms with the parent and request that a photo is provided, by the parent, for attachment to the EAAP.

Discuss the following issues:

- Use of a medical identification bracelet (e.g., MEDIC-ALERT) and other age appropriate methods of identification for students with LTAs.
- Maintaining an EpiPen will be kept in the classroom, if applicable to the student
- Remind the parent to review prevention plans, symptoms and emergency procedures with their child, as age appropriate.
- Parents' option to personally inform the school transportation company of their child's LTA.
- Parents' responsibility to notify before and after school personnel, both school department and non-school department employees, of their child's LTA condition and their right to make copies of the EAAP and IHCP if they so desire.

Maintain updated EAAPs and IHCPs in the nurse's office and at the elementary school level, with written permission from the parent, provide a copy to the student's teacher in the yellow IMT folder, along with a copy for each substitute teacher's folder.

Check that the parent provides an appropriate number of current EpiPens or other prescribed LTA medication in accordance with the EAAP/IHCP.

Store EpiPens and other prescribed LTA medications (including those provided by the school department) in an unlocked, designated location in the nurse's office and at other appropriate designated locations, if any, as prescribed in the EAAP/IHCP.

In conjunction with the principal, provide in-service training and education for appropriate staff regarding life threatening allergies, anaphylaxis, symptoms, risk reduction procedures, emergency procedures, and how to administer an epinephrine auto-injector.

Familiarize teachers with the EAAPs and IHCPs of their students. Other staff members who have contact with students with LTAs should be familiar with their EAAPs and IHCPs on a need to know basis, provided written permission is obtained from the parent.

Track in-service attendance of all involved school department staff to ensure that they have been properly trained.

Educate new school department personnel as necessary.

Introduce yourself to students with LTAs and show them how to get to the nurse's office.

Post LTA emergency procedures and protocols, along with the locations of EpiPens.

Periodically check medications for expiration dates and arrange for them to be current.

Arrange periodic follow-up on a semi-annual basis, or as often as necessary, to review effectiveness of IHCPs.

Inform the school principal and the parent if any student experiences a severe allergic reaction for the first time in school.

Leave appropriate LTA training and information for any substitute nurse.

Develop an emergency protocol in the event the nurse is not in the building.

Maintain a list of CPR certified staff.

Once informed by the teacher or parent of an upcoming field trip, the nurse will provide an emergency kit containing an EpiPen and the student's EAAP.

## **Responsibilities of the School Nurse Leader**

### **The school nurse leader shall be responsible for the following:**

- Obtain standing orders from the school physician annually and distribute to each nurse.
- Coordinate the application process to the DPH every two years for the delegation of EpiPen administration by designated non-licensed staff
- Notify the DPH if an EpiPen is used in the system.
- Communicate with the designated contact of the food service contractor as necessary on LTA issues or questions.
- Coordinate the biannual review of these procedures and protocols by the appropriate parties.
- Compile and maintain annual records of students with LTAs in the system.

## **Responsibilities of Students**

### **Each student with a life-threatening allergy shall be responsible for the following, as age-appropriate:**

- Take responsibility for avoiding allergens.
- Do not trade or share food.
- Wash hands before and after eating.
- Learn to recognize symptoms of an allergic reaction.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Take more responsibility for his/her allergies as he/she get older.
- Develop a relationship with the school nurse and/or another trusted adult in the school to assist in identifying and managing issues (e.g., bullying related to the LTA, identifying food allergens, et al.) related to the allergy in the school.

## **Responsibilities of Teachers**

### **The responsibilities of teachers will vary in relation to the age of their particular students.**

### **To the extent possible, teachers shall have the following responsibilities:**

- Receive and review and follow the EAA.P of any student in your classroom with an LTA.
- Maintain copies of all EAAPs in the yellow IMT folder and in the substitute teacher's folder.
- Request that the classroom has a functioning intercom, walkie-talkie or other communication device for communication with the school nurse.
- Attend in-service training for LTAs.
- Keep EAAPs accessible in the classroom, student teachers, aides, specialists and substitute teachers are informed of the student's allergies and necessary safeguards.
- Per a student's EAAP/IHCP, work with the school nurse to educate other parents about the presence and needs of the child with LTA to minimize isolation of the child and to enlist their help in keeping allergen foods out of the classroom.
- In a timely manner, inform parents of any school events where food will be served.
- Participate with the planning for student's reentry to school after an anaphylactic reaction.
- Never question or hesitate to act if a student reports signs of an allergic reaction.

With regard to snacks and school meals:

- Establish and enforce a policy of no sharing or trading of snacks or food.

- Encourage LTA parents to send in a box of “safe” snacks for their child.
- Encourage LTA parents to provide a non-perishable safe lunch in case their child forgets lunch one day.
- Avoid cross-contamination of foods by wiping down eating surfaces with soap and water before and after eating.
- Reinforce hand-washing for all students before and after eating.

With regard to classroom activities:

- If using food in the classroom (e.g., arts and crafts, counting, science projects, parties, holidays and celebrations, cooking, or other projects), please plan with allergies in mind and communicate this information to families several days ahead of the planned event.
- Minimize the use of food and consider non-food treats (e.g., stickers, pencils et al.)

With regard to field trips, collaborate with the school nurse to:

- Plan to take epinephrine auto-injectors and instructions are taken on field trips.
- Take functioning two-way radio, walkie talkie, cell phone or other communication device on field trip.
- Review plans for field trips; avoid high-risk places. Consider eating situations on field trips and plan for prevention of exposure to the student’s life-threatening foods.
- Know 911 emergency procedures.
- Per a student’s EAAP/IHCP, invite the parents of a student at risk for anaphylaxis to accompany their child on school trips. This would be in addition to other non LTA parent chaperones. However, the student’s safety or attendance must not be conditioned on the parent’s presence.
- One to two people on the field trip should be trained in recognizing symptoms of LTA reactions, trained to use an EpiPen, and trained in emergency procedures.
- Consider ways to wash hands before and after eating (e.g. provision of hand wipes, etc.).

## **Responsibilities of Food Service Personnel**

**The food service department shall have the following responsibilities:**

Designate a single individual in each school as the person responsible for all LTA food issues in the school.

Attempt to eliminate all peanut/tree nut products in the cafeteria.

Before, during and after lunch periods, supply cleaning materials for washing and sanitizing LTA tables after each use.

In conjunction with the school nurse, provide in-service training to food service staff regarding safe food handling practices to avoid cross-contamination with potential food allergens.

Wear non latex gloves.

## **Responsibilities of Persons in Charge of Conducting after School Activities**

**Persons in charge of extracurricular programs shall have the following responsibilities:**

The EAAP/IHCP will be available for parents to copy to give to other school department staff who assume responsibility for their child during extra curricular activities such as sports, music, art, etc. When so notified by the parent, such staff shall receive and review the EAAP/ILHCP and shall follow these protocols and procedures, to the extent possible.

The EAAP/IHCP will also be available for parents to copy to give to other non-school

department individuals who assume responsibility for their child during non-school activities.

## **Responsibilities during Recess and Physical Education Classes**

**During recess and physical education classes, the school shall have the following responsibilities:**

Children will be under the supervision of at least one adult.

An EpiPen will be taken outside if specified in the child's EAAP/IHCP.

Take a functioning two-way radio, walkie talkie, cell phone or other communication device when students are outside the building.

## **Responsibilities for Field Trips**

**The school shall have the following responsibilities when LTA students go on field trips.**

Field trips need to take into consideration the risk for allergen exposure, and parents must evaluate potential risks when determining whether their child should attend a field trip.

Lunches should be held in a safe place so that children cannot access them until the appropriate time. Lunches of children with food allergies should be stored separately to minimize cross contamination.

Enforce "NO FOOD EATING" policy on transportation vehicles unless a specific exception is made by the school system.

## **Responsibilities of the Parent**

**(We ask for parent cooperation with the following suggestions.)**

**The parent of students with LTAs shall be responsible for the following:**

Inform the principal and school nurse of your child's allergies in writing prior to the opening of school (or as soon as possible after a diagnosis).

Arrange to meet with the school nurse to develop an EAAP and IHCP for the student. Provide written medical information from the child's treating physician as needed to complete the plans.

Provide the nurse with a way to reach you in the event of an LTA emergency (cell phone, beeper, etc.). Update the data as required.

If the LTA is food based, provide the nurse and teacher(s) with a list of foods and ingredients to be avoided, and provide a list of safe or acceptable foods that can be served to your child.

Provide the nurse with enough up-to-date emergency medications (including EpiPens) so they can be placed in all required locations in accordance with the EAAP/IHCP for the current school year.

Complete and submit to the nurse all required medication forms.

Consider providing a medical identification bracelet (e.g., MEDIC-ALERT) for your child.

Notify the nurse of upcoming field trips as soon as possible and provide EpiPen or other appropriate medication to be taken on field trips as stated in the field trip protocol.

In an age appropriate manner, teach your child to:

- Recognize the first symptoms of an allergic/anaphylactic reaction.
- Know where the EpiPen is kept and who has access to it.
- Communicate clearly as soon as he/she feels a reaction is starting.
- Carry his/her own EpiPen when appropriate.
- Not share snacks, lunches or drinks.

- Understand the importance of hand-washing before and after eating.
- Report teasing, bullying and threats to adult authority.
- Take as much responsibility as possible for his/her own safety.
- Read labels.
- At the middle and high school levels, administer their own EpiPen and be able to train others in its use in an emergency.

Inform the nurse of any changes in the child's LTA status including any reactions that might have occurred outside of the school day and or during the summer.

Whenever possible, consider providing a copy of their child's EAAP to the school transportation company in accordance with these protocols and procedures.

Consider providing a copy of the child's EAAP to school department extracurricular activity staff in accordance with these protocols and procedures.

Consider providing a copy of the child's EAAP to non-school department individuals who provide out of school activities for their child, in accordance with these protocols and procedures.

Provide the nurse with the licensed provider's written statement if the student no longer has an LTA.

Go on field trips and out of school activities with your child, whenever possible.

Consider providing a bag of snacks for your child's classroom along with safe foods for special occasions.

If accommodations cannot be made in the cafeteria for the child's allergy, the parent will provide appropriate lunches.

**Administrative Guidelines  
Effective October 7, 2008**