

Administrative Regulations

In order to help assure that the needs of food-allergic students are met in the District's school meal program, The Director of Nutrition Services Building Principal and School Nurse shall:

1. NOTIFY PARENT(S)/GUARDIAN(S) OF THEIR RESPONSIBILITY TO:
 - Notify the school of their child's allergies.
 - Provide written medical documentation, instructions, and medication as directed by a physician.
 - Work with the school team to develop a plan to accommodate the child's needs to include time in the classroom and cafeteria, as well as an emergency action plan.
 - Replace medications after use or upon expiration.
 - Educate the child in the self-management of their food allergy including:
 1. Safe and unsafe foods
 2. Strategies for avoidance of 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 (if age appropriate)
 - Review policies after a reaction has occurred.
2. ASSURE THAT THE DISTRICT HAS TAKEN ALL NECESSARY STEPS TO:
 - Review the health records submitted by parent(s)/guardian(s) and physicians.
 - Not exclude students from school activities solely based on child's food allergy.
 - Identify a core team of, but not limited to, school nurse*, teacher, Principal, cafeteria manager, and counselor* to work with parent(s)/guardian(s) to establish prevention policies. All policy decisions about food allergy management should be made with core team participation. (*If available)
 - See to it that everyone who interacts with the student on a regular basis understands food allergies, can recognize common symptoms, knows what to

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do in an emergency, and works with other District personnel to work toward eliminating the use of food allergens in the allergic student's classroom as educational tools, arts and crafts projects, or incentives.

- Cooperate with the school nurse* to be sure medications are appropriately stored, see that an emergency kit is available, that contains a physician's standing order and epinephrine, and that medications are kept easily accessible to designated staff. (*If available)
 - Designate school personnel who can administer medications.
 - Always be prepared to handle a reaction and ensure that a staff member is available who can administer medications during the school day regardless of time or location.
 - Review policies after a reaction has occurred.
 - Work with the administrator in charge of transportation to see that school bus driver training includes symptoms awareness and what to do if a reaction occurs.
 - Recommend that all buses have communication devices in case of an emergency.
 - Enforce no eating on school buses.
 - Discuss field trips with family to decide how to handle them.
 - Follow State/District guidelines regarding sharing medical information about the student.
3. SHALL INFORM PARENT(S)/GUARDIAN(S) AND DISTRICT STAFF THAT:
- Parent(s)/Guardian(s) are not allowed to bring or offer "homemade" or "home baked" foods for classroom parties or school/classroom fund raising events. Parent(s)/Guardian(s) shall be encouraged to bring or offer non-food "treats" or "prizes" such as may be purchased at a Dollar Store" for children's birthday celebrations in lieu of offering or bringing "food" treats to the school. The danger of complications with food allergies, discrimination against students with a diabetic condition, and the general requirement that students be served only those foods that are commercially prepared and packaged and/or that are prepared in an "approved and licensed kitchen" makes this rule necessary.

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- Teachers are to avoid using food items such as candy, cookies, or other snack items as a “reward” for classroom behavior or accomplishments. Reward items other than food are to be used in such instances.
- To get suggestions that are more detailed for implementing these objectives and creating a specific plan for each individual student in order to address his or her particular needs, they should refer to The Food Allergy & Anaphylaxis Network’s (FAAN) School Food Allergy Program.
- The School Food Allergy Program has been endorsed and/or supported by the Anaphylaxis Committee of the American Academy of Allergy Asthma and Immunology, the National Association of School Nurses, and the Executive Committee of the Section on Allergy and Immunology of the American Academy of Pediatrics.
- Inform parent(s)/guardian(s) and staff that FAAN can be reached at: 800/929-4040.

Rules Accepted: June 29, 2009