

“The use of food for celebrations and rewards will be minimized and bake sales will not be permitted at elementary and middle schools during the day.”

If you are having food as part of your class as part of the teaching lesson, or after school activity PLEASE email Meg (mjensen@concordps.org) for 6th grade or Lynn (llucier@concordps.org) for 7th/8th grade.

Before doing so, please think about whether the food is essential to the lesson, as the policy reads “the use of food should be minimal.”

In your email to Meg or Lynn, you need to include:

- 1. All the students who you are including who will be in the classroom/homeBASE/ after school activity while you are bringing food in. (Even if they aren’t eating.)**
- 2. The exact foods and the ingredient list of each food.**
- 3. Be ready to email the parents as well with all this information.**

Student Allergy Policy

File JLB

The Districts recognize the increasing prevalence of student allergies and the life-threatening nature of the allergies for many students. The administration shall develop and implement procedures to minimize the risk of exposure to allergens that pose a threat to students, to educate all members of the school community, and to plan for the individual needs of students with life-threatening allergies. Further, these procedures will aim to assist students in assuming more individual responsibility for their health and safety as they grow older, and to ensure full participation in school activities.

The procedures will be reviewed annually and modified as appropriate and will include the following:

- A. Education and training: The District will provide annual education and training to all appropriate personnel on management of student allergies. The training

will address prevention efforts, information about common allergens, and recognition of signs of an allergic reaction, emergency response plan, and Epi-pen administration where appropriate.

- B. Individualized planning and accommodations: An Individual Health Care Plan (IHCP), or Emergency Health Care Plan that addresses the management of anaphylaxis will be developed for each student with a medically diagnosed life-threatening allergy.
- C. Classroom management procedures: Appropriate accommodations will be made in the classroom, including designation of the classroom as “allergen-free” as necessary. The use of food for celebrations and rewards will be minimized and bake sales will not be permitted at elementary and middle schools during the day.
- D. Common use areas: The procedures will address foods used in common areas and cleaning of those areas, including use of those areas by groups other than students.
- E. Kitchen and cafeteria procedures: The food service staff must make reasonable efforts to ensure that all food items offered to a student with life-threatening allergies are free of foods suspected of causing the allergic reaction.
- F. Transportation procedures: School buses and vans must have a working means of two-way communication and a plan to check the communication system periodically. Bus and van drivers must have an emergency response plan. The eating and sharing of food will be prohibited on transportation routes unless medically indicated for a student.
- G. Field trip procedures: Planning for field trips will include plans to implement a student’s IHCP, and identification of the communication system (cell phone, walkie-talkie etc). A trained staff member designated by the school nurse will attend field trips which include a student with a life-threatening allergy in the event that the parent doesn’t attend.
- H. Emergency response procedures: All staff members supervising students with life-threatening allergies must have a means of communication to call for assistance. The school nurse or another school staff member trained to administer epinephrine in accordance with 105 CMR 210 must be available in each school facility during the school day.
- I. Procedures for handling epinephrine: Each school must maintain a current supply of epinephrine by auto-injector (Epi-pens) and must comply with all Department of Public Health regulations for administration, storage, and record-keeping concerning epinephrine. The school nurse chairperson shall register with the Department of Public Health and shall train other school personnel to administer epinephrine in accordance with 105 CMR 210. All staff members will be informed of the location of the Epi-pens.

Appendix H-1: Student Allergy Procedures

Background

Concord Public Schools is committed to fostering a sense of inclusiveness for all students. The number of students with life-threatening allergies, especially food allergies, has increased substantially in recent years. As with all students with special needs, it is important that students with allergies be able to access all school activities. The following procedures were adapted from the Massachusetts Department of Education publication, *Managing Life Threatening Food Allergies in Schools* (Fall 2002) to provide accommodations in the school environment to minimize the health risk for students with life-threatening allergies. The implementation of these procedures requires a team approach and cooperation among administrators, school nurses, teachers, and other staff members, parents, and students.

Classroom Procedures (Grades 6 to 12)

1. At the start of the school year, the school nurse will provide all appropriate teachers and staff information regarding their students with allergies, and the signs and symptoms of an anaphylactic reaction. The allergy policy/procedures will be provided at this time.
2. A copy of the student's IHCP and/or Emergency Health Care Plan will be given to the student's core subject teachers and appropriate staff. Copies of all IHCP's or Emergency Health Care Plans will be placed in the substitute folder by the teachers.
3. The nurse will specifically inform teachers concerning any accommodations provided in a student's IHCP or Emergency Health Care Plan.
4. The teachers, in collaboration with the school nurse, and with input from the parents of the allergic student, will develop classroom-specific procedures regarding the management of allergens in the classroom (ex: food, latex, animals). The same procedures will hold true for grade or school-wide activities during school hours. After this consultation, the classroom may be designated allergen-free. It is recommended that the use of food for celebrations and rewards will be minimized and no unannounced foods be brought into the classroom.
5. An age-appropriate review of allergies will be conducted with students at the beginning of the school year. This will be done by core teachers, in consultation with the school nurse. It will include no sharing or trading of food or utensils.

6. All classroom teachers of a student with a life-threatening allergy will be provided a means to communicate with the school nurse and the administration office in the event of an emergency.
7. All classroom teachers will provide clear written instructions for any substitute teacher about the classroom-specific allergy procedures. Should the substitute need clarification, he/she will consult with the school nurse.

Field Trip Procedures

1. The school nurse must be notified of all field trips two weeks prior to the scheduled date.
2. The student's medication and/or Epi-pen and Emergency Health Care Plan will be sent on the field trip. The school nurse will review the signs/symptoms of an anaphylactic reaction and administration of medication/Epi-pen prior to the trip. Planning for the trip will include designation of persons carrying medication/Epi-pen.
3. The teacher will carry a cell phone or other means of communication, and will be instructed to follow the Emergency Health Care Plan, and to call 911 in the event of a suspected allergic reaction.
4. Plans for lunch and snack will be discussed prior to the field trip. If eating takes place outside of school, the same precautions in place at school will be followed on the field trip. While eating on the bus is not permitted, if lunch or snack must be held on the bus because of weather or unforeseen conditions, the allergic student(s) will sit in an area designated to maintain necessary safety and separation from any possible allergens. Lunches of students with food allergies should be stored separately to minimize cross-contamination. Students and staff should use hand washing or hand wipes after consuming food.

Cafeteria Procedures

1. All staff on lunch duty will be informed of students with food allergies and will be trained in recognizing symptoms of an anaphylactic reaction and emergency procedures.
2. For grades 6 – 12, an allergen-free table (or areas of tables) will be provided as needed and will be clearly identified. These tables will be washed with separate cleaning supplies before each lunch period.
3. All students will be discouraged from sharing or trading food or utensils in all cafeterias.

School Nurse Responsibility

1. Discuss the child's allergy with the parent and develop an Individual Health Care Plan (IHCP) at the start of the school year, or as needed when a student's allergy is identified. The plan will be reviewed annually.
2. Obtain authorization to communicate with the Health Care Provider of all students with diagnosed life-threatening allergies at the start of the school year.
3. Consult with the classroom teachers to develop classroom-specific procedures to accommodate students as needed.
4. Provide training to all staff members on the management of student allergies. The training will address prevention efforts, information about common allergens, recognition of signs of an allergic reaction including anaphylaxis, location of emergency epinephrine/Epi-pen storage, and the emergency response plan. The training will be provided annually at the start of the school year.
5. Provide training to appropriate staff members regarding the administration of emergency epinephrine/Epi-pen, as outlined in the Department of Public Health regulations. This training will be reviewed periodically during the school year as needed, such as prior to a field trip.
6. Maintain a list of all staff members trained in the use of emergency epinephrine/Epi-pen.
7. Keep a record of all emergency epinephrine/Epi-pen, along with physician orders and IHCP's/Emergency Health Care Plans.
8. Meet with the building Food Service Director each year to provide information about specific student allergies and associated safety needs.
9. Arrange for a trained professional to attend field trips with a student with a life-threatening allergy in the event a parent cannot attend (K-5). Make sure emergency communication is available.
10. Provide parent/guardian of students with life-threatening allergy a copy of "Parent Responsibility" section of Student Allergy Policy on a yearly basis, and have Student Allergy Policy and Procedure available.

Administration Responsibility

1. Follow the "911 Emergencies" plan as detailed in the yellow Emergency Response Plan. Include delegation of emergency duties to appropriate staff members. Practice this plan twice each school year.

2. Ensure that an IHCP/Emergency Health Plan for each student with a life-threatening allergy is created and implemented through consultation with school nurse.
3. Establish cleaning procedures for classrooms, cafeteria, and other areas of the building. This includes the cleaning of allergen-free tables in classrooms with separate cleaning supplies, and in the cafeteria, before each lunch period.
4. Emphasize the procedure of how and when to communicate with the main office and school nurse in the event of an emergency. The plan should include all school staff; coverage plans for the teacher and nurse, and specific equipment to facilitate communication.
5. Adopt and maintain a “no sharing/no trading” food policy.
6. Provide opportunity for teachers to teach hand-washing techniques before and after eating.
7. Ensure that adequate supplies of soap in the classrooms and hand wipes in the cafeteria are available in all schools.
8. Support the ideas of minimizing the use of food for classroom and school-wide functions, celebrations and rewards, and that no unannounced foods be brought into the classroom.
9. Prohibit food on routine school bus routes except for specific students with medical needs. (Food may be allowed on longer trips with appropriate supervision by school personnel)
10. Maintain the school district policy of no bake sales during the school day. (K-8)
11. Provide guidelines for monitoring snack and lunch. In classes where students have a life-threatening food allergy, the principal, with the school nurse, may send a letter requesting that certain foods not be brought into the classroom; and establish within classroom/cafeteria, allergen-free eating areas.
12. Provide school nurse opportunity to provide training sessions of allergy awareness/ emergency epinephrine or Epi-pen training at the beginning of each school year.

Staff Responsibility

1. Implement IHCP/Emergency Health Plan as it pertains to the classroom and class activities.

2. Implement the Classroom Procedures as stated above.
3. Participate in meetings/trainings regarding the IHCP/Emergency Health Plan, prevention measures, information about common allergens, recognition of signs of allergic/anaphylactic reaction, emergency response plans, and administration of emergency epinephrine or Epi-pen where appropriate.

Food Services Manager Responsibility

1. Receive and post a list of all students with food allergies, and consult with school nurse and classroom teachers as needed.
2. Ensure that kitchen staff is informed of students with food allergies and trained in recognizing symptoms of allergic reactions and emergency procedures.
3. Review the legal protections for a student with life threatening food allergies.
4. Make available to parents, copies of ingredient lists of all foods used in food production and service.
5. Read all food labels and recheck routinely for potential food allergens.
6. Review and assure that proper food handling practices are followed to avoid cross contamination of potential food allergens. Assure that all products containing peanuts/nuts be clearly marked and individually wrapped.
7. Ensure that non-latex gloves are used for all food preparation.
8. Ensure that strict cleaning and sanitation protocol is followed to avoid cross contamination.
9. Set up policies for the cafeteria regarding food allergic students.
10. Create specific tables that will be allergen free, in consultation with school nurse, away from food preparation and disposal.
11. Provide advance copies of the menu to parents/guardians and notification if menu is changed.
12. Have functioning intercom, walkie-talkie, or other communication device to support emergencies.

Parent/Guardian Responsibility

1. Notify the school nurse and principal of your child's allergies.

2. Provide current medical documentation of allergy from health care provider to school nurse.
3. Provide school nurse with written authorization to communicate with child's Health Care Provider regarding life threatening allergy management.
4. Provide a list of foods and/or ingredients to the school nurse that would potentially cause a life- threatening reaction.
5. Submit all required medical forms to the school nurse prior to the start of school.
6. Deliver prescribed medications in original containers to school nurse on or before the first day of school.
7. Meet with the school nurse to develop an Individual Health Care Plan (IHCP), review Emergency Care Plan, and meet with classroom teachers as needed.
8. Educate student in the self-management of their allergy age appropriately, including safe and unsafe foods, strategies for avoiding the allergen, symptoms of an allergic reaction, how and when to tell an adult a reaction is starting, how to read food labels, and avoidance of sharing food.
9. Purchase a medical alert bracelet/necklace and encourage student to wear it at all times.
10. Provide school with safe snacks to be used as stipulated in the IHCP.
11. Investigate field trip destinations for potential issues (exhibits, activities) that may pose a risk.
12. Go on field trips with student, if possible. (Preschool-5)
13. Inform the bus or van driver and any substitute driver if possible about student's food allergy.
14. Provide Student's IHCP/Emergency Care Plan and emergency epinephrine/Epi-pen to persons responsible for before/after school activities located at the school or sponsored by the school.
15. Contact Food Service Manager with questions/concerns about cafeteria food/ ingredients as needed.

Student Responsibility

1. Take as much responsibility as possible for avoiding allergens.
2. Do not trade or share foods.
3. Wash hands before and after eating.
4. Learn to recognize symptoms of an allergic reaction.
5. Promptly notify an adult as soon as accidental exposure occurs or symptoms appear.
6. Seek out adults if feeling unsafe or are being teased about allergy.
7. Take more responsibility for allergy management as age/maturity allows.
 - a) Wear a medic alert bracelet/necklace.
 - b) Share information about your allergy with your friends.
 - c) Tell the bus driver about your allergy.
 - d) When age appropriate, carry your Epi-pen with you. Keep it readily available at all times.
 - e) Talk to the cafeteria staff about your allergy and review ingredient labels
 - f) Read ingredient labels before eating any foods/drinking any liquids.
 - g) Notify after school activity advisors/coaches of your allergy and location of Epi-pen.
 - h) Provide Epi-pen to trained adults supervising after school activities/sports.

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