

# REGULATION

## SCHOOL DISTRICT OF THE CHATHAMS

PUPILS

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Anaphylaxis to Food and Other Substances Grades 6-12

### ANAPHYLAXIS TO FOOD AND OTHER SUBSTANCES

Grades 6 - 12

#### General Regulations

Teachers and other school staff, including substitute teachers, main office personnel, guidance personnel, will not give food as a reward for good behavior and/or good work.

Any food that is served as part of a classroom event or celebration must be consumed in the classroom. No food should leave the school to be consumed in unsupervised situations. To that end, distribution of "goody bags", i.e., candy intended to leave the classroom on holidays (Halloween, Winter Holiday, Valentines Day, etc.) is forbidden.

Under no circumstances will peanut butter be spread in classrooms or on school property as a part of lessons, demonstrations or craft projects. This rule will apply to all areas of school building use, including after school enrichment programs and scouting activities, adult school, and sports teams. The school use building form should include this information. All groups should have to sign off that they are aware of the no peanut rule in the building.

Accommodations will be made for children with special needs related to eating in the classrooms. These accommodations will be approved and on file with the Director of Special Services

#### Planning Regulations:

Prior to enrolling in any school (or for a student who is already in school, immediately after the diagnosis of a life-threatening allergic condition), the parent/guardian will meet with the school nurse assigned to the student's building to develop an "Individual Health Care Plan" (IHCP). A copy of the plan will be forwarded to the Director of Special Services for approval. A copy will be kept in the Special Services office as the formal approved IHCP for the student. A copy of the IHCP will also be kept in the Health Office

All staff will receive annual in-service training, at the first Faculty meeting, on recognizing and responding to food allergy and other types of medical emergencies within their school and whenever they are responsible for a group of students. All

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substitutes will be issued a packet at the time of employment with all the school emergency plans. The employee will be required to sign off that they have reviewed all the information. They will be responsible for reviewing the information before they work in a building.

Procedures for a "Code Anna" have been developed and will be practiced at least annually, during the month of September.

#### Classroom Regulations

The parent or legal guardian must provide written permission in the form of the school districts allergy packet to the nurse before any information can be shared with the school staff.

All teachers and other personnel will be instructed in recognizing and responding to potential allergic reactions.

With written parent permission, a letter, notifying parents of a student's severe food allergies will be distributed in September to the parents of children in both the homeroom and any switch classes. The name of the child with the food allergy will not be used.

Teachers will discuss the importance of the "no sharing" rule to protect all students from possible allergic reactions. The "no sharing" rule will be enforced throughout the school buildings.

Parents of food-allergic students will be offered the opportunity to provide safe snacks and treats to be kept in the classroom or Health Office. These safe snacks will be used by the food-allergic child in the event of non-curriculum celebrations that are initiated by parents. Freezer space will be offered to parents for long-term storage of safe snacks.

In advance of lessons, demonstrations or curriculum-related food use, the classroom teacher will communicate with the parents of the food allergic child details regarding the food to be used. Permission for full participation, participation with accommodations or request for exclusion from the lesson will be provided by the parents to the teacher.

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In September, all student teachers, aides, substitutes and volunteers will be educated about the risk of food allergies. Specific information is available to all staff in a designated location in each building.

Teachers must be familiar with the Individual Health Care Plan (IHCP) of any student in their class and be prepared to respond to emergencies as per the emergency protocol documented in that plan.

In the event of an allergic reaction, where there is no known allergic history, the school nurse will be called and the school's Code Anna activated. Emergency medical services will be called immediately upon administration of an Epi-pen.

Each classroom should have easy communication with the school nurse by such means as functioning intercom, walkie-talkie or cell phone.

Snacks of food-allergic children should be kept in a separate snack box or chest or in their own personal lunch box.

If a student inadvertently brings a restricted food to the classroom which has been designated as an allergen-free room; he/she will not be allowed to eat that snack in the classroom.

If an animal is present in the classroom, special attention must be paid to the ingredients in their food, as many animal feeds contain allergens.

### Cafeteria Regulations

School district Food service contractors and personnel will be informed of the presence of students with severe allergies. These students will be identified by name and photo, according to the parameters allowed by confidentiality laws. These staff will be instructed and trained in recognizing and responding to potential allergic reactions.

All students with peanut allergies will be offered an opportunity to eat at a peanut-free table or a peanut-free space at a table.

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Cafeteria tables and chairs will be cleaned thoroughly after each lunch period with district-approved cleaning solution. At CHS they will be cleaned daily since the cafeteria is used all day.

Trash receptacles will be emptied after each lunch period at CMS and as needed at CHS.

Peanut butter may not be spread in lunchrooms, nor will it be spread in any of the district's kitchens that supply lunches to our schools. Pre-made peanut butter and jelly sandwiches are available for purchase.

If a food allergic child would like to buy a school lunch, the parent of that child should contact the food service manager to arrange to read the ingredients.

The school nurse will provide the parents with the necessary phone numbers and contacts in order to facilitate this.

### Field Trip Regulations

Administrators and/or faculty members will inform the nurse of all upcoming field trips at least one month prior to the planned trip. This will facilitate planning for all special needs children on these trips.

Teachers will inform the parents of the food allergic child, in writing, of field trip activities that might require special accommodations. Parents will respond, in writing, regarding the need for accommodations, substitutions or exclusions from such activities.

Teachers will invite the parent of a child with severe allergies and/or other special health needs to attend all field trips.

In the case of students who are not capable of administering their own medication, and when a parent or an Epi-Pen Designee is not available to attend a field trip, a Nurse will attend. In the case of students with self-administration orders, students will be expected to carry their own medication(s) on field trips.

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Whenever students travel on field trips with their class or their school, the name and phone number of the nearest hospital will be part of the teacher's emergency plan.

Whenever students travel on field trips with their class or their school, a request that all students consider bringing peanut-free lunches should be sent to every parent in advance of the trip.

Whenever students travel on field trips with their class or their school, the lunch of the children with life-threatening food allergies will be kept separate from the other lunches to avoid cross-contamination.

Whenever students travel on field trips with their class or their school, a cell phone or other communication device will be carried by at least one teacher on the trip for emergency calls.

In the case of students who are not capable of self-administering medication: The adult responsible for carrying the emergency medication will travel on the same bus as the allergic child. The adult carrying the (medications) will be identified and introduced to the student as well as to the other chaperones.

#### Bus Regulations

All buses will be equipped with operational cell phones and/or two way radios in order to communicate with emergency personnel if needed.

Eating peanut butter on school buses is prohibited. The bus company will be asked to prohibit peanut butter on the buses.

Bus drivers will be trained by their employer in recognizing potential allergic reactions and in responding by initiating the emergency response system.

Parents of children with special health needs, such as food allergies should identify their children to bus drivers.

#### Physical Education and Recess Regulations

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All staff responsible for recess will be trained by appropriate personnel to recognize and respond to exercise-induced anaphylaxis as well as anaphylaxis caused by other allergens.

Physical Education/outdoor play/lessons teachers will have a walkie-talkie, cell phone or similar communication device available for emergency communication.

If, for safety reasons, a medical alert identification (ID bracelet) needs to be removed during specific activities, the student should be reminded to replace this identification immediately after the activity is completed

Student will be allowed to tape medic alert bracelets in PE class.

### Interfacing With the Larger Community

All outside groups that use School District of the Chathams buildings will be responsible to adhere to school policies regarding food. All written agreements for use of school buildings will require adherence to these policies. (This would include, for example, forbidding the use of peanut butter in projects.) The nurse will post signs on the doors of classrooms that must be kept free of certain allergens for the purpose of informing the larger community of the need to restrict the use of specific allergens.

No student should be excluded from Board of Education sponsored after-school activities due to the risk of allergen exposure. However, students and their parents will be informed in advance, when electing to participate in after-school activities, that a nurse is not on duty.

Programs that are run by the PTO, or other outside groups, will include written notification to parents that nurses are not on duty during after school programs.

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