

WHITEFISH BAY SCHOOL DISTRICT GUIDELINES FOR MANAGING LIFE THREATENING ALLERGIES

In the Whitefish Bay School District, we strive to ensure that "...every student will experience a caring, inclusive learning environment that supports the development of the whole child with balanced attention to physical, social, emotional, and intellectual well-being." To that end, to maximize the safety, social emotional well-being, and learning of students with life threatening allergies, the following guidance was developed.

According to the Center for Disease Control, allergies are an increasing safety and public health concern that impacts approximately 4-6% of children in the United States. Given there is no cure and allergic reactions can be life threatening, the CDC proposes schools should develop plans for preventing an allergic reaction and responding to food allergy emergencies including anaphylaxis. Proactive recognition and treatment is essential to maximize the safety and well-being of our students. **The subsequent portion of this document contains reasonable guidelines pertaining to life threatening allergies. It is important to note, specific responsibilities will be dictated by the Individual Health Plan or Section 504 Plan.**

This document outlines guidelines for:

- Teacher(s)
- Parent(s)/Guardian(s) of Student with Allergies
- Student with Allergies/Anaphylaxis
- School Administration or Designee
- Village Nurse

Classroom Teacher(s)

- Obtain an understanding of the essential actions to assist in the management of allergies when students with life threatening allergies including food allergies are under your supervision (e.g., including when meals or snacks are served in the classroom, on field trips, or during extracurricular activities).
- Keep the student's **Individual Health Plan** or **Section 504 Plan** AND the **Life Threatening Allergy Action Plan** accessible in the classroom. An established means of communication within the school environment will be incorporated into the plan to permit swift response.
- Leave information for substitute teacher(s) and/or other adults who have an educational interest, in an organized, prominent, and accessible format. Follow school district guidelines for substitute teacher folders. Ensure the student's Individual Health Plan (IHP) or Section 504 Plan with photo ID is in the substitute teacher folder. The folder must include instructions for the substitute teacher to immediately contact the school clinic and/or school principal for assistance and instruction.
- Do not question or hesitate to immediately initiate an emergency response.
- Collaboratively educate and inform students and their parent(s)/guardian(s), teachers, paraprofessionals, substitutes, and volunteers who may have contact with students having

an emergency response plan, about how to recognize, prevent and respond to allergy reactions including food allergies.

- With parent permission at the elementary level and/or when developmentally appropriate, and in collaboration with Village Nurse, provide information to students in the classroom around the life threatening allergy.
- Work collaboratively with Village Nurse, parent(s)/guardian(s), and the student to initiate self-advocacy skill development for student with life threatening allergies.
- Be aware of and familiar with District policies that prohibit discrimination and bullying against all students including those with allergies. Be aware of how the student with a food allergy is being treated and enforce school rules about bullying and threats.
- Seek immediate assistance if student has ingested, or is suspected to have ingested, a known allergen.
- Participate in team meetings, any in-service training(s) and/or a meeting(s) for a student's re-entry after the student's reaction from contact with allergens.
- Work collaboratively with other school staff to eliminate any product that has been shown to cause a life threatening allergy from educational tools, arts, and crafts, and classroom incentives.

Additional Guidelines: Students with life threatening food allergies:

- Staff and/or parent(s)/guardian(s) are encouraged to provide a list of ingredients, when possible, at least 24 hours in advance of when a food item will be provided to students in school for parent/guardian approval. If a guardian(s)/parent(s) of the child with the life threatening food allergy does not approve or the school does not hear back, the snack will not be given to the child.
- Remind a parent(s)/guardian(s) of a student with food allergies to provide allergen-free snacks for his/her own child. These snacks should be kept in a separate snack box or chest.
- Discourage sharing or trading food at school.
- Allow the student with the life threatening food allergy to keep the same locker and/or desk when possible all year to help prevent accidental contamination since food is often stored in lockers and desks. Consider providing storage for lunches and other food products outside the classroom. Provide a "safe" area within classroom.
- When classrooms are used for meals there must be a designated "safe" area. Steps must be taken so that these areas are not contaminated by allergens.
- Do not send students with food allergies home on the bus if they report *any* symptoms of an allergic reaction.
- Avoid isolating or excluding a student because of allergies (e.g., using food items as part of a lesson).
- As dictated by the Individual Health Plan or Section 504 Plan, tables, counter tops, chairs, and/or other areas will be washed after every food event. If the allergy action plan mandates cleaning tables, counter tops and other areas, an adult will do it with a district approved cleaning product.

Field Trips

Choose field trips carefully to be mindful of allergen exposure. Review Individual Health Plan (IHP) and/or Section 504 Plan.

- Review the number of adults/chaperones scheduled for the field trip when a student with food or other life threatening allergies is present. Be aware that additional chaperones may be required. Student(s) experiencing a reaction must be accompanied by an adult familiar with their health care plan at all times.
- Provide notification of field trips to the school clinic and building principal (i.e., minimal 72 hour in advance).
- Discuss the field trip in advance with parent(s)/guardian(s) of a student at-risk for anaphylaxis. Invite parents of student at risk for anaphylaxis to accompany their child on school trips when appropriate, in addition to the chaperone(s). Parent's/guardian's presence at a field trip is *not* required.
- Identify the individual(s) who will be assigned the responsibility for overseeing the student's welfare and handling any emergency. These responsibilities will include:
 - Facilitating washing of hands before snack/lunch.
 - Overseeing the cleaning of tables before eating.
 - Carrying a communication device to be used in an emergency situation.
 - Carrying and administering emergency medicine (antihistamine, epinephrine auto-injector) as outlined in IHP/Section 504 Plan.
 - Being knowledgeable of the student's emergency response plan
- Follow District policy for medication administration. All medications, including over-the-counter medications, shall be given to the adult designated by the teacher or building principal.

Additional guidelines: Student with life threatening food allergy will be participating in field trip:

- Consider the possibility of the presence/handling of any food item while on the field trip.
- Consider how snack/lunch will be stored/transported and where food will be eaten while on field trip.

Field Trip Medication Checklist

- Notify the school clinic of any field trip at least 72 hours in advance.
- The clinic will provide any prescribed medication to the teacher in charge and review any emergency procedures with that individual as necessary.

- Acquire medications, IHP/Section 504 Plan, and a communication device(s) the morning of the trip (school personnel's responsibility). District policy for dispensing medicine should be followed.
- Provide the individual(s) who is/are to administer the medication with the IHP/Section 504 Plan and specific instructions pertaining to the medication(s).
- Dispense medication(s) in a labeled container/bag with the date and time that it is to be given.
- Written permission shall be on file for any student that is allowed to self-administer their medication(s).

School Administration

- If requested by the IHP or Section 504 Team meet with parent(s)/guardian(s) and appropriate staff members to establish an IHP and/or Section 504 Plan.
- Oversee staff implementation of school and District policies for managing allergies.
- Supervise and support the Board of Education's life threatening allergy policies. Ensure training and education for all staff on Board of Education policy and procedures for food and other life threatening allergies occurs at the beginning of each school year and throughout the school year as needed, including:
 - How to recognize symptoms of an allergic reaction (e.g., itching, hives, swelling of throat, tongue, hands or feet).
 - A review of high-risk areas.
 - Steps to take to prevent exposure to allergens.
 - How to respond to an emergency, including the administration of an EPI-PEN.
 - Precautions to take re: field trips.
 - School responsibilities under FERPA, ADA, Section 504, and IDEA.
- Track and maintain attendance sheets for in-service training for staff at the beginning of the school year. All specific training protocols will be made available by the school district and found within the school.
- Ensure substitute teachers, nurses, and other personnel understand their role and how to implement an IHP and/or Section 504 Plan.
- Provide emergency communication devices (e.g., two-way radio, walkie-talkie, cell phone) for all school activities, outdoor activities, including transportation during the school day (e.g., field trips), that involve a student with life threatening allergies.
- Obtain emergency training procedures from the bus company. Ensure parents are informed of emergency procedures relative to food and other life threatening allergies.
- Document all responses to life threatening allergy emergencies.
 - Confirm the accident report is filled out and signed.

- o Maintain a copy in the school office as well as send one copy to the Business Office, Special Education & Pupil Services, and to the Village Nurse (i.e., located at the High School).
- o Debrief staff (e.g., review actions and potential enhancements/next steps).
- Support professional learning for staff in collaboration with Village Nurse and/or Special Education & Pupil Services Director.
- Communicate school's responsibilities, expectations, and practices for managing allergies through modalities such as newsletters and announcements.
- For students with food life threatening allergies, co-facilitate, when needed, the acquisition of ingredient lists for food products and classroom products available in the school. Provide access to parent/guardian when requested and available.

Parent(s)/Guardian(s)

- Inform your child's teacher and/or principal about your child's allergy(ies) prior to the beginning of the school year (or as soon as possible after a diagnosis) and annually thereafter. The notice should include:
 - o Written instructions from the licensed provider regarding the administration of any medications along with a completed **Life Threatening Allergy Action Plan**.
 - o Request for a health care plan which briefly states the nature of the child's allergies.
- Participate in team meetings and communicate with all staff members, including the school clinic who will be in contact with the child (i.e., preferably before the beginning of the school year) to:
 - o Discuss development and implementation of IHP or Section 504 Plan.
 - o Periodically (e.g., halfway through the year) review prevention and IHP or Section 504 Plan with the team.
- Provide the school with up-to-date epinephrine auto-injectors and other medication(s).
- Decide if additional antihistamine and epinephrine auto-injectors will be kept in the school aside from the one in the school clinic or designated area, and if so, where as determined by the IHP or Section 504 Plan
- Consider providing a medical alert identification (e.g., bracelet, necklace) for your child.
- Provide the school clinic with the licensed medical provider's statement if student no longer has allergies.
- Discuss emergency procedures for transportation companies or bus service with school personnel. Review transportation requirements/situation for student.

Additional guidelines for parent(s)/guardian(s) of student with life threatening food allergies:

- o Provide a list of foods and ingredients to avoid.
- o Consider placing your child's lunch in a plastic bag to avoid cross contamination.
- o Provide non-perishable, allergen-free snack(s)/lunch(es) for your child. Discuss location of allergen-free snack in classroom with student.

Periodically teach your child to:

- Recognize the first symptoms of an allergic/anaphylactic reaction.
- Know where the epinephrine auto-injector is kept and who has access to the epinephrine.
- Communicate clearly as soon as he/she feels a reaction is starting.
- Carry his/her own epinephrine auto-injector when developmentally appropriate.
- Administer epinephrine auto-injector if developmentally appropriate.
- Report teasing, bullying and threats to an adult authority.

If your child has a life threatening food allergy teach your child to:

- Avoid sharing or trading snacks, lunches, or drinks.
- Understand the importance of handwashing before and after eating.
- Request ingredient information for any food offered. If food is not labeled or if the child is unsure of the ingredients, the child should politely decline the food being offered.

Students Who Have Life Threatening Allergies

- Recognize the first symptoms of an allergic/anaphylactic reaction.
- Know where the epinephrine auto-injector is kept and who has access to the epinephrine auto-injector(s).
- Inform an adult as soon as accidental exposure occurs or symptoms appear.
- Carry your own epinephrine auto-injector (i.e., if parent(s)/guardians and staff determine it is developmentally appropriate).
- Report teasing, bullying and threats to an adult authority.
- Learn to become a self-advocate (refer to parent/guardian guidelines on previous page).
- Develop a relationship with the nurse and/or another trusted adult in the school, to assist in identifying issues related to the management of the allergy in school.

Additional guidelines for students who have life threatening food allergy:

- o Avoid sharing or trading snacks, lunches, or drinks.
- o Wash hands before and after eating.
- o Ask about ingredients for all food offered. If unsure that the food is allergen-free, say thank you, but do *not* take or eat the food.

Village Nurse Guidelines

- Prior to entry to school or immediately after the diagnosis of a life threatening condition, schedule a meeting including student's teacher(s), counselor and/or other pupil service provider(s) as deemed necessary and the student's parent/guardian to develop the Section 504 Plan and/or IHP for the student.
- Ensure a signed **Life Threatening Allergy Action Plan** is included with the IHP or Section 504 Plan.
- Ensure that appropriate personnel know the location of medication, IHP/Section 504 Plan. School must designate an area of the building to house medication.
- Ensure epinephrine auto-injectors and antihistamines are stored in a secure, unlocked designated area. Track medications for expiration dates and arrange for them to be current.
- Refer to the Board of Education's policies pertaining to allergies (i.e., available in the designated area and immediately accessible) for any additional information, as needed.
- Disseminate relevant health concerns, IHP and/or Section 504 Plans to appropriate staff.
- Ensure student with suspected allergic reactions is accompanied by an adult at all times.
- Establish a contingency plan in the case of a substitute health aide(s) and/or other designated staff member(s).
- Establish a means of communication with playground staff and physical education teacher via communication device.
- Educate and inform students and their parents, teachers, aides, substitutes, and volunteers about how to prevent, recognize and respond to an allergic reaction. Avoid endangering, isolating, stigmatizing or harassing students with food allergies. Be aware of how the student with food allergies is being treated and enforce school rules about bullying and threats.
- Ensure that medical information for student having a reaction is sent with Emergency Medical Service (EMS).
- Assist in the identification of an "allergy-free" eating area in the classroom and/or cafeteria.
- Discuss emergency procedures for transportation companies or school district bus service with school personnel.

