

Protocol and Guidelines for Management of Life-Threatening Allergies in the Ware Public Schools

Ware Public Schools recognize that some students have mild, severe, and even life-threatening allergies. It is imperative that parents/guardians notify schools regarding their child's allergies and health issues. Upon notification and identification of a student with mild, severe, and life-threatening allergies by a parent/guardian, and with complete documentation from a physician, the school will begin implementing a plan of care as identified below.

Parent /Guardian Responsibilities

The parent/guardian will:

1. Provide documentation of the allergy from the student's primary care provider (PCP) or preferably, allergist. Documentation from the physician must include the specific type of allergy, the severity of the allergy (i.e., is the allergy mild, severe, or life-threatening), the major life functions impacted, specific symptoms, and include a specific plan of action including the type of medication that is to be administered in school. The doctor's order should note if the student has ever had an anaphylactic reaction, and the date of the last reaction.
2. Responsible for obtaining an order for epinephrine and/or other medications on an annual basis and more often, if there is a change in the medication protocol for the student.
3. Contact the school, if necessary, to request a meeting prior to the start of the school year.
4. Responsible for granting consent for staff to administer medication to their child in the event of an emergency during school or at a school-based event.
5. Document what type of allergy their child has and what type of reactions occur when the student is exposed to the allergen(s). This information will include triggers and warning signs. Emergency numbers for parents and PCP will be on the anaphylaxis emergency care plan.
6. **Responsible for informing the Bus Company and driver of the student's allergy.**
7. Decide with the PCP and the nurse if student can self-medicate and self-carry medication.
8. Responsible for providing medication for both the school and after school activities. The medication must be in original packaging and clearly labeled with the student's name.
9. Provide an Emergency Care Plan to the adult responsible for their child's after school activity.
10. **Responsible for contacting the Food Service Director if the student has a life-threatening food allergy; also provide a medical note if food substitutes are to be provided by the Food Service Department.**
11. Inform the school of any changes in the child's life-threatening allergy status.
12. Provide the school with the licensed provider's statement if the student no longer has life-threatening allergies.
13. **Will attend field trips and out-of-school activities with their child, whenever possible.**
14. Provide a bag of snacks for the child's classroom along with safe foods for special occasions.
15. Sign a release for school personnel to consult with the family physician/allergist and all medical providers.

Student Responsibilities

Each student with a life-threatening allergy should:

1. Be proactive in the care and management of his/her allergies and reactions based upon their age and capabilities.
2. Be educated to take on increasing responsibilities in the care and management of their allergies as follows:
 - a. Do not share or trade food with others
 - b. Always wash your hands before and after eating
 - c. Only eat foods when you are sure about the ingredients
 - d. Be aware of surroundings both inside and outside with bee/insect allergies
 - e. Learn to recognize symptoms of an allergic reaction.
 - f. Tell an adult immediately if you are experiencing symptoms because of insect/bee sting , known food allergen ingestion or ingestion of food that may have unknown ingredients.
 - g. Develop a relationship with the school nurse and/or another trusted adult in the school to assist with answering questions and identifying issues related to the management of your allergy in school.
 - h. Have ongoing conversations with parent/guardian, school nurse and physician concerning how much responsibility you are ready to take on, including carrying an EpiPen.

Ware Public School Department Responsibilities

The School District will:

1. Create a safety emergency plan for addressing life-threatening allergic reactions.
2. Provide an annual in-service training and education on reducing allergy risks, recognizing allergy symptoms and emergency procedures for staff. The training will include, but not be limited to:
 - a. A description/definition of severe allergies and a discussion of the most common foods causing allergic reactions.
 - b. The signs and symptoms of anaphylaxis.
 - c. The correct use of various epinephrine delivery systems.
 - d. Specific steps to follow in the event of an emergency.
 - e. Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504 and FERPA as well as any applicable states laws and district policies.
 - f. Consult with facilities personnel to develop protocol for cleaning classrooms, cafeteria and other areas of the building to minimize the threat of allergens.

Principal Responsibilities

The Principal will:

1. Partnering with the school nurses to provide in-service training and education for staff regarding life-threatening allergies, symptoms, risk reduction procedures and emergency procedures including a demonstration on how to use various epinephrine delivery systems.
2. Ensure that the protocol explaining life-threatening allergies be discussed at kindergarten orientation and at each school's yearly parent open-house.

School Health Professionals Responsibilities

Each school nurse will:

1. Develop a Health Care Plan (HCP) for a student with a life-threatening allergy. This plan may include collaboration with parents/guardians and other school staff.
2. Maintain updated HCP's in both the Nurse's Office and the student's homeroom at the elementary level and in the Nurse's Office at the middle and high school levels.
3. Recommend that the parent/guardian provide a photograph of their child to be attached to the HCP.
4. Responsible for following the Department of Public Health regulations governing the administration of prescription medications and regulations that permit registration of non-licensed personnel to be trained and to administer the Epipen.
5. Encourage parent/guardian to have 2 Epipens available in school at all times.
6. Make Epipens (belonging to the school and those prescribed to the students) available in the nurse's office and in other clearly designated locations as specified in the Health Care Plan. Encourage students to carry their Epipens on their person as allowed by the District's Administration of Medication Policy.
7. Notify all staff of the locations of Epipens in the school.
8. Familiarize teachers with the HCP's of their students and any other staff member who has contact with the student on a need to know basis.
9. Inform the school principal and parent/guardian if any student experiences an allergic reaction that has not been previously diagnosed.
10. Emergency protocol will be in place in the event that no nursing coverage is available during normal school hours.

Pediatrician, Nurse Consultant Responsibilities

The child's pediatrician and/or nurse consultant will:

1. Consult with school health staff on implementation of best practices.
2. Be available to review Individual Health Care Plans, if needed.
3. Provide Food Service Director with note regarding appropriate food substitutes if such substitutes are to be provided by the Food Services Department.

Teacher Responsibilities

Each teacher will:

1. Participate in an in-service training regarding life-threatening allergies.
2. Receive and review the Individual Health Care Plan with the nurse and parent(s)/guardian(s) of any student(s) in your classroom with life-threatening allergies.
3. Collaborate with administration and nurse to send out letters to all parents/guardians of students in a class with an individual with a life-threatening food allergy (receive parent consent to share information).
4. In collaboration with the nurse, establish an elementary classroom protocol regarding the management of snacks in the classroom.
5. Ensure that only approved foods are in classrooms.
6. Receive approval from school administration and school nurse prior to using food in the classroom lesson plan. Send an appropriate letter home to parents if food will be used in a classroom lesson plan.
7. Reinforce appropriate hygiene techniques for hand washing before and after eating.
8. **Call the nurse's office immediately if an allergic reaction is suspected.**
9. Participate in the planning of a student's re-entry into school after an anaphylactic reaction.
10. **Leave information in an organized, prominent and accessible format for substitute teacher.**

Food Service Personnel Responsibilities

Food service director and/or personnel will:

1. Provide in-service training to food service employees regarding safe food handling practices to avoid cross contamination with potential food allergens.
2. Provide and maintain life-threatening food allergy tables in each elementary and middle school cafeteria as needed by the Health Care Plans. These tables will be designated by a universal symbol. These tables will be cleaned and sanitized as per district protocol.
3. Wear non-latex gloves in the food service area.
4. Post monthly menu so parents/guardians and children can choose appropriate foods

Personnel in Charge of Conducting After-School Activities Responsibilities

Personnel include: before and after school activity instructors, coaches, extracurricular activity advisors.

1. Ask participants who has a life-threatening allergy and if an Emergency Care Plan is available; should also be aware if child carries medication/Epipen on his/her person.
2. Make parent/guardian aware that no nurse is available before and after school hours.

Recess and Out Door Physical Education Classes Responsibilities

Physical education teachers and recess personnel will:

1. Take outside an Epipen if specified in the child's Health Care Plan.
2. Have access to an emergency communication device (walkie- talkie, cell phone) that is accessible and functional.

Field Trip Responsibilities

The field trip coordinator will:

1. Take into consideration the risk for life-threatening allergen exposure; parents/guardians must evaluate potential risks when determining whether their child should attend a field trip.
2. Ensure together with the school nurse that the following is in place for each field trip: a copy of each child's Emergency Care Plan together with Epipen; teacher carries a cell phone or other communication device; at least one person on the field trip is trained to use and the Epipen and is aware of the district emergency procedures following administration.
3. **Strongly encourage parents to attend his/her child's field trip.**

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Life-threatening Allergy Parent/Guardian Check List

1. _____ Documentation from PCP or allergist regarding life threatening allergy. Should include the following:
 - a. Specific type of allergy.
 - b. Major life functions impacted, specific symptoms.
 - c. Specific plan of action, including medication.
 - d. Note if child ever had anaphylactic reaction and date of last reaction.
2. _____ Obtain MD order for medication; need new orders for every time protocol changed.
3. _____ If parent wishes, school meeting with staff prior to start school year.
4. _____ Written consent for staff to administer medication in event of emergency.
5. _____ Document type allergy, reactions that occur when exposed to allergan(s), triggers and warning signs.
6. _____ Notify Bus Company and driver of child's allergy and treatment.
7. _____ Documentation if child can self-carry and self-medicate.
8. _____ Provide medication in original packaging and labeled to school, after school activities.
9. _____ Provide Emergency Care Plan to adult responsible for after school activities.
10. _____ Contact Food Service Director if child has life-threatening food allergy; provide medical note if child requires food substitutes in school provided by Food Service Department.
11. _____ Sign a release for school personnel to consult with medical provider.
12. _____ Provide bag of snacks for child's classroom if child has life-threatening food allergy.
13. _____ Notify school of any changes in child's life-threatening allergy status; provide medical provider statement if child's allergy is no longer life-threatening.
14. _____ Attend field trips, out of school activities whenever possible.

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Life-threatening Allergy Teacher Check List

1. _____ Participate in in-service training regarding life-threatening allergies.
2. _____ Receive and review Individualized Health Care Plan with the nurse and parent/guardian of any student in teachers' classroom.
3. _____ Collaborate with administration and nurse to send out parent/guardian letters regarding a life threatening allergy in the classroom (receive parent consent to share information).
4. _____ (Elementary school only) Establish with collaboration with the nurse a classroom protocol regarding snacks.
5. _____ Ensure only appropriate foods are in the classroom.
6. _____ Receive approval from administration and school nurse prior to using food in a classroom lesson plan. Parents/guardians should also have prior notification regarding this lesson plan.
7. _____ Reinforce appropriate hygiene techniques for hand washing before and after eating.
8. _____ **Call nurse's room immediately if an allergic reaction is suspected.**
9. _____ Participate in planning student re-entry to school after anaphylactic reaction.
10. _____ **Leave information in an organized, prominent and accessible format for substitute teacher.**

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Life-threatening Allergy School Health Professional Check List

1. _____ Develop Health Care Plan (HCP) for student with life-threatening allergy.
2. _____ Maintain updated HCP's in both Nurse's Office and elementary classroom and in the Nurse's Office at the middle and high school levels.
3. _____ Recommend that parent/guardian provide a photograph of child to be attached to the HCP.
4. _____ Train non-licensed personnel to administer Epipens following DPH regulations.
5. _____ Encourage parent/guardian to have 2 Epipens available at school.
6. _____ Make Epipens (both school and student specific) available in Nurse's Office and other specified areas in HCP.
7. _____ Notify staff of Epipen locations in the schools.
8. _____ Familiarize teachers with their student are HCP; include other staff members on a need to know basis.
9. _____ Inform the principal and parent/guardian if any student experiences and allergic reaction that has not been previously diagnosed.
10. _____ Emergency protocol will be in place in event of no nursing coverage during normal school hours.