

## 5335.02 - FOOD ALLERGIES

The School Board authorizes the Superintendent to establish procedures for the management of severe life-threatening allergies.

### PROCEDURES

- A. Protocols listed below will be applied to all schools.
  1. At all schools, accommodations for students with peanut or tree nut allergies will be managed individually after considering parent requests and physician orders along with suggestions from school administration, Food and Nutrition Services, and Student Health Services.
  2. When parents notify the school of food allergies of their child, the school nurse and the cafeteria manager must be informed. Although physician documentation will be requested, the school nurse will accept written documentation from the parent (Attachment #1, Student Medical/Health Information Form). Both the clinic and food service will maintain copies of this documentation.
  3. If a student is to receive any medications at school for allergies, parents will provide signed and dated physician orders (using the Allergy Medical Management Plan - Attachment #1 or the Medication Authorization Form - Attachment #2) to the school nurse at the beginning of each school year.
  4. The food service manager will be included in meetings that involve food allergens at the start of every school year. The manager must initiate a meeting with the school nurse on a monthly basis to obtain new or changed information regarding student allergies. (Attachment #3 - Manager and Nurse Monthly Meeting Form).
  5. If the child has a potentially life-threatening allergy, the parent, teacher, principal, food service manager, and the nurse will meet to discuss physician orders and necessary actions as documented on the allergy management form. Additional actions taken to reduce the risk of exposure in the school setting must be documented in a physician's order.
  6. The school nurse will train clinic staff and selected other non-medical staff to administer medications and epi-pen (according to physician orders).
  7. The food service manager will make appropriate modifications for meals served to students with food allergies. A dietitian is available to assist in managing modifications. A physician's order is required for food "substitutions". Food service managers will enter appropriate student allergy information into the computer system under manager alert to inform all food service personnel of food allergy.
  8. Schools that are classified as community eligibility schools are not required by law to ask for students names during meal service. Students will not be identified by name at the breakfast meal service. A letter will be sent home notifying parents and students of this policy at the beginning of the school year. Signs will also be posted to remind students to state if they have any food allergies to cafeteria staff.
  9. Copies of student's specific information will be given to the student's teachers and a copy will also be kept in the teacher's substitute notebook.
  10. A list of food allergens and their commonly used names as well as a list of purchased products containing potential food allergens will be available through the Food and Nutrition Services Department web site, [www.manateeschoolfood.net](http://www.manateeschoolfood.net).
  11. Food service personnel will follow strict cleaning and sanitation protocols to avoid cross contamination of food allergens.

12. Teachers will not use products with known food allergens for classroom activities such as crafts, occupational therapy exercises, or projects. (For example, if a child has a peanut allergy, the teacher will not use peanuts, tree nuts, or peanut butter.)
  13. Students are discouraged from sharing foods at lunch or other classroom events.
  14. Allergy medications (i.e. epi-pens) and staff trained in the administration for these medications will accompany the student on all field trips.
  15. Staff will have cell phones or other communication devices on all field trips should emergency medical services need to be called.
- B. Other risk reduction activities that may be considered after reviewing physician orders and the severity of the student's allergy to peanuts and tree nuts or other food allergens include:
1. Teachers will encourage hand washing before and after eating.
  2. A "peanut and tree nut free" table will be established in the cafeteria.
  3. Lunch tables will be cleaned thoroughly by custodial/cafeteria staff or student volunteers prior to meal consumption and immediately after each lunch session to avoid contamination of possible peanut, tree nut, or other residue.
  4. The food service manager will plan ahead to have peanut and tree nut free meals for field trips. The food service manager will print a manager alert report prior to preparing field trip meals to assure meals given are safe for all students.
  5. School menus are available on the School District Food and Nutrition Services website for parent review. If requested, the dietitian will review menus with parents to determine what if any, menu items need to be substituted.
  6. Communications can be sent to the home of all students requesting that parents do not send peanut, tree nuts, or other products to school with their child.
  7. Only food from commercially prepared state approved food establishments are provided to students. Health department regulations do not permit homemade baked goods in schools. These establishments will provide the required food labels.
  8. Parents will be informed of parties and other events where food will be served. Parents are encouraged to attend these events and monitor which foods are consumed by their child.
    - a. If this is not possible, parents are encouraged to send in substitute "party" food for their child. If either of the above conditions are not met, the student will not be permitted to eat the food for that event.
    - b. Food service will distribute a list of non-food classroom party alternatives to teachers.
  9. Teachers are discouraged from using food as rewards in class. Other items or activities can be used as rewards. Food service will distribute a list of non-food reward ideas to teachers.
  10. If at all possible, the classroom of the child with a severe allergy should not be used for after school activities or shelter events.
  11. Pre-kindergarten classes, who routinely eat lunch in the classroom, will establish a peanut and tree nut free zone and the tables and chairs are wiped down with soap and water after eating.
  12. Classroom pets are not allowed if the pet food contains nuts.
  13. The policy of "no eating" on school buses will be reinforced. Bus drivers will be trained in risk reduction procedures, recognition of allergic reactions, and emergency procedures.

14. Parents are strongly encouraged to provide a medical alert bracelet for the child with life threatening allergies.

C. Communication and Awareness

1. Family's Responsibility

- a. Notify the school nurse of the child's allergies.
- b. Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus.
- c. Provide written medical documentation, instructions, and medications as directed by a physician, using the allergy management form as a guide. Include a photo of the child on written form.
- d. Provide properly labeled medications and replace medications after use or upon expiration.
- e. Educate the child in the age appropriate self-management of their food allergy including:
  - 1) safe and unsafe foods
  - 2) strategies for avoiding 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 (age appropriate)
- f. Review policies/procedures with the school staff, the child's physician, and the child (if appropriate) after a reaction has occurred.
- g. Provide up to date emergency contact information.

2. School's Responsibility

- a. Review the health records submitted by parents and physicians.
- b. Include food-allergic students in school activities. Students should not be excluded from school activities based on their food allergy.
- c. Identify a core team of, but not limited to, school nurse, teacher, principal, school food service and nutrition manager/director, and counselor (if available) to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
- d. Assure that staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- e. Coordinate with the school nurse to be sure medications are appropriately stored. However, students should be allowed to carry their own epinephrine, if age appropriate, after approval and documentation from the student's physician, parent, and school nurse.
- f. Designate school personnel who are properly trained to administer medications.

- g. Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
  - h. Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
  - i. Work with the District transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.
  - j. Enforce a "no eating" policy on school buses with exceptions made only to accommodate special needs of other students. Discuss appropriate management of food allergy with family.
  - k. Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
  - l. Take threats or harassment against an allergic child seriously.
3. Student's Responsibility
- a. Should not trade food with others.
  - b. Should not eat anything with unknown ingredients or known to contain any allergen.
  - c. Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
  - d. Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
  - e. Wear medical identification tag or jewelry while in school if provided by the parent/guardian.

F.S. 120.81(1)(a)

F.S. 381.0056

F.S. 1001.32(2)

F.S. 1001.41

F.S. 1001.42

F.S. 1001.43

Section 504 of the Rehabilitation Act of 1973

Title II of the Americans with Disabilities Act

Individuals with Disabilities Education Act

7 C.F.R. Part 15b

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