

Family and Student Roles & Responsibilities

Identification of Student with Food Allergies

1. Notify the school principal and school nurse of the student's food allergies as soon as possible (prior to the first day of attendance, preferably in the spring of the preceding school year, or shortly after diagnosis) to discuss the student's food allergy management in the school environment.
2. Request the necessary forms from the school nurse which may include:
 - [Allergy and Anaphylaxis Action Plan, Health Care Action Plan \(HCAP\)](#)
 - [Authorization to Administer Medication](#) [English/ Spanish](#)
 - [Carry and Self-Administer Medicine](#) [English/ Spanish](#)
3. Allow sufficient time to obtain physician signatures on all necessary forms prior to the first day of attendance.

Individual Allergy Management Plans – HCAP and 504 Plans

1. [The Health Care Action Plan \(HCAP\)](#) – A type of nursing care plan that fulfills both administrative and clinical purposes for students with health management needs. It details the student's medical needs and the measures the school team will take to reduce the risk of allergen exposure, recognize symptoms of an allergic reaction and promptly intervene with the appropriate emergency treatment.
2. The 504 Plan – The 504 Plan takes its name from Section 504 of the Rehabilitation Act of 1973, a federal law that prohibits schools that receive federal funding from excluding or otherwise discriminating against a student with a "disability" solely on the basis of that disability. This plan is created when the standard school policies and procedures do not meet the needs of the student. It outlines accommodations in the classroom and other locations or activities that achieve the goal of providing a safe educational environment. It details the roles and responsibilities of the school educators, parent and student. [View sample 504 Plan](#)
3. Meet with school staff to collaborate as a team to establish a Health Care Action Plan (HCAP) and 504 Plan (if necessary) addressing the healthcare needs and accommodations of the student which includes building-wide, classroom and individual approaches to allergy management. School staff members may include the Principal, nurse, teachers, 504 coordinator, health tech, food service manager and child nutrition services, lunch room monitors, recess monitors, transportation staff, custodians, coaches, and counselor.
4. Ensure understanding of your role and responsibilities within the plan(s) and implementation of all applicable aspects of the plan(s).
5. Provide a photo of the student with written medical documentation, instructions, and medications as directed by a physician, using the necessary forms.
6. If possible, the supply of two epinephrine auto-injectors is preferred in case of a biphasic reaction.
7. Proposed changes or revisions to the plan(s) require notice to all team members and are to be made with team participation.
8. Maintain open communication channels to address any changes in the student's diagnosis or attendance in extracurricular activities to ensure safety.

School Environment

Collaborate with the school nurse and staff to assess the school environment to identify and address possible allergen exposure risks and barriers to treatment.

Classrooms

Studies show that the majority of allergic reactions at school take place in the classroom.

Consider the following strategies to help reduce the risk of exposure to allergens:

1. Request that foods be restricted in classroom celebrations, special events, projects, academic rewards and incentives.
2. Request the classroom be designated an 'Allergen Aware' zone. Signs could be posted outside or within the classroom to remind staff, students, volunteers and visitors that specified allergens are not permitted.

3. Request that non-food items be used for classroom celebrations, projects and academic rewards. [Click here for fun ideas](#)
4. Supply safe snacks to be kept in the classroom for unplanned events, along with safe, nonperishable meals in case lunch is compromised or in the event of a shelter-in-place emergency or evacuation.
5. Volunteer as a classroom parent to facilitate advance notice of and assistance with planning activities and to help the teacher monitor the student's exposure to potential allergens.
6. Work with the teacher or school nurse to find alternatives to supplies that may contain allergens such as modeling clay, finger paint, potting soil, bird feed, paper mache, crayons and soaps.
7. Coordinate with the teacher and school nurse to develop a lesson plan about food allergies and anaphylaxis in age appropriate terms or discuss ways to incorporate food allergy information into the curriculum.
- a. Work with the principal, school nurse, and teacher to create an [allergy letter](#) *refer to Sample Allergy Letter- [Sample 1](#) , [Sample 2](#) , [Sample 3](#) to be sent to all classroom parents.
8. Discuss with the school nurse the possibility of keeping the epinephrine auto-injector in the classroom.

Field Trips

Collaborate with the school nurse and teacher to address student-specific needs.

1. Assess the destination for safety.
2. Epinephrine auto-injectors and other necessary medications and instructions are to be taken on the field trip and remain with the student or in the care of the designated school staff member at all times.
3. Discuss eating situations on the field trip and plan for prevention of exposure to the student's allergens (i.e. providing personal meals for your student or restaurant selections).
4. If possible, attend field trips as added support.

Cafeteria

1. If the student will be participating in school breakfast and lunch program, meet with Child Nutrition Services and Food Service staff to review menu items, identify potential allergens, review procedures to avoid cross-contamination during food handling and distribution, plan for food substitutions and make appropriate accommodations as outlined in diet orders for meals served to students with food allergies.
2. Discuss whether the student will utilize the 'Allergen Aware' table.

School Bus

1. Notify the PSD transportation department/bus driver of your child's allergies prior to the first day of riding the bus.
2. If assigned, sit in the seat designated by the bus driver when riding to and from school and on field trips.

Extracurricular (school-sponsored), Before-and-After-School activities

1. Inform school principal and nurse if student will be participating in extracurricular activities/sports.
2. With the school Principal, discuss the differences between 'school sponsored' and 'private vendor' extracurricular activities. School sponsored enrichment activities must be consistent with school policies and procedures regarding food allergies and provide a continuum of the student's HCAP/504 Plan. PSD staff can and should be delegated epinephrine administration. PSD staff serves as safety officers for all school sponsored enrichment activities and are directly responsible for maintaining a safe learning environment. Private vendor sponsored enrichment activities are contractual relationships with vendors who operate outside normal school hours

and rent space from PSD. The vendors are directly responsible for safety of the students involved. Vendors cannot be delegated or trained by PSD nursing staff. Instead the vendors must work with the parents directly to receive food allergy management information to provide a safe environment for the student.

Education, Awareness and Prevention

- Educate the student about self-management of their food allergy including:
 - [Symptoms of an allergic reaction](#)
 - Safe and unsafe foods
 - How to read food labels (age appropriate)
 - To not eat anything with unknown ingredients or known to contain any allergen
 - To not share or trade food, utensils or food containers
 - How to notify an adult immediately if they are having an allergy-related concern or problem
 - Know where the epinephrine auto-injector is kept and who has access
 - Compliance with self-carry and other applicable medication policies
 - Students who self-administer medication shall notify a school staff member or bus driver immediately.
 - Reporting teasing, bullying and threats to an adult authority