

District employees interacting with students who have food allergies shall comply with such administrative guidelines, including the PSD Guidelines for Students with Severe Food Allergies and Intolerances, and shall faithfully implement the student's Section 504 Plans, IEPs and Health Plans. (Policy JLCD)

Teacher Role & Responsibilities

*classroom teachers, para-professionals, substitutes, lunch room and recess monitors and coaches

Applicable Federal laws and PSD Policies and Guidelines:

- Federal laws: [ADAAA](#), [IDEA](#), [Section 504 of the Rehabilitation Act](#) and [FERPA](#)
- State laws: [Colorado School Children's Food Allergy and Anaphylaxis Management Act](#)
- PSD Policies and Guidelines
 - [JLCD-Administering Medicine to Students/Asthma, Food Allergy and Anaphylaxis Health Management](#)
 - PSD Guidelines for Students with Severe Food Allergies and Intolerances-this document
 - [Nondiscrimination on the Basis of Disability](#)
 - [JB-Nondiscrimination/Equal Educational Opportunities](#)
- Supporting References: <http://www.cdc.gov/healthyouth/foodallergies/publications.htm>
<http://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis>
<http://www.nsba.org/safe-school-and-ready-learn-comprehensive-policy-guide-protecting-students-life-threatening-food>
<http://www.nsba.org/services/school-board-leadership-services/food-allergieschool-health>

Identification of Students with Food Allergies

1. Notify principal and school nurse when a previously unidentified student presents with food allergy concerns.

Essential Staff and Parent Collaboration

1. Following identification, participate as part of a team of essential staff to collaborate with the parent and student (when age appropriate) to develop and implement a [Health Care Action Plan \(HCAP\)](#) and, if applicable, a 504 Plan to address the health care needs of the student. The team may include, but is not limited to the Principal, school nurse, health tech, teachers, 504 coordinator, parents, student, medical physician, food service manager and child nutrition services, recess and lunch room monitors, transportation staff, custodians, coaches and counselor.

Individual Allergy Management Plans – HCAP and 504 Plan

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. [View sample HCAP](#)
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. Ensure the individual plan(s) created are comprehensive by taking into account all areas of the school environment and include building-wide, classroom and individual approaches to prevention and allergy management.

4. Discuss protocols and form contingency plans for substitute staff. Include any responsibilities expected of these individuals to implement specifics of the plan(s). [View substitute protocol](#)
5. Ensure understanding of your role and responsibilities within the plan(s) and implementation of all applicable aspects of the plan(s).
6. Maintain communication channels between essential staff members and parents to address questions or needs for change in the school environment to ensure student safety. Proposed changes or revisions to the plan(s) require notice to essential staff and parent and are to be made with team participation.
7. Keep the student's HCAP/504 plan with photo (if available) accessible in the classroom or with the lesson plan.
8. In the event of a reaction, debrief with the HCAP/504 team.

Awareness, Prevention and Training for School Personnel

1. Upon request, attend food allergy training by the school nurse and participate in a practice drill for an [anaphylaxis emergency \(Epipen Drill\)](#).

School Environments: Comprehensive and Coordinated Approach

Assess the school environment to identify and address possible allergen exposure risks and barriers to emergency treatment. A comprehensive plan for individual students should include consideration of the following:

Classrooms

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

1. Ensure classrooms are inclusive of all students. Students with food allergies shall not be excluded based on their disability.
2. Attend food allergy training and receive medication delegation by the school nurse.
3. Keep the student's HCAP/504 Plan accessible in the classroom or with the lesson plan.
4. Designate the classroom as an 'Allergen Aware' zone. Post signs outside or within the classroom to remind staff, students, volunteers and visitors that specified allergens are not permitted.
5. Reduce the risk of exposure by eliminating the presence of identified allergens. Restrict the use of food in classroom parties, celebrations, special events, projects, academic rewards and/or incentives. Support non-food classroom celebrations, projects and academic rewards.
6. Hidden allergens can be present in materials and foods used for projects/activities. Work with the parent or school nurse to find alternatives to products that may contain allergens such as modeling clay, paper mache, crayons, and soaps.
7. If another student or parent inadvertently brings a restricted food item to the classroom, he/she will not be allowed to eat or distribute the food in the classroom.
8. Allow only commercially prepared pre-packaged food items with ingredient labels for classroom projects, activities, and celebrations, so that potential allergens can be identified, in accordance with [PSD's food safety and preparation practices](#)
9. Encourage parents to provide 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.
10. Inform the parent in advance of any events, activities or projects where food will be served or used.
11. Implement hand washing procedures before and after snack and lunch as well as activities that utilize food products. Hand sanitizers are not effective in removing the residue of known allergens.
12. Avoid cross contamination by washing surfaces after consumption or handling of food.
13. Implement the expectation of all students to avoid trading or sharing of food, utensils or drinking containers.
14. Preferential seating may be arranged or desks designated to be 'Allergen Aware'. Extra precautions may include washing of desk surface to remove allergens, restriction of desk use by other students to prevent cross-contamination etc.

15. Implement protocols and contingency plans for notification of substitutes. Ensure substitute teachers are informed of the student's allergies, HCAP/504 Plan and are prepared to handle an [anaphylactic reaction](#) [View substitute protocol](#)
16. When a student exhibits symptoms of a minor allergic reaction, and only if it is appropriate for the student to leave the classroom to visit the health office, ensure there is always an adult escort with the student.
17. Collaborate with the school nurse and parent to create and send an allergy letter home to classroom parents. *refer to Sample Allergy Letter- [Sample 1](#) , [Sample 2](#), [Sample 3](#)
18. Consider coordinating with the school nurse and parent to develop a lesson plan about food allergies and anaphylaxis in age appropriate terms for the class or discover ways to incorporate food allergy information into the curriculum.
19. Encourage the student's parent to volunteer as a 'classroom parent' to assist with planning activities and help the teacher monitor the student's exposure to potential allergens.
20. Inform all classroom students, parents, volunteers, and visitors of classroom expectations regarding an Allergy-Aware classroom, food restrictions, PSD's policy of allowing only commercially prepared, pre-packaged food with labels (no homemade food), hand washing and student conduct.
21. Classroom animals: special attention must be paid to ingredients in their food and bedding, as many animal feeds contain peanuts and other top allergens.

Field trips

1. Consider allergen exposure risks when determining field trips.
2. Notify the school nurse and parent as early as possible to allow time for necessary preparation to address student-specific needs.
 - a. Review the student's HCAP and obtain a copy of the students HCAP/504 Plan and contact information of the parent/guardian, and the name and number of the nearest hospital(s).
 - b. Ensure epinephrine auto-injectors and other necessary medications and instructions are taken on the field trip and remain with the student or in the care of the trained staff member at all times.
 - c. Assign the student to a designated school staff member who has received food allergy training, medication delegation and is aware of [emergency protocols](#).
 - d. Assigned staff carrying medications should introduce themselves to the bus driver.
 - e. Ensure a communication device is taken on the field trip (walkie-talkie, cell phone etc.)
 - f. Consider eating situations on the field trip and plan for prevention of exposure to the student's allergens and ways to wash hands before and after eating (i.e. provision of hand wipes).
 - g. Enforce a "no eating" expectation on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy.
 - h. Assign seating as necessary to support safety of individual students.
3. Encourage parents of students with food allergies to attend field trips for added support. If a school holds a lottery for parent chaperones, consider exempting the parent of a student with food allergies from the lottery.

Cafeteria – Lunch Room Monitors

1. Attend food allergy training and receive medication delegation by the school nurse.
2. Implement the purpose, expectations, and monitoring of the '[Allergen-Aware](#)' table:
 - Post sign of food/allergen not allowed at that table
 - Ensure and encourage no sharing of food, utensils, or containers
 - Provide adequate spacing between students to help avoid exposure by spills/contact
 - Utilize methods to avoid cross-contamination. Ensure hands are cleaned prior to helping a student with food allergies.
3. Promote hand washing after lunch and monitor that surfaces are cleaned according to district policy/procedures to avoid cross-contamination.

Playground – Recess Monitors

Studies show that more allergic reactions take place on the playground than in the cafeteria.

1. Attend food allergy training and receive medication delegation by the school nurse.
2. Have possession of a communication device and accessibility to an epinephrine auto-injector and other emergency medications.

Enrichment Activities and Community Use of Facilities

1. School sponsored enrichment activities must be consistent with school policies and procedures regarding food allergies and provide a continuum or the student's HCAP/504 Plan. PSD staff can and should be delegated medication administration. PSD staff serves as safety officers for all school sponsored enrichment activities and are directly responsible for maintaining a safe learning environment.
 - a. Notify parents when school sponsored events will include the provision of meals or food.
 - b. If bake sales or food related fundraisers are held, consideration should be given to students with food allergies. Food should be tightly wrapped or sealed. Wash display table after use.
2. Restrict the use of foods that are known allergens in classrooms during before or after-school activities when that classroom will be used by a student with a food allergy during school hours.

Professional Training and Development

1. Participate in annual training which will include:
 - Food allergies
 - Symptoms of an allergic reaction and anaphylaxis
 - High risk areas and steps to prevent exposure to allergens
 - Label reading and hidden allergens
 - Emergency response procedures *refer to the [Emergency Response](#) example provided
 - Applicable laws, district and school policies, PSD's Guidelines for Students with Severe Food Allergies and Intolerances document, and the definitions and importance of the HCAP/504 plans.
 - Strategies to ensure inclusive environments and manage student privacy/confidentiality
2. Provide support for students with food allergies by maximizing inclusion and minimizing harassment, discrimination, isolation, and endangerment. Communicate rules and expectations about bullying related to food allergies, including appropriate conduct, consequences and related disciplinary actions. [PSD Bullying Prevention](#)
3. Collaborate with the school nurse to assure medications are in an unlocked, secure, and easily accessible location containing a physician's standing order. Ensure students who are permitted to carry and self-administer medications are in compliance with district policies.

Communication and Awareness

1. Follow federal, state, and district laws regarding confidentiality and the sharing of medical information about the student while maintaining an inclusive environment.
2. Communicate with classroom students, parent volunteers, and visitors about compliance with food allergy policies, procedures, plans, and risk reductions strategies. Consider strategies such as:
 - a. Provide general information about food allergies, school policies, allergen-aware zones, and student conduct through newsletters, assemblies, and lesson plans.
 - b. Post food allergy information on the classroom website, post signs inside or outside the classroom

Emergency Response

1. Follow the HCAP and emergency action plan, as a part of the school's overall comprehensive emergency management plan.
2. Participate in anaphylaxis emergency drills.
3. Know your role and responsibilities when responding to a student having an allergic reaction. Some of these may include:
 - Remain with the student and remove the allergenic food from the mouth or skin.

- Administer epinephrine. Do not hesitate. Delayed administration of epinephrine has been associated with deaths due to anaphylaxis. A second dose of epinephrine may need to be administered within – 5-15 minutes to control symptoms. Place the student in a reclining position (if tolerated).
- Call 9-1-1 and notify emergency responder staff
- Retrieve the HCAP from the student's record
- Contact the student's parent or guardian
- Notify the school nurse and school administration
- Meet EMS at the school entrance and direct them to the student
- Accompany the student to the hospital
- Manage crowd control and attend to the student's classmates
- Document the event. Provide feedback to staff and identify areas for improvement.