

**NASHOBA REGIONAL SCHOOL DISTRICT
LIFE THREATENING ALLERGY PROTOCOLS**

BACKGROUND

Allergic reactions can vary by a wide range of symptoms and by intensity of those symptoms. The most severe allergic reaction is anaphylaxis, which is potentially life-threatening. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body. The most dangerous of these symptoms are breathing difficulties and a sudden drop in blood pressure or shock, all of which are potentially fatal. This protocol is intended for students who are at high risk for anaphylaxis, or students diagnosed with life-threatening allergies (LTAs). It is also to be used in situations where a previously undiagnosed LTA response occurs. The most common causes of anaphylaxis in children include allergies to:

- Foods (most commonly: peanuts, tree nuts, milk, dairy products, eggs, soy, wheat, fish, and shellfish)
- Insect Stings (yellow jackets, bees, wasps, hornets)
- Medication
- Latex

PURPOSE AND GOALS

Nashoba Regional School District (NRSD) cannot guarantee to provide an allergen-free environment for all students with life-threatening allergies, nor can it guarantee to prevent any harm to students in emergencies. The goal of the district is to minimize the risk of exposure to food allergens that pose a threat to specific students, to educate the district community, and to maintain an up-to-date system-wide protocol for responding to the needs of our students with life-threatening allergies. A coordinated effort, including the cooperation of all groups of people within the district, is required. The goal of Nashoba Regional School District's LTA Protocol and Guidelines regarding Life-Threatening Allergies is to engage in a district-wide effort to:

- Prevent any occurrence of life-threatening food-based allergic reactions
- Prepare for any allergic reactions to food
- Respond appropriately to any food allergy emergencies that arise

RESPONSIBILITY OF PARENTS/GUARDIANS OF STUDENTS

1. Provide physician's documentation of specific life-threatening allergies (LTA) to school nurse at the beginning of each school year or as soon as possible after diagnosis.
2. Provide completed health forms to school nurse at the beginning of each school year or as soon as possible after diagnosis. This includes: student health history, release of confidential medical information, medication authorization, and medical statement for Special Meals/Accommodations if school meal substitutions necessary.
3. Work with the school nurse to develop child's Individual Health Care Plan (IHCP) or 504 plan and Allergy Action Plan (AAP).
4. Provide LTA information (NRSD Extracurricular Activity registration/medical form) to appropriate athletic staff and/or club advisor, if student will be participating in sports and/or a school club/program. Ensure student has epi pen/epinephrine auto injector available.
5. Provide LTA information to bus company using form provided by district.
6. Inform the bus or van driver, and any substitute driver when possible, about their child's LTA.
7. Provide the school nurse with enough up-to-date medication (including epinephrine auto-injectors, antihistamines etc.) with physician orders.
8. Periodically consult with school nurse regarding expiration of emergency medication, and provide replacement emergency medication prior to the expiration date.
9. Provide school nurse with updates on the child's LTA status including a physician's statement if the student no longer has the allergy, annually or as needed.
10. Provide school with contact information. Update as needed.
11. Provide school nurse with a current photo of the child each year, electronically if possible.
12. Arrange to meet with the school nurse and other staff members to review the IHCP/AAP for the student as needed.
13. Work with food service staff to discuss acceptable foods that the student can be served in the cafeteria.
14. Provide safe foods for their child.
15. Determine with the school nurse if additional epinephrine auto-injectors will be kept at school aside from the nurse's office, and if so, where (i.e. in teacher's classroom, self-carried, backpack, etc.).
16. Consider providing child with a medic alert bracelet or similar identification.
17. According to developmental maturity, teach their child to:
 - a. Recognize the symptoms of an allergic/anaphylactic reaction.
 - b. Know where the epinephrine auto-injectors are kept and who has access to them.
 - c. Communicate if he/she suspects symptoms of a reaction.
 - d. Carry his/her own epinephrine auto-injector.
 - e. Not to share snacks, lunches or drinks.
 - f. Report teasing, bullying or threats to a trusted adult authority promptly.
 - g. Read labels.
 - h. Wash his/ her hands before and after eating and avoid touching his/her face, mouth, nose and eyes.
18. As child gets older and is able to take on more responsibility for his/her LTA, consider teaching him/her to:
 - a. Communicate the seriousness of their LTA.
 - b. Communicate symptoms as they appear.
 - c. Read labels.
 - d. Carry his/her own epinephrine auto-injector.
 - e. Self-administer his/her epinephrine auto-injector.

RESPONSIBILITY OF DISTRICT ADMINISTRATIVE PERSONNEL

1. Be compliant with all state and federal laws which protect the rights of students with LTA.
2. Provide for review and revision of policy and procedures as needed.
3. Ensure a full-time nurse is available in every school with students with LTAs.

RESPONSIBILITY OF PRINCIPAL (or delegate)

1. Include in the school's emergency response plan a written plan outlining emergency procedures for managing life-threatening allergic reactions, modify the plan to meet special needs of individual students, and consider risk reduction methods for life-threatening allergies (LTA) throughout the school.
2. Support faculty, staff and parents in implementing all aspects of the LTA management plan.
3. Provide emergency communication devices (two-way radio, intercom, walkie-talkie, cell phone) for all school activities, including transportation, that involve a student with LTA.
4. In coordination with school nurse, ensure that parent/guardian is informed following any life-threatening allergic reaction.
5. Make sure a contingency plan is in place in case of a substitute teacher, nurse or food service personnel.
6. Have a plan in place when there is no school nurse available.
7. Work with other school staff to eliminate the use of food allergens in the allergic student's cafeteria purchased meals, educational tools, arts and crafts projects, or incentives.
8. Ensure that designated allergen-free tables in cafeteria and classroom areas are appropriately arranged and consistently labeled.
9. Ensure there is no fundraising using food or candy during school hours.
10. Encourage food-free celebrations.
11. Consult with facilities personnel as necessary to establish protocol for cleaning classrooms, cafeteria, and other areas of the building to ensure that the threat of allergens is minimized.
12. Ensure that only non-latex gloves be used in schools.

RESPONSIBILITY OF SCHOOL NURSE

1. Meet/consult with the student (as appropriate) and parent/guardian and develop both an IHCP and working with the student's healthcare provider, an AAP for the student. The plan will be reviewed annually with the parent/guardian to evaluate effectiveness and make revisions as needed.
2. Provide names of students with life threatening allergies to all pertinent staff.
3. Create student alerts in district information management system (PowerSchool) for all students with LTAs.
4. Conduct annual in-service training and education for staff regarding students' life-threatening allergies hi, symptoms, risk reduction procedures, emergency procedures, and how to administer an epinephrine autoinjector.
5. Post school district's emergency protocol and have available all IHCPs and AAPs in the nurse's office.
6. During school hours Epinephrine and other lifesaving medication must be stored safely in the nurse's office in an unlocked, clearly marked cabinet or cart unless students self-carry their medication.
7. Periodically check medications for expiration dates and remind parent/guardian for them to be current.

8. Consult with teachers/field trip organizers to plan for the needs of children with LTAs on field trips.
9. Keep current with federal/state laws and guidelines re: allergy management, and update as needed.

RESPONSIBILITY OF TEACHERS AND SUPPORT STAFF

1. Participate in team planning for students with life threatening allergies (LTAs) in collaboration with nurse and parents when appropriate.
2. Keep functioning intercom, walkie-talkie, or other communication device for communication with the school nurse.
3. Know the location/s of the student's epinephrine auto-injector/s.
4. Information regarding students with LTAs should be placed in the substitute binder.
5. Educate students on hand washing, not trading/sharing food or utensils, careful storage and disposal of food waste/packaging, and to promptly inform an adult if there is a problem.

Classroom Activities:

6. Avoid food in lesson plans and classroom supplies. In the event that food will be used, submit a "Use of Food to Support the Curriculum" form to the school nurse and principal for authorization. Then, follow district food policies/guidelines regarding food in the classroom to ensure no allergens are present: "When food is the focus of the curriculum activity and its presence is central to the understanding of the concepts, themes, or objectives, it is incumbent on the teacher to inform the parents and to make an alternative plan as necessary. The curriculum activity should be planned so that all students can participate" (refer to [insert link] NRSD Health and Wellness Policy JLG and protocols).
7. Promote food-free celebrations.
8. When recyclables are being used in a classroom project, avoid food-related materials.
9. If an animal is permitted in the classroom, consider possible allergies to this animal, its food, and its habitat.

Snacks:

10. Encourage students to cleanse hands before and after eating.
11. Avoid cross contact of foods by wiping down eating surfaces and chairs with district-provided cleaner and disposable cloths before and after eating. LTA students should be excluded from table-washing.

Field Trips:

12. The nurse will determine whether the proposed trip is safe and appropriate for all students to participate in. Teacher and nurse will collaborate in preparing accommodations for students with LTAs.

RESPONSIBILITY OF COACHES, ACTIVITY ADVISORS AND BEFORE/AFTER SCHOOL PROVIDERS for school-sponsored extracurricular activities

1. Request, collect and review extracurricular activity registration forms with medical information provided by parents of students with life threatening allergies (LTA). Review emergency procedures/plans with school nurse and ensure that student's parents have provided or students are carrying epinephrine auto-injector during the event or activity.
2. Encourage hand-washing before and after handling food to prevent cross contact of allergens using recommended procedures of soap and water or hand wipes when soap and water are not available.
3. Ensure that activities comply with school district policies and procedures regarding life threatening allergies (LTA).
4. If meals/snacks are permitted, designated staff will wash all tables/chairs before and after use for students with LTA, using district-provided cleaning supplies. Allergen-free tables are established as needed, and clearly labeled.
5. Identify and have a means of two-way communication (i.e. cell phone, two-way radio, intercom).

RESPONSIBILITY OF THE FOOD SERVICE DIRECTOR AND STAFF

The Food Service Director will:

1. Be aware and knowledgeable of procedures in operating the kitchen, food preparation and serving to avoid cross contact of allergens.
2. Establish communications and training for all school food service staff and related personnel regarding safe food preparation for student life threatening allergies (LTA).
3. Provide training to food service staff and related personnel in recognition of symptoms of anaphylaxis and emergency plans for students with known allergies.
4. Maintain current information concerning food ingredients or food labels.
5. Maintain contact information with vendors and purveyors to access food content information and require clear and complete labeling of all food products.
6. Annually review and implement the federal/state laws and guidelines protecting students with allergies as they relate to food services.
7. Be familiar with students with allergies. Review list provided by school nurse.
8. Provide safe food substitutions to be made at no extra cost for students with allergies that buy lunch.

The Food Service Director and Staff will:

1. Implement effective sanitation and cleaning measures. The school kitchen will prepare products in a manner that will reduce the risk of cross contact of foods. Ensure cross contact avoidance strategies and safe food handling practices are in place.
2. Implement hand-washing practices prior to handling of food to prevent cross contact of allergens using recommended procedures of soap and water or hand wipes when soap and water are not available.
3. Ensure all school kitchen staff will use only latex-free gloves.
4. The staff on duty will ensure that tables and chairs where students with LTA sit will be washed before meals and after each meal period with designated cleaning supplies for allergen free tables only. Food-allergic students will not be responsible for table washing.

5. Eliminate the use of condiments containing top eight common allergens for communal use on cafeteria's condiment/utensil table.

RESPONSIBILITY OF SCHOOL TRANSPORTATION PERSONNEL

1. Transportation company will be responsible for LTA training and protocols.
2. Review health information forms sent to Bus/Van Company by parents and ensure that bus drivers receive information on the children riding their routes. Update drivers when changes occur.
3. Eating will not be allowed on school bus or van routes. Exceptions will be provided for students with diabetes who may need a snack to treat a hypoglycemic episode or other specific circumstances.
4. Parents may use this form (insert link) to communicate any health or other concerns directly to the transportation company. Because the district and the transportation company are separate entities, please do not send this form to your child's school.

RESPONSIBILITY OF CUSTODIAL STAFF

1. Maintain dedicated cleaning supplies for allergen-free table surfaces and seats, as well as other areas attended by students with LTA. Ensure that cleaners are effective in removing allergens.
2. Collaborate with principal and school nurse to implement cleaning practices that prevent cross contact of allergens throughout the school environment. Use disposable cleaning materials for allergen-free tables to prevent cross-contamination.
3. Do not place garbage containers near the "Allergen Free" table(s) in the cafeteria.
4. Work with school nurse and principal to determine the number and locations of allergen-free tables in each building's cafeteria.
5. Use only non-latex gloves and equipment.

RESPONSIBILITY OF STUDENT

1. Be proactive in the care and management of his/her allergies and reactions based on his/her developmental level.
2. Not share food, beverages, or utensils with other students.
3. Wash hands before and after eating. Encourage other students to wash hands with soap and water or hand wipes before and after eating. Avoid touching face, mouth, nose and eyes.
4. Learn to recognize symptoms of an allergic reaction.
5. Promptly inform an adult if accidental exposure of an allergen occurs or if an allergic reaction is suspected.
6. Consider contributing to the development of the IHCP/AAP/504 plan as appropriate.
7. Consider wearing medic-alert bracelet or similar identification.
8. Not consume food with unsafe or unknown ingredients.

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