

Alachua County Food and Nutrition Services Food Allergies Procedure:

1. The School Nurse will provide a list of students with food allergies annually to the Food Service Manager using the Student List with Allergies (SLA) at the beginning of each school year and update throughout the year as needed.
2. The Food Service Manager (FSM) will send the Special Meals and/or Accommodation (SMA) form and the informational letter to the parents of these identified students. Both of these documents can be found on the acpsfood.com website. FSM will document the date the SMA form was sent home on the Student List with Allergies (SLA) form. When the physician signed SMA form is returned, FSM will document the date the form is received and keep it on file.
3. In addition, The Special Meal Accommodation form along with the parent letter regarding allergies will be placed on the acpsfood.com website, under the allergies section on the front page. If the parent identifies any food allergy to the school they will be referred to the school nurse.
4. If a form is returned showing that the student has a disability diagnosis from a licensed physician, a copy of the completed form will be given to the Food Service Manager (FSM).
5. The FSM contacts the Registered Dietitian (RD) in Food and Nutrition Services (FNS) if they receive the completed form showing a child has a prescribed diet change order by a licensed physician.
6. This may involve a meeting with the parent(s) of the student with the FSM and RD to discuss specifics of the prescribed diet, how the parent(s) meet the student's needs at home, and how the school menu can and cannot meet the diet order.
7. The RD will then communicate with the FSM and recommend specifics of the foods to avoid being offered to the student and substitutions as necessary.

8. If the items to be avoided are extensive, the menu will be re-written specific to the student and it will be shared between the nurse, the FSM and the RD.
9. Food and Nutrition Services will procure the substitution item if the child is categorized as having a disability or child with special dietary needs without disabilities by a licensed physician.
10. If there is a student at a school that has airborne peanut allergy, the FSM at that school will not order or serve any peanut containing food items at that site.
11. The FSM will also note the allergy in the county Websmartt computer system, where there is a special area on each student's record in order to denote an allergy. If this space is filled in, the computer displays the allergy alert and the computer makes a sound to alert the cashier when the student enters their number at point of sale.
12. At the CEP Schools, it is strongly recommended that the Allergy Alert Photo List be made and train all Food Service Staff to become familiar with the children with special dietary needs.