

## **Guidelines for Managing Students with Food Allergies**

The Laurel School District recognizes the growing number of students who attend our schools with a potentially life-threatening food allergy. We are committed to providing a safe environment for all students and employees. Though the District cannot guarantee a 100% allergen-free environment, the risk of accidental exposure to allergic foods can be reduced in the school setting when schools work with students, parents/guardians and Physicians to minimize risks and to provide a safe educational environment for food-allergic students.

### **Family's Responsibilities:**

- Notify the school of the child's food allergies as soon as possible.
- Provide written medical documentation, instructions and medications, as directed by a Physician in the *Prevention and Emergency Response Plan for Students with Allergies* (PERPSA) form (SEE ATTACHED). Include a current photo of the child.
- If the parent/guardian wishes to have an appropriate substitution for the student, based on the PERPSA form, a meeting will be arranged by the School Nurse with the parent/guardian, School Nutrition Supervisor, School Nurse and School Nutrition Manager to discuss appropriate substitutions.
- Provide properly labeled emergency medications to the School Nurse and replace medications upon use or expiration.
- Educate the child in the self-management of their food allergy including:
  - Safe and unsafe foods.
  - Strategies for avoiding exposure to unsafe foods.
  - Symptoms of allergic reactions.
  - How and when to tell an adult that may be having an allergy-related problem.
  - How to read food labels (if age appropriate).
  - The importance of not sharing food or food utensils with other students.
- If a reaction occurs, review policies and procedures with the school staff, the child's Physician and the child (if age appropriate).
- Ensure that the School Nurse has up-to-date emergency contact information.

### **School's Responsibilities:**

- School Nurses: Review health records submitted by parents and/or Physicians to identify food allergies. If one has not been submitted, request a PERPSA, with current, photo for all students with food allergies.
- School Nurses: Share the PERPSA form with appropriate school staff members including, but not limited to Teachers, School Nutrition Supervisor and School Nutrition Manager. Practice the precautions identified on the PERPSA before an allergic reaction occurs to assure the efficiency and effectiveness of the plan.
- School Nurses: Ensure emergency medications are appropriately stored and that an emergency kit is available that contains a Physician's standing orders for epinephrine.

Please Note: *Per the Delaware Department of Education, when a Physician prescribes an Epi Pen, it is assumed that the student has been trained to use the Epi Pen.*

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- School Nurses: At the beginning of the school year, submit a list of students who have food allergies to the School Nutrition Manager.
- School Administration & School Nurses: Be prepared to handle a reaction by ensuring there is a staff member available who is properly trained to administer medications during normal school operation hours.
- School Administration & School Nurses: If a reaction occurs, review policies and procedures with the school staff, the child's parent/guardian, the child's Physician and the child (if age appropriate).
- School Administration: Provide annual staff training on the basics of food allergies including the signs and symptoms of an allergic reaction, what to do in an emergency and strategies to eliminate food allergens in the allergic student's meals, educational tools, arts and craft projects and incentives.
- School Administration & Teachers: Encourage the use of non-food items for incentives and classroom parties in an effort to reduce the likelihood to allergen exposures. If foods are brought in for class parties, they must contain a commercial ingredient label for allergen identification. No homemade food items are allowed.
- School Nutrition Supervisor & School Nutrition Manager: Provide allergen-appropriate meals to students with life-threatening food allergies who have submitted a PERPSA form that has been completed by a licensed Physician.
- School Administration, School Nutrition Supervisor & School Nutrition Manager: Ensure that all food products distributed or sold in the school during regular school hours contain a commercial ingredient label for allergen identification. Food products distributed by the School Nutrition Department are pre-screened for food allergens and may not always contain a commercial ingredient label.
- School Nutrition Manager: Upon receipt from the School Nurse, enter all student allergens into the School Nutrition Student Management and Point of Sale System. The entered information will create a food allergy alert message at the register when the student enters their ID number. The School Nutrition Cashier will check the meal on the student tray and ensure that the offending food is omitted from the tray.
- School Nutrition Managers & School Nurses: Communicate on a regular and consistent basis to update allergy information in the School Nutrition Student Management and Point of Sale System.
- School Nutrition Managers & Building Managers/Chief Custodians: Ensure that proper cleaning methods are followed by cafeteria and custodial staff to reduce the risk of cross contamination of potential food allergens in the kitchen, dining rooms and throughout the school.
- Transportation Supervisor: Ensure that all school buses have communication devices in the event of a medical emergency.
- Transportation Supervisor: Enforce a "no eating" policy on school buses with exceptions made only to accommodate special needs under federal laws and school district policy.
- Teachers: Provide reasonable advance notice to families of children with food allergies of classroom parties, field trips and other special events where food is

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involved. Coordinate efforts with the families to ensure that the food is safe and that students with food allergies are fully included in school activities.

### **Student's Responsibilities:**

- Be proactive in the care and management of their food allergy (if age appropriate).
- Should not trade or share food or eating utensils with others.
- Should not eat anything with unknown ingredients or that is known to contain a food allergen.
- Immediately notify an adult if they eat something they suspect contains a food allergen.
- Immediately notify an adult if they are experiencing the signs and/or symptoms of an allergic reaction.

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LAUREL SCHOOL DISTRICT  
Laurel, Delaware