

Life Threatening (LTA) Allergy Management Checklist

#	DESCRIPTION	DONE	DATE
1	Principals ensure that all parents are notified and are aware about required parental responsibilities and procedures for students having life-threatening (LT) allergies (e.g through nurse/school letters, orientations, etc.). Principals will work with staff to develop and disseminate school-wide policies related to food provided in class celebrations, or school events to ensure the safety of students with LT food allergies.	<input type="checkbox"/>	
2	School leadership will ensure that cafeteria monitors are aware that students are not to share food and that share tables are not permitted. Principals ensure that teachers leave allergy information and plans for students in their classes for substitute teachers.	<input type="checkbox"/>	
3	Parents must communicate directly with the school nurse regarding their child's LT allergy preferably before child attends school to discuss needed documentation and to prepare a plan of care together for the student while at school.	<input type="checkbox"/>	
4	School leadership, school nurse and other designated staff will develop and disseminate to all staff a communication plan for student health emergencies and ensure staff are notified to complete the school nurses' field trip form per protocol for students needing medications for field trips.	<input type="checkbox"/>	
5	1. The School Nurse will:		
	a. Verify documentation of the LT allergy;	<input type="checkbox"/>	
	b. Develop an Individualized Health Care Plan (IHCP)/Emergency Action Plan (EAP) with the child's provider, parent and school staff;	<input type="checkbox"/>	
	c. Obtain medication orders from provider and medications from parent;	<input type="checkbox"/>	
	d. Enter medical alert and allergy alert in PowerSchool. The alert will include information on location of epi pen if prescribed/delivered to school	<input type="checkbox"/>	
	e. For LT food allergy, send notification immediately to Food Service staff and Food Service Director;	<input type="checkbox"/>	
	f. Alert teachers, leadership and relevant school staff of student's LT allergy and the IHCP;	<input type="checkbox"/>	
	g. School Nurse provides cafeteria staff and director with updated lists of students by lunch	<input type="checkbox"/>	
	h. Train administration, teachers and designated school staff working with students with LT allergies on signs/symptoms, IHCP/EAP, administration of epinephrine auto injector devices, and the required protocol and forms required for student field trips;	<input type="checkbox"/>	
	i. Provide annual training to school personnel, including cafeteria staff, in the recognition, prevention and treatment of LT allergies and the school communication plan for students having health emergencies;	<input type="checkbox"/>	
6	The Principal will initiate a 504 planning meeting for any student with a LT allergy (include parent, nurse, teachers and other relevant staff as needed);	<input type="checkbox"/>	
7	<u>For Students Having Documented LT Food Allergies:</u>		
	a. Develop a Process for cafeteria staff, lunch room supervisors, teachers, and other staff to identify students having a LT food allergy;	<input type="checkbox"/>	
	b. Leadership will have allergen free table available in lunchroom. Staff will be trained on Use of allergen free table.	<input type="checkbox"/>	
8	After school Programs/Events: District task group will reconvene to prepare guidance on this.		

