

West Carrollton School District

Roles in the Management of Students with Food Allergies

PARENT/GUARDIAN RESPONSIBILITIES

- Notify the school of the student's allergies prior to the start of the school year OR as soon as possible after a new diagnosis.
- Fill out all required forms: Emergency Medical, Medical Release of Information, Eating and Feeding Evaluation and Medication Authorization, if needed.
- Provide emergency medication to the school with completed medication authorizations, if prescribed.
- Contact school immediately if contact information changes.
- Provide the Nurse with a Treating Practitioner's Statement if student no longer has allergies.
- Leave a bag of "safe snacks" with your student's teacher, so there is always something your student can choose from during an unplanned special event.
- Provide treating practitioner documentation if special seating is needed in lunchroom or school bus.
- Educate your student in the self-management of their allergy, including:
 - o Safe and unsafe products
 - o Strategies for avoiding allergen exposure
 - o Symptoms of allergic reactions
 - o How and when to tell an adult they may be having an allergy related problem
 - o How to read food labels when applicable (age appropriate)

SCHOOL'S RESPONSIBILITIES

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504 and FERPA.
- Include students with allergies in school activities; students should not be excluded from school activities solely based on their allergy.
- Assure that all staff who interacts with the student on a regular basis works with other school staff to eliminate the use of allergens in the allergic student's meal, educational tools, arts and crafts projects or incentives.
- Review policies/prevention plan with core team members, Parents/Guardians, students (age appropriate), and treating practitioner after a reaction has occurred.
- Discuss field trips with the family and students with allergies to decide appropriate strategies for managing the allergy, if necessary.

CLASSROOM TEACHER'S RESPONSIBILITIES

- Participate in training offered by the Nurse that addresses the student with allergies.
- Be sure volunteers, student teachers, aides, and specialists are informed of the student's allergies and necessary safeguards.

- Leave student information in an organized, prominent, and accessible format for substitute teachers in your absence.
- Do not share any food items containing diagnosed allergens with allergic students.
- Be aware of any foods being brought into classroom and be responsible for reading food labels. Consult with Nurse if unsure about ingredients of food.
- Educate all students in the classroom that they may not share food with each other.
- Never question or hesitate to act if a student reports signs of an allergic reaction.
- Use stickers, pencils, or other non-food items as rewards instead of food to decrease the risk of reactions.
- Student will not be allowed to eat food brought in by parent that contains diagnosed allergen.
- Avoid ordering food from restaurants because food allergens may be present but unrecognized.

FIELD TRIP RESPONSIBILITIES OF ORGANIZING TEACHER

- Notify the Nurse two weeks prior to a scheduled field trip and include date, time and location.
- Ensure that a functioning cell phone or other communication device is taken on the field trip.
- When planning a field trip, find out if location is safe for students with food allergies.
- The student's safety or attendance must not be conditioned on the parent's presence.
- Consider ways to wash hands before and after eating in cases of food allergy.
- If emergency medications are taken on field trip, they must remain in the possession of the teacher supervising the student with food allergies at all times.

CAFETERIA RESPONSIBILITIES

- Read all food labels and recheck routinely for potential food allergies.
- Train all food staff and their substitutes to read product labels and recognize food allergens.
- Review and follow sound food handling practices to avoid cross contamination with potential food allergens.
- Place allergy alert in cafeteria computer system and be aware of students with food allergies.
- Offer student with food allergies double fruits and double vegetables when the choices offered contain diagnosed allergen.
- Provide allergen safe area in cafeteria if ordered by treating practitioner.

NURSE RESPONSIBILITIES

- Review all health records submitted by parent, guardian, previous school or treating practitioner.
- Provide necessary paperwork to parent/guardian and provide at least 2 attempts to follow up on documentation if not received.
- As soon as possible, notify all staff that comes in contact with the student with allergies.

- Place the health condition in computer system for staff access.
- Place allergy alert sign outside homeroom door if student is at the ECC or elementaries.
- Develop Emergency Action Plan for each student, if not provided by treating practitioner.

TRANSPORTATION RESPONSIBILITIES

- Do not allow food to be eaten on buses except by children with special needs. You will be notified by Nurse.
- All school bus drivers will be trained on symptom awareness and what to do if a reaction occurs.
- Inform substitute bus drivers of emergency procedures for children with allergies.

STUDENT'S RESPONSIBILITIES

- Should not trade food with others if they have an allergy
- Should not eat anything with unknown ingredients or known to contain any allergen if has food allergy
- Should be proactive in the care and management of their allergies and reactions based on their development level
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic
- Wash hands before and after eating
- Learn to recognize symptoms of an allergic reaction