

SAINT MICHAEL SCHOOL  
GUIDELINES  
FOR  
DEALING WITH FOOD ALLERGIES  
IN SCHOOL



\*Information in this brochure was developed by:

AmericanSchool Food Service Association  
National Association of Elementary School Principals  
National Association of School Nurses  
National School Boards Association  
The Food Allergy & Anaphylaxis Network

Food allergies can be life-threatening. The risk of accidental exposure in school may be reduced by working together to minimize risks and provide a safe educational environment for all students. Saint Michael School strives to be a peanut-butter free environment. In addition, foods provided by the school and food service staff are also nut free. By delineating the responsibilities of each individual involved in planning for your child with food allergies, we hope to ensure that a plan is in place which establishes a positive and safe learning environment for all. Please review the following responsibilities.

Susan Gosselin, Principal  
Linda Sullivan, RN, School Nurse

**Family's Responsibility:**

- Notify the school nurse of your son or daughter's allergies.
- Provide written medical documentation, instructions, and medication as directed by a physician, using the *Food Allergy Action Plan* as a guide. (Please include a photo.)
- Update & renew **every** school year.
- If needed, notify & work with the school nurse & teacher to develop an *Individual Food Allergy Prevention Plan* that addresses the child's needs.
- Replace medication after use or upon expiration.
- Consider the use of a medic alert bracelet to identify the allergy.
- 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 they may be having an allergy-related problem, how to read food labels (age appropriate)
- Notify child's bus driver of the child's medical condition and where medication is located if available.
- Discuss with the transportation company any training the school bus driver has had, including symptom awareness and what to do if a reaction occurs.
- Review policies/procedures with the school nurse, the child's physician, and the child (if age appropriate) whenever a reaction or incident occurs.

**School's Responsibility:**

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.
- Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.

### **School's Responsibility (continued):**

- Follow federal/state/district laws and regulations regarding sharing medical information about a student with food allergies.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review the health records submitted by parents and physicians.
- Provide *GUIDELINES FOR DEALING WITH FOOD ALLERGIES IN SCHOOL* to family and make arrangements for follow-up.
- Review the physician directed and signed *Food Allergy Action Plan* before an allergic reaction occurs to assure the efficiency/effectiveness of the plan.
- If necessary, identify a core team of, but not limited to, school nurse, teacher, principal, & school food service to work with parents and the student (age appropriate) to establish an *Individual Food Allergy Prevention Plan*. Changes should include team participation and notification.
- Assure that medications are appropriately stored and an emergency kit is available which contains a physician's order for epinephrine. Keep the medications easily accessible to school personnel.
- Educate all staff who interacts with the student on a regular basis about understanding food allergies, recognizing symptoms, knowing what to do in an emergency, and working with other school staff to eliminate the use of food allergens in school.
- Discuss field trips with the family of the student with food allergies to decide appropriate strategies for managing the food allergy.
- Include students with food allergies in school activities. Students must not be excluded from school activities solely based on their food allergy.
- Take threats or harassment against a child with food allergies seriously.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Notify the transportation company, if necessary, of students riding the bus with life threatening food allergies. Recommend that all buses have communication devices in case of an emergency.
- Remind students of the "no eating" policy on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy.
- Inform parents of food allergy resources including the Food Allergy and Anaphylaxis Network, National Association of School Nurses, American School Food Service Association.

### **Student's Responsibility:**

- Should always wash hands before eating or touching eyes, nose, or mouth.
- Should use a napkin on student desk/lunch table before putting snack down or eat directly out of container snack/lunch is provided in (ex. storage bag, commercial container, lunch box, etc.).
- Should not trade food, utensils, or any food containers with others.
- Should not eat anything with unknown ingredients or ingredients known to contain the allergen that they are allergic to.
- Should always talk to the adult in charge if has a question or concern.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic or have any signs or symptoms of a reaction.

**Nursery through Kindergarten Students:** Pre-arrangements for the safety of your son or daughter while in school are required. Any food/or foods that your son or daughter may be allergic to may or may not be allowed in their classroom for snack. An *Individual Food Allergy Prevention Plan* should be devised before school starts with the nurse, teacher, & principal.

**Grade 1-5 Students:** *Individual Food Allergy Prevention Plan* will be devised as needed. Students are expected to carry their medication to/from the cafeteria for lunch as arranged.

**Middle School Students:** Students should carry their medication with them at all times, absolutely to lunch. The emergency medication must be easily accessible to staff.

\*Some information was adapted to meet Saint Michael School needs and concerns. NAPS April 2002/adapted @SMS 6/04, rev. 8/11