

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **5000**
CATEGORY: **Students**
POLICY CODE: **5141.260/Food Allergy
Management**

FOOD ALLERGY MANAGEMENT

Policy Statement

It is the policy of the Trumbull Board of Education to provide an Emergency Care Plan to maintain the health and safety of each student with one or more life-threatening food allergies. Each plan will be developmentally appropriate, promote self-advocacy and competence in self-care, and provide educational opportunities. The purpose of this policy and its Regulations is to:

- Reduce the likelihood of potentially life-threatening allergic reactions;
- Assist an identified allergic student in avoiding exposure to allergens; and
- Ensure a rapid and effective response in the event of an allergic reaction.

Recognizing that the risk of accidental exposure can be significantly reduced but not eliminated in the school setting, Trumbull Public Schools are committed to working in cooperation with parents, allergic and non-allergic students, and qualified medical professionals. The Department of School Nursing Services for the Town of Trumbull will develop and disseminate forms necessary for the implementation of this policy and its Regulations.

Adopted: 8/9/2014
Revised: 9/24/2019

References

- The Americans with Disabilities Act of 1990 (ADA)
- The Individuals with Disabilities Education Improvement Act of 2004 (IDEA)
- Section 504 of the Rehabilitation Act of 1973
- The Family Education Rights and Privacy Act of 1974 (FERPA)

- Connecticut General Statutes §§ 10-212a, 10-212c, 10-220i, 52-577b

- Trumbull Board of Education Policy Code 4148: Employee Protection
- Trumbull Board of Education Policy Code 4212.42: Drug and Alcohol Testing and Required Training for School Bus Drivers
- Trumbull Board of Education Policy Code 5125: Confidentiality and Maintenance of Student Records
- Trumbull Board of Education Policy Code 5131.911: Bullying and Teen Dating Violence Prevention and Intervention
- Trumbull Board of Education Policy Code 5141: Accidents and Sudden Illnesses Occurring in Schools
- Trumbull Board of Education Policy Code 5141.21: Administration of Medication by School Personnel

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- Trumbull Board of Education Policy Code 5141.25: Students with Special Health Care Needs
- Trumbull Board of Education Policy Code 6142.101: Student Wellness
- Trumbull Board of Education Policy Code 6153: Field Trips

- Standing Orders, Trumbull Nursing Service

Regulations

I. Responsibilities of the Student's Parent(s)/Guardian(s)

1. Consider teaching your child to:
 - NEVER share snacks, lunches, drinks, or utensils.
 - Understand the importance of proper hand washing, with soap and water if available, or disposable hand wipes, before and after eating. Hand sanitizers are not an effective replacement because they are not considered effective at removing food allergens.
 - Recognize symptoms of an allergic reaction and immediately report them to a staff member / adult.
 - Self-carry and self-administer epinephrine in a cartridge injector (e.g., an EpiPen) with proper documentation in accordance with the provisions of Trumbull Board of Education Policy 5141.21, "Administration of Medication by School Personnel."
 - Report teasing, bullying, and/or social isolation related to food allergies.
 - Take responsibility for his/her own safety related to food allergies.
 - Develop greater independence, throughout the school years, to keep him/her safe from allergic reactions.
2. Inform the school of your child's food allergy prior to the first day of school, or as soon as possible after a new diagnosis. Update the school annually on your child's allergy and when changes in the medical plan occur.
3. In accordance with Trumbull Board of Education Policy 5141.21, "Administration of Medication by School Personnel," on or before the first day of school, or as soon as possible after a new diagnosis, provide current medications that your child will or may take during the school day, along with proper documentation. All medications must be properly labeled in their original packaging, and not have expired.
4. It is strongly recommended that you provide and encourage your child to wear a medical alert bracelet.
5. Collaborate with the school nurse and school staff to develop a plan that accommodates your child's needs throughout the day, including in the classroom, in the cafeteria, on the school bus, and during school-sponsored after-school activities.
6. Provide the school with your current contact information, a recent photograph of your child, and up-to-date emergency medical contact information. Be sure to update these as necessary throughout the school year.
7. Attend your child's scheduled field trips when possible.

8. Predetermine the safety of food selections for the school breakfast and lunch programs by personally reviewing menus and ingredient labels, which will be provided to you by Food Services staff upon request.
9. Inform Transportation Services of your child's food allergy and discuss the plan for safeguarding your child while on the school bus (e.g., preferential seating at the front of the bus).

II. Responsibilities of the Student

1. NEVER share snacks, lunches, drinks, or utensils.
2. Use proper hand washing, with soap and water if available, or disposable hand wipes, before and after eating. Hand sanitizers are not an effective replacement because they are not considered effective at removing food allergens.
3. Learn to recognize symptoms of an allergic reaction and notify a staff member or an adult. Ask a friend to help you if you cannot get to an adult.
4. Immediately inform a staff member / adult as soon as accidental ingestion of an allergen has occurred.
5. Carry emergency medications when approved by your parent, authorized by a qualified medical professional, and evaluated and assessed by the school nurse.
6. Be prepared to self-administer epinephrine in a cartridge injector (e.g., an EpiPen) when approved by your parent and a qualified medical professional. Demonstrate that responsibility by demonstrating to the school nurse knowledge of effective administration and storage of the cartridge injector.
7. Report teasing, bullying, and/or social isolation related to food allergies to a staff member or trusted adult.
8. Throughout the school years, develop and demonstrate greater self-care practices to prevent exposure to allergens and to self-treat with appropriate therapy.

III. Responsibilities of the School Administrator

1. Follow all applicable State and Federal laws such as, but not limited to, ADA, IDEA, Section 504, and FERPA.
2. Annually provide time for the training and education of certified staff on:
 - reducing food allergen exposures;
 - signs and symptoms of allergic reactions; and
 - emergency procedures, including how to administer emergency medications.

3. Support faculty, staff, and parents/guardians in implementing all aspects of each Individual Health Care Plan (IHCP) and/or 504 Plan.
4. In accordance with Trumbull Board of Education Policy 5141.21, “Administration of Medication by School Personnel,” designate a “qualified school employee” to administer epinephrine as emergency first aid when the school nurse is not available. Ensure that certified staff, and food-allergic students if age-appropriate, are aware of this person’s location and name in the event the school nurse is not available.
5. Inform staff that treats for rewards, incentives, special occasions, etc., should be non-food whenever possible. If food will be served outside of the school breakfast and lunch programs, the appropriate Food Permission Form must be completed in advance; all parents/guardians of students with known food allergies must receive the necessary information and provide written permission in advance, and may provide alternative food items for their children. Only a student’s parent/guardian may determine if a food item is safe.
6. Inform staff that classroom curricular activities (e.g., arts and crafts, counting, science projects, etc.) should be non-food.
7. Outside of the school breakfast and lunch programs, certain rooms (e.g., the gymnasium, the Learning Commons, etc.) may be designated as food-free zones during school hours. Outside of school hours, food may be served in those rooms, but all surfaces where food will be served and/or consumed must be thoroughly cleaned after an event where food has been served; disposable coverings that can be discarded after the event are highly recommended.
8. In schools with lunchroom monitors, ensure that monitors are aware of signs and symptoms of allergic reactions and proper sanitation related to garbage disposal and table cleaning. No student with a food allergy should dispose of any student’s trash except his/her own.

IV. Responsibilities of the School Nurse

1. Review medical information provided by the parent/guardian of each student at the beginning of each school year, and for each new student as he/she enters the school.
2. Meet with parent(s)/guardian(s) of each student with a food allergy to obtain a medical history and to develop an Individual Health Care Plan, and/or 504 Plan, for the student.
3. Ensure that the Food Allergy & Anaphylaxis Emergency Care Plan is completed and reviewed. This completed Food Allergy & Anaphylaxis Emergency Care Plan is to be distributed to appropriate staff.
4. Ensure proper storage of emergency medication, including:
 - Following manufacturer’s guidelines for storage.

- Ensuring easy accessibility to school staff during the school day (stored in an unlocked cabinet in the Nurse's Office and per student Individual Health Care Plan).
 - Facilitating arrangement for provision of medication and administration for school-sponsored after-school activities in accordance with the provisions of Trumbull Board of Education Policy 5141.21, "Administration of Medication by School Personnel."
 - Arranging for student to self-carry medication in accordance with the provisions of Trumbull Board of Education Policy 5141.21, "Administration of Medication by School Personnel."
5. Assist in the annual training and education of certified school staff on life-threatening food allergies, symptoms, risk reduction procedures, and emergency procedures, including how to administer medications in accordance with the provisions of Trumbull Board of Education Policy 5141.21, "Administration of Medication by School Personnel."
 6. Provide annual review to all students who self-carry medication in accordance with the provisions of Trumbull Board of Education Policy 5141.21, "Administration of Medication by School Personnel."
 7. Provide a contingency plan for the administration of epinephrine for known food-allergic students with a current order for epinephrine, in the event that the school nurse is not available.

V. Responsibilities of the Student's Teachers

1. Participate in annual training and education regarding:
 - reducing food allergen exposures;
 - signs and symptoms of allergic reactions; and
 - emergency procedures, including how to administer emergency medications
2. Participate in the development and implementation of each Individual Health Care Plan and/or 504 Plan, including necessary accommodations for students in the classroom with a life-threatening allergy.
3. Keep information, i.e., Individual Health Care Plans, 504 Plans, and Food Allergy & Anaphylaxis Emergency Care Plans, in a format organized for and accessible to substitute teachers, while maintaining student confidentiality.
4. Inform student teachers, paraprofessionals, specialists, and others identified as "need to know" of student's food allergies and necessary safeguards.
5. Educate classmates to avoid endangering, teasing, bullying, socially isolating, or harassing students with food allergies; enforce Board of Education Policy 5131.911, "Bullying and Teen Dating Violence Prevention and Intervention."

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6. Reinforce the importance of proper hand washing, with soap and water if available, or disposable hand wipes, before and after eating. Hand sanitizers are not an effective replacement because they are not considered effective at removing food allergens.
7. Avoid the use of food treats for rewards, incentives, special occasions, etc., whenever possible. If food will be served outside of the school breakfast and lunch programs, the appropriate Food Permission Form must be completed in advance; all parents/guardians of students with known food allergies must receive the necessary information and provide written permission in advance, and may provide alternative food items for their children. Only a student's parent/guardian may determine if a food item is safe.
8. Avoid the use of food items for classroom curricular activities (e.g., arts and crafts, counting, science projects, etc.).
9. In classrooms where breakfast and/or snacks are consumed, food choices will be limited to those brought from the cafeteria or home by the individual students and in compliance with the allergen-aware classroom guidelines. Students who have a breakfast or snack containing a known food allergen for a particular classroom will eat the snack in a designated area (e.g., allergen-aware zone in the classroom, non-allergen free classroom).
10. Be familiar with the signs and symptoms of a severe allergic reaction as provided in the student's Individual Health Care Plan.
11. Implement the student's Food Allergy & Anaphylaxis Emergency Care Plan IMMEDIATELY when a reaction is suspected.
12. Never permit a student suspected of having an allergic reaction to walk to the Nurse's Office alone.
13. Invite and encourage parent(s)/guardian(s) of students with food allergies to accompany the student on field trips.
14. Collaborate with the school nurse prior to any field trip in accordance with the provisions of Trumbull Board of Education Policy 6153, "Field Trips."

VI. Responsibilities of Food Services:

1. Provide annual training to all Food Services employees regarding safe food handling practices to avoid cross contamination with potential food allergens.
2. Maintain contact information for manufacturers of food products and make it available to parents/guardians upon request. Provide food labels upon request.
3. Provide advance copies of menus, and ingredients, upon parent/guardian request.
4. Working with information from the school nurse, maintain a current list of students with food allergies, with photographs as available, while maintaining student confidentiality.

5. Treat all complaints from students seriously. Never permit a student suspected of having an allergic reaction to walk to the Nurse's Office alone.

VII. Responsibilities of Transportation Services

1. Require training of all school bus drivers in accordance with Trumbull Board of Education Policy 4212.42, "Drug and Alcohol Testing and Required Training for School Bus Drivers."
2. Maintain and reinforce a strict policy of no eating on the bus, except when medically indicated, e.g., for identified students with diabetes.
3. Provide functioning emergency communication devices on each bus, and clear procedures regarding notifying emergency personnel when necessary.
4. Support preferential seating at the front of the bus for students with known life-threatening food allergies, upon parent request.