

Appendix A

FOOD ALLERGY PREVENTION & MANAGEMENT PLAN

Parent and Student Responsibilities

The student and parent are the first line of safety in preventing an accidental ingestion of questionable or known food allergens. The student with a food allergy needs to be educated by his/her parents on food safety, label reading and not consuming any food if they are not sure of the ingredients.

It is the parent's responsibility to provide Emergency Medications, and an Allergy Action Plan, signed by a physician, ON OR BEFORE the first day of school. Forms must be updated yearly, and medications must be current. Expired medications cannot be relied on in emergencies. Medication policies in the handbook must be followed.

Parents of students with food allergies listed on their emergency or health update form that do not provide an action plan and medication are required to sign a waiver of liability/refusal to provide medication form.

Faculty and Staff Responsibilities

All faculty and staff complete “Allergy Ready” as part of our annual training.

The school nurse will keep the kitchen, classroom lists and website updated on any new food allergies.

Epi-Pens and a copy of the allergy action plan with a current student photo will be kept in the main office in an unlocked cupboard for accessibility in an emergency.

Instructions on the action plan will be followed.

Teachers will alert substitute teachers to children in the class with food allergies.

Lunchroom

Students are not permitted to share food for lunch or snack.

Peanut butter and nut products are not restricted.

Students who eat any type of nut product will have hand wipes available to wipe their hands before going to the restroom or back to class. They are not permitted to sit at the nut free table.

Areas designated “nut free” are provided at the end of the tables for each grade so students are not separated from their classmates. Lunch room monitors are aware of students with nut allergies. Should a parent of a student with ANY food allergy request separate seating, accommodations will be made.

EXEMPTION – if a student does not want to sit in the designated area, the parent or guardian must submit, **IN WRITING** that their child is not required to sit at the designated nut free table. The exemption form must be submitted each year.

All lunch tables and benches will be washed with soap and water after each lunch period and sanitized daily.

Classroom

Students are not allowed to share food for lunch or snack.

A list of classroom food allergies will be posted on the website attachments and in each classroom.

On days when students eat lunch in the classroom due to the lunchroom being used for a special event, students will eat at their own desks. After lunch desks will be washed with soap and water or cleaning wipes.

Nuts are the most common allergen, and the most likely to cause a serious reaction, therefore, **ALL CLASSROOMS ARE NUT FREE.**

Class Parties and Celebrations

The following guidelines should be followed for any food or beverage provided for school parties or celebrations:

- Consult the classroom teacher and check the classroom allergies list before planning any activities that involve food or serving food products.
- Nuts are the most common allergen, and the most likely to cause a serious reaction, therefore, **ALL CLASSROOMS ARE NUT FREE.**
- A list of ingredients **must** accompany any food brought into the classroom.

- Parents of students with food allergies are encouraged to provide snacks labeled with the child's name to be kept in the classroom &/or clinic.
- If there is any question about a food distributed in the classroom, it should not be consumed, but may be sent home with a list of ingredients for parent review.

Field Trips

- Action Plans and emergency medications will be sent with the class. A teacher or other designated staff member will sign for them after going over instructions on proper procedure to safely administer medication.
- With physician authorization and school nurse approval, students may, and are encouraged to, carry their own emergency medications on field trips.
- When transportation is by private car, and a parent or guardian of a student with food allergies is not able to attend, the parent must sign a consent allowing a chaperone to carry and dispense medication in an emergency.

- Chaperones supervising students with food allergies are required to review the student's individual Allergy Action Plan before the field trip and be willing to follow it and give medications in an emergency. The school nurse will be responsible to review the action plan and instruct the chaperone on the proper procedure to safely administer medications. The chaperone must sign an acknowledgement of training form.
- Nut free tables can be provided at the teachers or chaperones discretion.

Bullying

Verbal or physical bullying or taunting related to a food allergy or restriction will not be tolerated. If a student with an allergy experiences any type of bullying related to his/her food allergy, he/she needs to bring it to the teacher's attention and it will be followed up according to the handbook regulations. The school nurse will educate students regarding the severity of food allergies.



DATE

Areas designated “nut free” are provided @ the end of the lunch tables for each grade. Lunch room monitors are aware of students with nut allergies. EXEMPTION – if a student does not want to sit in the designated area, the parent or guardian must submit IN WRITING that their child is not required to sit @ the designated nut free table.

STUDENTS NAME

Does not have to sit at the nut free lunch table

PARENTS NAME

PARENTS SIGNATURE