



# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

## **Wachusett Regional School District Allergy Awareness Protocol**

### **MANAGING STUDENTS WITH LIFE THREATENING ALLERGIES (LTAs)**

#### **BACKGROUND**

- Allergic food and environmental reactions can span a wide range of severity of symptoms. The most severe and potentially life-threatening reaction is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis.
- Anaphylaxis is a potentially life-threatening medical condition occurring in allergic individuals after exposure to their specific allergen. Anaphylaxis refers to a collection of symptoms affecting multiple body systems, some of which are potentially fatal. The most common causes of anaphylaxis in children includes allergies to food; most commonly peanuts, tree nuts, milk, egg, dairy products, soy, wheat, fish and shellfish. Other causes of anaphylaxis include stinging insects, medication, latex and unknown etiologies.
- Anaphylaxis can occur immediately or hours following allergen exposure, so it is important to:
  - Identify students at risk
  - Have appropriate preventative measures
  - Be prepared to handle an emergency

#### **PURPOSE and GOALS**

- The Wachusett Regional School District cannot guarantee an allergen-free environment for all students with LTAs. Our goal is to minimize the risk of exposure to food allergens that pose a threat to those students, educate the community, and maintain and regularly update a system-wide protocol for responding to their needs, and provide necessary accommodations.
- These guidelines assume that managing life threatening allergies in the schools is a shared responsibility among students, parents, principals, teachers, custodians, school staff, transportation staff, and health care professionals.
- Creating adequate plans and producing staff who are knowledgeable regarding preventive measures and are well prepared to handle severe allergic reactions and can save the life of a child.

Allergy Aware Plan - Staff Contact Information		
Role	Name	Contact
Administrator - Principal		
Administrator - Food Service	Margaret Barton	508-829-1670
Administration- Nursing	Amy McGeary	508-829-6771
School Nurse		
Classroom Teacher		
Classroom Teacher		
Classroom Teacher		
Food Service Manager		
Custodian/Designated Cafeteria Cleaning Staff		
Bus Company	AA Transportation	774-234-0678

## **FAMILY RESPONSIBILITY**

- Notify the school nurse of your child's life threatening allergies prior to school opening
- Provide medical documentation from your healthcare provider
- Provide a list of the child's allergens that may cause a life threatening reaction
- Provide Medical Provider Order and Health Care Plan Instructions
  - [Emergency Health Care Plan Template 1](#)
  - [Emergency Health Care Plan Template 2](#)
- Provide the nurse with up-to-date emergency medications
- If needed complete the [Meal Form for Special Meals](#)
- Provide a daily snack for your child if appropriate.
- Inform the school of any changes in your child's LTA status
- Inform the before and after school activity coordinators of the child's LTA
  - [Complete Extracurricular Activity Registration Form](#)
- Inform the bus driver of your child's LTA
  - [Complete Transportation Form](#) - submit to Carolyn Holden - Central Office.
- Consider the purchase of medic alert bracelet
- Teach your child to:
  - Recognize the first symptoms of allergic reaction
  - Know what he/she is allergic to
  - Communicate clearly as soon as he/she feels a reaction is starting
  - Not share or trade snack, lunch, drinks or utensils
  - Understand the importance of hand washing before and after eating
  - Report any teasing and/or bullying that may relate to his/her allergy
  - Take as much responsibility as possible for his/her own safety

## **STUDENT RESPONSIBILITY**

- Do not trade food with others
- Wash hands before consuming foods
- Do not eat anything with unknown ingredients or known to contain an allergen
- Be able to articulate allergy and identify key foods containing allergens depending on developmental level.
- Tell an adult if they eat or touch something they believe may contain a food in which they are allergic.
- If carrying their own EpiPen and emergency supplies, be sure they are properly labeled, secure, unexpired and not shared with others. Be able to direct an adult to their location if needed.



## **SCHOOL ADMINISTRATION RESPONSIBILITY**

- A full time nurse should be in every school with students with LTAs.
- Notify parents of the right for their child to be evaluated for Section 504 eligibility.
- Establish a building-based general Medical Emergency Plan.
- Provide training for LTA and epi-pen training for all staff twice a year.
- Limit the use of food for classroom instruction.
- Adopt and maintain a no sharing/no trading food environment.
- Eliminate the use of food for rewards, class celebrations, including birthdays, holidays and the last day of school. Encourage the use of non-food alternatives.
- Encouraging hand washing before and after handling or consuming food.
- If requested or as needed by the IHCP, provide and maintain “allergy aware” tables in the elementary school cafeterias.
  - Tables will be designated by a universal symbol.
  - Tables will be cleaned and sanitized by trained personnel.
  - Encourage other students to join the table if they are eating allergen free food.
- ( Food Service Administration ) Provide annual review of LTAs, cleaning procedures and prevention of cross-contamination with cafeteria personnel.

## **SCHOOL NURSE RESPONSIBILITY**

- Identify students with food allergies
- Communicate with newly enrolled students and parents before school starts or after initial diagnosis.
- Develop and maintain IHCP /Allergy Action Plan
  - [Emergency Health Care Plan Template 1](#)
  - [Emergency Health Care Plan Template 2](#)
- Notify parents of the right for their child to be evaluated for Section 504 eligibility.
- With parental permission, provide information about students with LTFAs to staff – this includes: teachers, principal, nurse substitutes, office personnel, aides, cafeteria personnel, on a need-to-know basis
- Field Trip Preparation
- [Self - Carry / Administration Form](#) - if applicable
- Provide content for LTA and epi-pen training to administration to share with all school staff education twice a year.

Training will include:

- o a review of the signs and symptoms of anaphylaxis
- o proper use of an epinephrine auto-injector
- o emphasis on the importance of prevention and risk reduction
- o review of the Emergency Health Care Plan
  - Basic Training for all staff
    -  WRSD - Food Allergy Education
  - Training for specific student administration of epinephrine
    -  EVALUATION epinephrine-admin-via-auto-injector-d...

### **Classroom**

- If requested or as needed by the IHCPAs assist teacher with Allergy Awareness Letter - [Sample Letter](#) ( Appendix 1)
- If requested or as needed by the IHCPAs needed, post allergy alert sign outside classroom
  - o [Allergy Signage Symbols](#) - (Appendix 2)
- Assist with allergy aware seating in the classroom.

### **Cafeteria**

- If requested or as needed by the IHCP, provide and maintain allergy-friendly seating during meals - open to any child eating foods free of identified allergens.
- These tables will be designated by signage. (Appendix 3)

## **TEACHER RESPONSIBILITY**

- Only food sold in the cafeteria, provided from home, or provided by the nurse can be consumed during the school day.
- Designated allergy aware seating arrangements
- Food should not be used as a reward
- Substitute teacher notification
- If requested or as needed by the IHCPAs “Allergy Awareness Letter” sent to classroom - [Sample Letter](#)
- As needed, post allergy alert sign outside classroom
  - o [Allergy Signage Symbols](#)

### **Instructional Practices**

- If food is part of the instructional process, with advanced preparation, the teacher will work with the parents of the child with LTAs to ensure safe alternatives.
- If food is part of the instructional process, speak to the nurse about the safety of such food.

## **FOOD SERVICE PERSONNEL RESPONSIBILITY**

- Read labels for noted allergens
- Use the Health Office allergy list to update cafeteria software.
  - o Register POS System
- Attend yearly review regarding LTAs and safe food handling practices to avoid cross-contamination
- Wear non-latex gloves
- Make reasonable meal accommodations from the [Meal Form for Special Meals](#)

**CUSTODIAL OR DESIGNATED STAFF RESPONSIBILITY**

- Wash “ALLERGY AWARE” tables first, using separate cleaning equipment designated only for these tables

**SCHOOL PROGRAM SPONSORED EVENTS - Before/After School:**

- Parents should inform the program coordinator/coach of the child’s allergies.
- Program Coordinator/Coach -
  - Have copy of Emergency Care Plan
  - Should be trained to administer and have access to epinephrine
  - Must have a way to access emergency medical services
- Ensure the events are consistent with food allergy practices as stated above.
- Do not exclude children with allergies

**BUS COMPANY RESPONSIBILITY**

- Maintain no eating policy on the bus
- Bus drivers should not distribute food/candy to students
- All buses must have communication device in case of emergency
- Bus Drivers educated of use of EpiPen

**EMERGENCY RESPONSE in School**

- Follow the Medical Health Emergency Response Plan

Staff Trained in Allergic Reactions			
Name	Role	Contact	Student Name

Resources:

- [VOLUNTARY GUIDELINES For Managing Food Allergies in Schools and Early Care and Education Programs](#)
- [U.S. Department of Agriculture - Professional Standards](#)
- [DESE - Managing Life-Threatening Allergies in Schools](#)

## Appendix 1

Date:

Dear \_\_\_\_\_ Grade Families,

Please be informed that \_\_\_\_\_ classroom has been designated as allergy **aware ( specify allergy )** due to the student(s) with severe life-threatening allergies. We kindly ask that you refrain from sending to school “snacks” that contain **specific allergens**. Please take this into consideration when preparing your child’s snack each day.

We appreciate your help in keeping our classroom a safe and healthy environment for all students. Please feel welcome to contact the Nurse or office staff with any questions or concerns.

Sincerely,

Principal  
Nurse  
Teacher

# This Classroom is Allergy Aware

**INSERT ALLERGEN**

Thank you for keeping our classroom safe!

This Table is  
Allergy Aware

**INSERT ALLERGEN**

Thank you for keeping our cafeteria safe





