

EDGEMONT UNION FREE SCHOOL DISTRICT

GREENVILLE SCHOOL FOOD ALLERGY BUILDING PRACTICE

Philosophy

Food Allergies are a growing concern in schools across America. According to the Centers for Disease Control, approximately three million children and teenagers under the age of 18 suffer from food allergies. These children must watch every single bite they eat, or risk suffering a severe or even life-threatening reaction. For some, ingesting, touching or even smelling a miniscule amount of the wrong food can trigger a deadly reaction.

It is the policy of the Board of Education that all students with and without food allergies are provided with a safe environment in which to learn. While severe food allergies affect a small subset of students, it is the responsibility of the entire community to adhere to the practices adopted by each building.

1) Building Responsibilities

School Nurse Practices:

- To send out Emergency Health Care Plan Form (see Appendix A) to parent(s)/guardian(s) before the school year begins
- To review with student (if age appropriate), parent(s)/guardian(s), and teacher(s) the Emergency Health Care Plan specific to that child at the beginning of the school year
- To maintain student medication and information
- To have a plan in place should the school nurse not be available
- To obtain release forms from those parent(s)/guardian(s) who do not want their allergic children to sit at the nut-free table in the lunchroom (see Appendix B)

Communication:

- Principal/school nurse to send out letter at beginning of school year to all classes explaining seriousness of food allergies, outlining key building practice points and indicating where to find the entire practice
- To notify parent(s)/guardian(s) of all students in an allergic child's class via letter that there is a child with a Life Threatening Allergy (LTA) in the class
- To notify allergic students' parent(s)/guardian(s) of teacher placement for the following year as early as possible
- To work with student (if age appropriate), parent(s)/guardian(s) and school nurse to establish an Emergency Health Care Plan specific to that child
- To review the Emergency Health Care Plan with any other school staff as appropriate and necessary
- To post a laminated copy of the EpiPen instructions sheet in a visible spot in each classroom (see Appendix C)
- To provide substitute teachers and substitute aides with a list of allergic children in their classes as well as a copy of the Emergency Health Care Plan for each allergic child
- Substitutes will be given this information upon checking in with the Main Office when they arrive. Document to be secured during the day and returned to the Main Office upon leaving

Communication (continued):

- To provide all families with a document of FAQ's and answers pertaining to food allergies (see Appendix D)
- To provide a meeting time for the student (if age appropriate), parent(s)/guardian(s) and other personnel who will be working with the child during the year (i.e. teacher aides) during the first week of school to review and discuss the Emergency Health Care Plan
- To give sufficient advance notice to parent(s)/guardian(s) of any classroom activities, special events and/or trips that will include food

Training and Education:

- To identify and train (if needed) school personnel to administer medication in accordance with State Nursing and Good Samaritan Laws governing the administration of emergency medications

Training should include:

1. Allergens which cause life-threatening allergies
 2. Steps to take to prevent exposure to allergens
 3. How to recognize symptoms of an allergic reaction
 4. How to respond to an emergency
 5. How to administer an epinephrine auto-injector
- Formal training for school staff at start of school year by certified professionals using EpiPen and EpiPen, Jr. Individual repeat training given a minimum of 2 times a year to appropriate personnel (teachers and aides) by school nurse with classroom coverage provided as necessary. School nurse to regularly review allergy information at monthly aides meetings
 - Accessing 911 if an allergic reaction occurs or if there is any concern that one has occurred. Many ambulances don't carry epinephrine – the school may need to request “*Advanced Life Support*” for EMS to respond with epinephrine.
 - To house appropriate medications in several accessible locations throughout the building:
 1. School Nurse's Office
 2. Principal's Office
 3. Both Gyms
 4. Main Office
 - To review the Emergency Health Care Plan with appropriate team members as soon as possible following a reaction
 - To educate all staff interacting with allergic students including but not limited to: volunteers, student teachers, aides, specialists and substitute teachers and to ensure that they understand the severity of the food allergy, can recognize symptoms, and can take emergency action
 - To educate classmates about anaphylaxis to avoid endangering, harassing, or isolating students with allergies
 - To take threats or harassment against an allergic child seriously

Lunchroom/Classroom Practices and Procedures:

- To provide and enforce correct use of nut-free table in the cafeteria/classroom during all meals/snacks
- To adequately clean all tables and desktops on a regular basis (at least daily) with a suitable surface cleaner
- Reinforce hand-washing before and after eating
- Prohibit trading or sharing food
- Modify class material to avoid presence of any allergens used for arts and crafts, cooking, science projects, celebrations, projects, parties, etc.
- Implement use of non-food items for rewards and incentives
- Deem applicable classrooms as “nut-free”

Offsite Activity Practices and Procedures:

- Before leaving for a field trip school personnel should:
 - Collaborate with the school nurse before planning a field trip to avoid high risk destinations
 - Ensure that an epinephrine auto-injector and instructions are taken on the trip (if there is a student attending with a patient specific order)
 - Assign allergic students to most qualified staff member who possesses the ability to recognize symptoms of an allergic reaction and is trained to administer epinephrine and to implement appropriate emergency procedures when accompanying the student on the trip
 - Consider all eating situations and plan for the prevention of exposure to life-threatening foods
 - A cell phone or other means of communication should be available if emergency help is required
 - Consider ways to wash hands before and after eating, or bring disposable wipes
 - Refer to Edgemont School Trip Checklist (see Appendix E)

2) Parent(s)/Guardian(s)/Family Responsibilities

- To notify the school of the child's allergies and to work with school staff to develop a plan that accommodates the child's needs throughout the school day (and during school-sponsored activities; before school, after school, special trips and events/activities)
- To provide school nurse with an Emergency Health Care Plan at the start of each school year
- To provide properly labeled medications and to replace medications after use or upon expiration for both the classroom and Nurse's Office, if necessary
- To provide a meeting time for the student (if age appropriate), parent(s)/guardian(s), teacher and other personnel who will be working with the child during the year (i.e. teacher aides) during the first week of school to review and discuss the Emergency Health Care Plan
- To meet with teacher and class parent(s)/guardian(s) at the start of the school year to create safe product lists for food distribution in classroom events, celebrations and activities throughout the year
- To educate the child in the self-management of his/her food allergy, including but not limited to, safe and unsafe foods, strategies for avoiding exposure to unsafe foods, (i.e. frequent hand-washing), symptoms of allergic reactions, how to communicate an allergy-related problem, and not to accept food from other students (if ingredients are unknown). As age appropriate, the child should also be taught how to administer the EpiPen and how to read food labels
- To provide appropriate meals/snacks for distribution to students with allergies if/when necessary
- To report any teasing or harassment to a school staff member

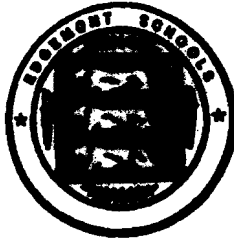
3) Student Responsibilities (as developmentally appropriate)

- To wear a medic alert bracelet/chain at all times if deemed appropriate by parent(s)/guardian(s)
- To eat only food/snacks brought from home (i.e. no trading or sharing with others)
- To avoid food items with unknown ingredients or known allergens
- To notify school staff immediately if symptoms of a reaction present (and/or if accidental exposure occurs or is suspected)
- To be proactive in the care and management of his/her food allergy and reaction
- To wash hands before and after eating
- To learn to recognize symptoms of allergic reactions
- To report any teasing to a school staff member or parent(s)/guardian(s)

This policy has been developed by the Greenville Allergy Committee and will be updated and revised as needed.

Appendices

- A - Emergency Health Care Plan Form
- B – Nut-Free Table Release Form
- C – EpiPen Instruction Sheet
- D – FAQ's about how Food Allergies are handled at Greenville
- E – School Trip Check List



Greenville School
100 Glendale Road
Scarsdale, NY 10583
(P): 914-472-7760
(F): 914-472-6232

EMERGENCY HEALTH CARE PLAN



Child's Name: _____ D.O.B. _____ Class: _____

ALLERGY TO: _____

ASTHMATIC: ___ yes (high risk for severe reaction) ___ no

Signs of an allergic reaction include:

Systems:

*MOUTH

*THROAT

*SKIN

*STOMACH

*LUNG

*HEART

Symptoms:

itching & swelling of the lips, tongue or mouth

itching and/or a sense of tightness in the throat, hoarseness, and hacking cough

hives, itchy rash, and/or swelling about the face or extremities

nausea, abdominal cramps, vomiting, and/or diarrhea

shortness of breath, repetitive coughing, and/or wheezing

"thready" pulse, "passing-out"

*** All above symptoms can potentially progress to a life-threatening situation! The severity of symptoms can change quickly.**

ACTION:

1. If ingestion is suspected give _____

and _____ immediately!!!

2. CALL: Mother _____ Father _____ or emergency contacts.

3. CALL: Doctor _____ at _____

Please proceed with all appropriate actions regarding the well being of this child.

Parent Signature

Doctor's Signature

Date

Date



Greenville School
100 Glendale Road
Scarsdale, NY 10583
(P): 914-472-7760
(F): 914-472-6232

Jennifer Allen, Principal

Diane Rakoff, School Nurse

Date: _____

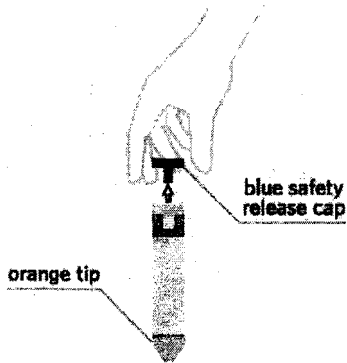
Dear Ms. Rakoff,

My child, _____, has a peanut/nut allergy. I give permission for him/her to sit with students in his/her grade level. He/she does not have to sit at the peanut-free table.

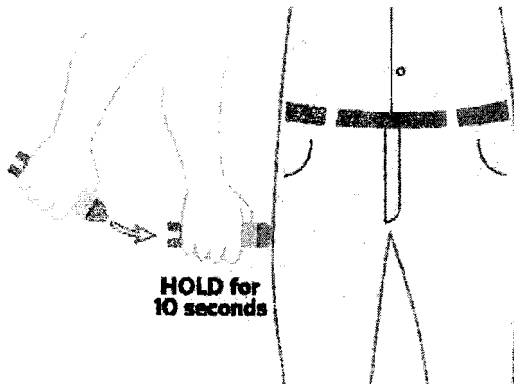
Parent/Guardian Name (Please print): _____

Parent/Guardian Signature: _____

EpiPen®
Epinephrine 0.1mg/0.5mg
USERguide



1 Pull off the blue safety release cap.



2 Swing and firmly push the orange tip against the outer thigh so it 'clicks.' HOLD on thigh for approximately 10 seconds to deliver the drug.

Please note: As soon as you release pressure from the thigh, the protective cover will extend.

Each EpiPen Auto-Injector contains a single dose of a medicine called epinephrine, which you inject into your outer thigh. **DO NOT INJECT INTRAVENOUSLY. DO NOT INJECT INTO YOUR BUTTOCK,** as this may not be effective for a severe allergic reaction. In case of accidental injection, please seek immediate medical treatment.

Call 911

3 Seek immediate emergency medical attention and be sure to take the EpiPen Auto-Injector with you to the emergency room.

EpiPen Locations:

- HEALTH OFFICE
- MAIN OFFICE
- GYMS

**Greenville School
Food Allergy FAQ's**

- 1) What is the school's policy on Food Allergies?**
 - Greenville has a detailed set of building practices explaining how the school handles food allergies. Hard copies are available in the Main Office.
 - It is recommended that all parents of allergic children schedule time to speak to both the school nurse and the teacher at the onset of the school year to review their child's Emergency Health Care Plan.

- 2) Where are EpiPen's and medications kept? Who is trained on how to administer them if necessary?**
 - EpiPens are housed in 5 locations throughout the school.
 - School personnel (teachers and aides) are trained by the nurse regularly.
 - EpiPen instructions are posted in every classroom.

- 3) What happens during lunch?**
 - A nut-free table is made available for those children who have food allergies.
 - Children who sit at this table are encouraged to invite friends from their classes to sit with them.
 - If you opt to have your allergic child sit at the regular table, a release must be signed.

- 4) How do I handle snacks and birthdays in the classroom?**
 - Classrooms with allergic children are deemed nut free. Although nuts do not usually come in, it is difficult to control food that is made on shared equipment. It is therefore recommended that you provide your own snacks that can be kept in the classroom.
 - Cupcakes or special treats for birthdays can be stored in the freezer in the nurse's office.

- 5) What is the best way to handle any school projects or celebrations that involve food?**
 - Communicate with teachers about their plans for celebrations and food-related projects so that you can provide alternatives or lists of "safe" ingredients. Class Parents can also provide information about scheduled celebrations and activities in the classrooms.

- 6) What happens during After-School Clubs?**
 - The after-school clubs are run by the PTA and do not take place during school hours when the nurse is in the building. Questions about any of the PTA-sponsored after-school clubs should be directed to the After School Club Coordinator.

Greenville School Trip Checklist

In our effort to make trips safer for all students and with special consideration for students with food, insect, medication and/or environmental allergies, please pack the following items prior to departure:

	Medications from school nurse for any students going on the trip
	Copy of Emergency Health Care Plan for students with severe allergies
	Emergency contact name/phone number for each student
	Phone number of home school
	A well charged cell phone
	General use kit that includes antihistamine (Benadryl) and epinephrine injector (s) (EpiPen)
	A list of signs and symptoms of allergic reactions (for any students who may begin to have a reaction)

If students will be divided into groups during the trip, please ensure that the allergic child is assigned to the best-trained staff member who will be carrying and able to administer his or her EpiPen and/or Benedryl.

Encourage students (if possible) to thoroughly wash their hands prior to and after eating while on the trip. Another possibility is to have the child or teacher bring disposable sanitizing hand wipes for use by the students. Children should refrain from eating/chewing gum on the bus (which is a NYS law).

If the children are having lunch on a trip, make sure a nut-free area is created for allergic children (wash down table thoroughly and seat child with others who do not have nuts in their lunch).

Prior to leaving for the trip, decide who will stay with a student should it be necessary to contact 911 while on the trip. Ensure that this person contacts the school and child's parent(s) as soon as possible.