

Allergies

Purpose

The purpose of this Administrative Regulation is to set forth procedures to ensure that those children enrolled in the District schools with severe, life threatening, allergies are identified and can safely attend school.

Definitions

“Allergic” for the purpose of this Administrative Regulation means that a child has a life-threatening allergy.

Identifying Children with Allergies

Each spring in preparation for the next school year the school nurse will prepare a questionnaire to include in school registration materials that requests relevant information about the child with respect to allergies. This questionnaire shall include but not be limited to suspected or known allergens and how the allergies are to be handled throughout the school day and a request for a picture of the child if there are known allergies.

At the same time, the nurse [or other designated person] will send accompanying information about allergies including this Regulation, common triggers for allergies in children and information that directs parents and guardians to see their child’s physician and the school nurse if a person suspects their child may have or knows their child does an allergy. The school nurse is responsible for developing the questionnaire and accompanying information.

Confidentiality of Information

All information provided to the District regarding a child’s allergies or suspected allergies will be treated as confidential and disclosure of such information will be governed by Policy 5225 “Student Records.”

504 Plan Implementation

If a child is identified as allergic, the District, with the assistance of the school nurse will offer the child a 504 plan that follows the recommendations of the treating physician to ensure the child is able to attend school.

The plan should be developed before the first day of school and should include the following:

- 1) The nature and severity of the child’s allergy.
- 2) Provisions for handling medical emergencies caused by the allergy including but not limited to the storage location of the epinephrine auto-injector.

Where the circumstances necessitate, the plan must also include:

- 1) Elimination of the allergen in the student's classroom.
- 2) Provisions for an allergen-free lunch table.
- 3) Provisions for field trip accommodations.
- 4) Requirements for education of students and staff to ensure the safety of the allergic child.
- 5) Provisions for response to an incident during transportation to or from school or during transportation.
- 6) Provisions for response to an incident during, before or after school activities sponsored by the District, including during District-provided transportation to and from those activities
- 7) Provisions for response to an incident during a school emergency, such as lock down or evacuation.
- 8) Provisions for alternative options for the child to ensure inclusion in the classroom activities (for example, provisions for alternative snacks that the child can eat such as peanut-free cookies for parties and where they will be stored).

Communication about Events Involving the Student

- 1) At least one week in advance of the event, the teacher or staff member, as appropriate, will notify the parents and guardians of any allergic child of any upcoming related events that may trigger the child's allergies and how they will be made safe and inclusive for their child.
- 2) If a classroom has been designated as allergen-free, then at the beginning of each term a letter will be sent home to parents and guardians of students in that classroom notifying them that the classroom has been so designated and providing them with the list of allergens in question.
- 3) Visitors to classrooms in which there are allergic children will be directed to refrain from bringing in any items that might contain the allergen.

Emergency Procedures

- 1) All staff and teachers who are responsible for a child who might need to be administered epinephrine by an auto injector will be trained by the school nurse or by a Licensed Nurse Practitioner (LPN) at the direction of the school nurse in the correct administration of an epinephrine auto injector including specific procedures for responding to a reaction for each child.
- 2) In the case of an allergic reaction, the person responsible for the child will follow the medical emergency procedures that are in the child's 504 plan and will notify the school nurse.

Field Trips

- 1) On all field trips that include an allergic child, that child's parents or guardians should be invited to accompany their child on school trips. This may be in addition to or in lieu of other chaperones and is intended to allow the parent or guardian to assist their child if an emergency arises. If this cannot happen, a designated classroom teacher or aide who has read and is able to fully implement the child's 504 plan must be

- included on the field trip. The child shall not be excluded from a field trip due to the inability of a parent or guardian to accompany their child.
- 2) The student may only be excluded from the field trip if circumstances indicate that the trip is detrimental to the student's health even with the 504 plan accommodations in place (e.g. trip to a peanut processing plant).

Allergen-Free Space

If allergen-free space is deemed necessary according to a child's 504 plan:

- 1) The space will be clearly designated.
- 2) The space will not contain, or in the case of food-related allergens be used for the consumption, preparation, or serving of food containing allergens, at any time during the school year, including special events.
- 3) Allergen-free tables will be cleaned after each meal using disposable wipes and/or dedicated cleaning materials.
- 4) Extra care will be given to avoid cross-contaminating allergen-free space during cleaning.
- 5) Lunch shall not be eaten in the space.
- 6) Everyone who enters the space must use wipes to clean their hands when entering the space after recess or lunch.
- 7) Homemade foods may not be allowed in the space; only labeled foods may be brought for special occasions.

Non-District Sponsored After School Activities

The parents or guardians of a child with allergies are responsible for providing information and emergency medical supplies to the supervisory adult in charge of after-school activities that are not sponsored by the District.

The District encourages all community groups that are conducting activities on school premises to be familiar with prevention and emergency procedures for allergic children.

All persons in charge of non-school activities conducted on school premises must adhere to procedures for maintaining allergen free space to ensure that any such space used during the non-school activity is not compromised and remains safe for use by children with allergies when school is in session. Outside organizations will be made aware that compliance with such procedures is a condition of use of the premises.

District Wide Preventive Measures

The school nurse or LPN at the direction of the school nurse in cooperation with the Director of Safety and Student Services or designee shall consider developing district wide preventive measures such as protocols for proper sanitation, hand-washing procedures, safe practices among students, options for allergen free zones, use of facilities by outside organizations.

Teachers and parents or guardians will be encouraged to recognize birthdays in a manner that is meaningful to the child and respectful of students with allergies and instructional time.

Anaphylactic emergency of an undiagnosed child

If a child who is not previously diagnosed with an allergy experiences a potentially life-threatening anaphylactic emergency, the school nurse shall assess the situation and administer the epinephrine injection. Immediately after giving any child (diagnosed with allergies or not) epinephrine, the school nurse or LPN shall call 911 and contact the child's parent or guardian.

Education and Training

All school personnel and leaders of District sponsored before and after school programs shall receive education by the school nurse or LPN at the direction of the school nurse about life threatening allergic conditions, risk reduction, determining safety of foods to which allergic children are exposed, and response to emergencies. All students shall receive education about life threatening allergic conditions, prevention (such as limiting food swapping and purpose for allergen free zones), and anti-harassment, bullying and teasing of students with allergies. Information about allergies will be provided by the school nurse.

When a child has been identified as allergic and offered a 504 plan the following steps will be taken:

- 1) All school personnel who work with a child who has a 504 plan are personally and legally responsible for implementing all aspects of the plan. This includes, but is not limited to, all classroom teachers, substitute teachers, aides, bus drivers, lunch room monitors and personnel who work with children in District sponsored before and after school programs. For example, an allergic child's 504 plan must be given to all substitute teachers who will teach the child, including a picture of the child.
- 2) Teachers, leaders of District sponsored before and after school programs and staff, including custodial staff, cafeteria staff, and bus drivers who may be in contact with the child will receive information at a training session from the school nurse regarding the nature and extent of the child's allergy.
 - a. Training will be tailored to address the specific needs of the children who are allergic and include a review of the signs and symptoms the specific children who are allergic may present and the emergency procedures required to treat them including, if necessary:
 - 1) The use of the epinephrine auto injector;
 - 2) The location and availability of the child's medicine pack;
 - 3) The importance of prevention and risk reduction;
 - 4) Notifying parents or guardians of an allergic child well in advance of any school event, activity, or project that involves or may involve the use of the

allergen. In the case of a food allergy, the need to notify parents or guardians when an activity involves any food;

- 5) How to read food labels; and
- 6) Working to insure that school activities are safe, fun, and inclusive for all children including allergic children.

b. Training may also include:

- 1) Discouraging the use of the allergen for classroom and school wide functions, including fundraisers
- 2) Consciousness raising information of the possible allergens used at school activities including classroom projects, and including before and after school events
- 3) Positive role modeling
- 4) Promoting positive self-esteem for allergic children
- 5) Promoting peer support for allergic children

The District is not responsible for training outside organizations that use District facilities except to provide rules for the use of allergen free space. Outside organizations shall be required to make participants in their activities aware that the District accepts no responsibility for any harm caused by allergic incidents that occur on school property to people engaged in activities conducted by outside organizations, including incidents that may happen in space designated as allergen free.

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