

# **Management of Life-Threatening Allergies**

(Food, Insect Sting, Latex, Etc.)

## **Lebanon Elementary School Guidelines**

### Classroom Guidelines and Protocols

#### Teacher Roles and Responsibilities:

- Epipens will be kept in the classroom and follow the allergic student as they move throughout the school building during the day. It will be each teachers responsibility to see that the allergic student has access to his/her epipen at all times.
- Review and follow the ECP and IHCP of any student(s) in their classroom with life-threatening allergies.
- Act immediately and follow the ECP if a student reports signs of an allergic reaction.
- Never allow a child suspected of having an allergic reaction to walk alone to the school nurse.
- Ensure a working means of communication is available (i.e. walkie-talkie, intercom, other communication device).
- Ensure volunteers, student teachers, aides, specialists and substitute teachers are informed of the student's food allergies and necessary safeguards.
- Keep accessible the students ECP with photo in classroom, with lesson plans and in substitute teacher plans.
- Consider coordinating with parent and school nurse a lesson plan about food allergies and anaphylaxis in age appropriate terms for the class.
- Work with school nurse to educate other parents about the presence and needs of the child with life-threatening allergies in the classroom. Enlist their help in keeping allergic foods out of the classroom.
- Inform parents of children with life-threatening allergies of any school events where food will be served.

#### **A. Handwashing**

- To be done upon entering the classroom.
- Before and after eating.
- Prior to entering "Specials" classrooms.
- Soap and water is the best way to wash.

#### **B. Snacks/Lunchtime**

- Prohibit students from sharing or trading snacks.
- It is the classroom teacher's responsibility to properly clean desks/tables if food is eaten in the classroom.

- Avoid cross-contamination of foods by wiping down eating surfaces with soap and water before and after eating. Tables should also be washed in the morning if an after school event has been held in the classroom the day before.
- An “allergen-free” table has been made available in the cafeteria to students with identified food allergies. Friends whose lunches do not contain an offending food may also be seated at this table. Lunches will be checked by the school nurse or cafeteria monitor.
- Allergy-free table will be washed by the cafeteria monitor using separate disposable cleaning materials which are discarded after each lunch wave.

### **C. Classroom Activities**

- Avoid use of allergenic foods for classroom activities (e.g. arts and crafts, counting, science projects, parties, holidays and celebrations, cooking, pet foods, or other projects).
- When classroom activities include food, the teacher will contact the parent/guardian of the identified allergic child prior to the activity.
- Do not use latex balloons in projects or games. Mylar is acceptable.
- Welcome and encourage parental involvement in organizing class parties and special events.
- Consider non-food treats for rewards and incentives
- It is the classroom teacher’s responsibility to properly clean tables/desks if food is eaten in the classroom.

### **D. Recess, PE, Outdoor Activities**

- All teachers/staff should be aware of identified students who are allergic to BEES. Check with nurse or ECP regarding treatment if stung.

### **E. Field Trips**

- Collaborate with the school nurse and parents, prior to planning a field trip.
- Plan ahead for risk avoidance at the destination and during transportation to and from the destination.
- Review plans when selecting field trip destinations, avoid high-risk places.
- Ensure the EpiPen and instructions are taken on field trips and remain with the student or in the care of the trained adult during the course of the trip.
- Ensure that the child with life-threatening food allergies is assigned to staff who have been trained in recognizing symptoms of life-threatening allergic reactions, trained to use an epiPen and trained in emergency procedures.

- Consider eating situations on field trips and plan for prevention of exposure to the student's life-threatening foods. Teacher is expected to provide the parents with information concerning the trip so they can make a determination as to the food safety for their child. The District is not responsible for making such a determination. If the parent is unable to make the determination, the parent shall send safe food on the trip with the student.
- Consider ways to wash hands before and after eating (e.g. restrooms, provision of hand wipes, etc.).
- Invite parents of a student at risk for anaphylaxis to accompany their child on field trips. However, the student's safety or attendance must not be conditioned on the parent's presence.

### **Nursing Responsibilities**

- Work with family and staff to develop IHCP and ECP per District Guidelines.
- Coordinate staff training and education.
- Assist staff with any issues as they arise.
- Handle medications per Medication Administration Policy/Guidelines.

### **Family Role and Responsibilities**

- The family will notify the school of the child's allergies
- The family will notify the bus company if they wish their child's allergies be known to them.
- Work with the school to develop a plan that meets their child's needs.
- Provide medical documentation, instructions, medications as directed by the healthcare provider and District Medication Administration Policy.
- Provide properly labeled medications and replace medications after use or upon expiration as well as picking up the medication at the end of the school year.
- Obtain and encourage their child to wear a medic-alert bracelet/necklace.
- Educate their child in self-management of their food allergy, including safe and unsafe foods, strategies for avoiding exposure, symptoms of an allergic reaction, how and when to tell an adult they may be having an allergy-related problem, and how to read food labels (appropriate to age).

- Contact Food Service Personnel regarding lunch menu ingredients if child will be taking hot lunch/meals at school.
- Provide emergency contact information.

### Student's Responsibilities

- Should not trade or accept foods from others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should notify an adult immediately if they:
  - eat something they may believe they are allergic to (food allergy)
  - experience a bee sting (bee allergy)
  - suspect exposure to latex (latex allergy)
- Wear medic alert bracelet/necklace daily to school, if student has one

We anticipate that as students move through elementary school they will become more knowledgeable of their allergies. With parental and school support we hope they become more proactive in the care and management of their allergies increasing their independence in participating in their health care needs.

These guidelines were developed in accordance with the Lebanon Public Schools District Food Allergy Management Plan and the Connecticut State Department of Education guidelines.

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