

Roles & Responsibilities regarding Food Allergies, Sensitivities, or Intolerances

Parents/Guardians are responsible for:

- Notifying the school of their child's allergies, sensitivities, and/or intolerances.
- Providing written notification of any diagnosis of allergies including if an EpiPen is needed for the emergency treatment of allergic reactions.
- Providing a written request for the school to maintain an extra EpiPen in the building nurse's office
- Providing written medical documentation, care or treatment instructions, and/or medications directed or prescribed by a physician.
- Completing and submitting all required documentation to include a Food Allergy Action Plan, medication list, and medical releases for administration of medicines.
- Communicating any specific food allergies and accommodations and/or limitations to the Food Service Supervisor.
- Teaching your child to:
 - Recognize the food items that may contain ingredients harmful to them.
 - Recognize the first symptoms of a food allergy/anaphylactic reaction.
 - Communicate the appearance of anaphylaxis symptoms.
 - Not share snacks, lunches, drinks, or utensils.
 - Read food labels for ingredients where labels are available to them.
 - Know of allergy-safe zones and behaviors.

EpiPen/Medication Process (based on District Policy #7513, Students With Allergies)

A High School student will be permitted to carry and self-administer their prescription EpiPen or allergy medication during the school day, on school property, and at any school function if the school health office has the following on file at High School:

- A written order giving parent permission, accompanied with an attestation from a duly authorized health care provider stating the student has a diagnosis of an allergy for which an EpiPen/medication is needed for the emergency treatment of allergic reactions; the student has demonstrated that he/she can self-administer the prescribed EpiPen effectively; name of the medication, expiration date of the order, dose the student is to administer, and circumstances which may warrant the use of the medication.

A Elementary and Middle School student will be not permitted to carry and self-administer their prescription EpiPen or allergy medication during the school day, on school property, and at any school function if the school health office has the following on file at Bradt, Pinewood, and Draper Jr schools:

- Parents will be required to provide a written order giving parent permission, along with an attestation from a duly authorized health care provider stating the student has a diagnosis of an allergy for which an EpiPen/medication is needed for the emergency treatment of allergic reactions; expiration date of the order, name of the medication, dose the student is to administer, and circumstances which may warrant the use of the medication.
- Parents will be required to bring all medications to the health office in their original, unopened container with the orders and consents that have to be renewed each school year.

School Nurses are responsible for:

- Notifying school faculty/staff of student's allergies, sensitivities, or intolerances.
- Providing general awareness training regarding food allergies
- Ensuring current written order/permissions/prescriptions are on file from a student's doctor or authorized health care provider.
- Ensuring medications are appropriately stored and administered.
- Ensuring faculty and staff are knowledgeable concerning specific emergency care plans including information, training, and medications for field trips.
- Educating teachers, food service staff, and other school staff with necessary information concerning food allergies
- Clearly identifying specific students with food allergies and what symptoms to be on watch for with those students.
- Specifically identifying students who are at known risk for anaphylaxis.
- Working with staff to eliminate use of food allergens within the classroom, cafeteria, etc.

Teachers are responsible for:

- Coordinating with the school nurse and parent/guardian in order to create an allergy safe environment for students with allergies.
- Educating and informing all volunteers, student teachers, aides, specialists, and substitute teachers regarding students with allergies to include identifying the specific reaction symptoms for each student, and providing instructions regarding prevention/protections and procedures if symptoms appear.
- Ensuring substitute teachers are provided student emergency care plans.
- Educating and informing, with the student's parent/guardian's permission, how to avoid endangering, bullying, or isolating students with allergies.
- Confirming students with allergies go to the cafeteria (or other meal area) with their designated red allergy tags.

Food Service Personnel are responsible for:

- Employing strategies and practices to create minimal food allergen contamination.
- Working with the school nurses and parent/guardians to determine any food allergens contained in the food in the cafeteria and/or on the menu.
- Maintaining a current list of students with food allergies.
- Employing strategies and practices to create minimal cross-contamination of foods by creating allergy-free food preparation areas and practicing frequent handwashing protocols.
- Providing training to all food service staff regarding:
 - Practices and strategies to avoid cross contamination
 - Understanding all foods and ingredients pertaining to food allergies
 - Understanding signs and symptoms of anaphylaxis and emergency protocols related to food allergies