

SEVERE ALLERGY RESPONSIBILITIES LIST

Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school to develop an **Emergency Action Plan (EAP)** that accommodates the child's needs throughout the school, including in the classroom, the cafeteria, after-care programs, and during school-sponsored activities.
- Provide safe snacks for classroom parties and other special events.
- Provide safe meals from home, if possible, as the safest option for a child with life threatening allergies.
- Provide medical documentation, instructions, medical orders and completed allergy forms as requested by the school nurse.
- Provide **Authorization for Exchange of Confidential Information** between the school nurse and the student's physician.
- Provide any required allergy medication, including auto-injector epinephrine and antihistamine, and replace medications after use or upon expiration. If student will carry emergency medication, back-up medication may be required for the nurse's office.
- Educate the child in the self-management of their allergy including:
 - Safe and unsafe food
 - Strategies for avoiding exposure to unsafe foods or allergen
 - Symptoms of allergic reactions
 - How and when to tell an adult they may be having an allergy related problem
 - How to read food labels (as age appropriate)
- Notify school office staff of any changes in emergency contact phone numbers.
- Notify school nurse of any changes needed on the Emergency Action Plan or medication orders.
- Notify school when moving or changing schools. Be responsible for transfer of necessary information, paperwork and medication.
- Share allergy information including a copy of the EAP and medication orders with all after school programs/activities.
- See school nutrition for **Medical Meal Replacement** form.

Student's Responsibility

- Should not share, trade food or eating utensils with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Should notify an adult if they are being teased or threatened by other students as it relates to their allergy.

Office Staff's Responsibility

- Notify the nurse immediately when informed that a student with a serious allergy will be enrolling.

Nurse's Responsibility

- Annually review all required forms:
 - **Allergy Assessment Form**
 - **Medication Consent Form**
 - **Self-Administered Medication Form**, if necessary
 - **Authorization for Exchange of Confidential Information** form
- Work with parents and staff to develop an **Emergency Action Plan (EAP)**:
 - Use EAP as planning template
 - Obtain all required signatures
- Train staff to access **Health Action Plan** through PowerSchool medical alert.
- Review EAP and severe allergy health alert with key response staff and provide training on specific students for emergency treatment of severe allergic reactions.
- Ensure medications are stored in unlocked location and staff knows where they are located.
- Monitor emergency medication expiration dates.
- Ensure training takes place each semester and as needed on emergency medications (ex: Epi-Pen), EAP's, and severe allergy health alerts at school.
- Practice the EAP at least twice in the school year.
- Ensure EAPs are in:
 - Health Room Information Binder
 - Student health file
 - Emergency medication kit
- Provide **Food Allergy Letter** to classroom teacher for distribution (elementary).
- Provide transportation with **EAP Bus Alert** and train as needed.
- Label designated allergy aware table in cafeteria with BRIGHT ORANGE sign as required.
- Provide **Medical Concerns Field Trip Checklist** to staff.
- Carry emergency pack including stock medications on all drills and evacuations and have designee.
- Communicate with parents and medical professionals as needed.
- Act as a resource to school staff in accommodating student needs.
- Help educate students about allergies, peer help and bullying.

Teacher's Responsibility

- Understand student and parent medical needs.
- Call Office IMMEDIATELY when allergy related symptoms occur or ingestion is suspected.
- Know the steps on the Health Action Plan and school/classroom accommodations.
- Know the location of all emergency information and medications.
- Notify nurse 1 week prior to all fieldtrips. Must be trained on use of emergency medications and must take emergency medications on fieldtrip.
- Inform substitutes of the plan(s) and ensure all paper work is current and copies of medical alert available in sub folders.
- Distribute food allergy parent notification letter for class (nurse provided/elementary).
- Review/rethink lesson plans and field trips in regard to foods.
- Review craft and science kits/projects in regard to specific allergies.
- Notify parent in advance of any classroom activities or parties that involve food.
- Excuse food allergic students from participating in classroom or lunch room clean up involving food products.
- Be prepared for special events (parties) and field trips. The greatest risk for a student to have an allergic reaction is when class activity is outside the normal routine.
- Remind all students not to share food or eating utensils.
- Emphasize hand washing and surface washing before and after eating or handling food.
- Ensure students with allergies have safe place to eat in the classroom or on field trips.

- Ensure compliance with district field trip procedures. **Parent volunteers should not be assigned responsibility for students with life threatening conditions or students needing medication.**
- Ensure all sack meal requests are on appropriate forms with listing of students with allergies.
- Help educate students about allergies and peer pressure.

School Nutrition's Responsibility

- Clearly communicate to parents, students and staff what allergens exist on the school menus.
- Know the ingredients of school food items.
- Annually review all food items available at school for allergens.
- Maintain and update food allergen information on School Nutrition website.
- Clearly label peanut and nut products on food lines that are produced or served by nutrition services. Ensure all sack meal requests are on appropriate forms with listing of students with allergies.
- Label all sack meals ordered for the students with life threatening allergies with the student's name and allergy. Train in prevention of cross contamination of allergenic food products.
- Make menu accommodations or substitutions as needed according to USDA Guidelines and based on Medical Meal Replacement Form provided to parents for a doctor's signature.
- Participate with school planning team as needed.

School Administration Responsibility

- Meet with parents and listen to their medical needs and concerns.
- Attend team meetings as needed to write an Emergency Action Plan.
- Ensure severe allergy training for all staff takes place each semester and as needed.
- Make sure that all specialists have access to PowerSchool.
- Ensure staff is following severe allergy guidelines and procedures.
- Ensure system is in place to alert substitute teachers and new staff of severe allergies, with periodic checks to see that procedures are being followed.
- Provide allergy aware table in cafeteria as required. Ensure that custodial staff use separate cleaning supplies and cleaning items for allergy aware table.
- Ensure all persons perform their responsibilities for severe allergies and enforce policy and procedures as necessary.