GUIDEINES FOR REDUCING RISK FOR STUDENTS WITH ANAPHYLACTIC FOOD ALLERGIES IN HARFORD COUNTY PUBLIC SCHOOLS

Food allergies can be life threating. To minimize risks, schools work with students, parents, and physicians to provide a safe educational environment for students with food allergies. A school nurse is available in all schools to plan and educate all staff in anaphylaxis awareness and the administration of epinephrine. The Md. Code Ann., Educ. § 7–426 stipulates that each county adopt, implement, and publish on its website, guidelines to reduce the risk of exposure to food allergies.

GENERAL

HCPS shall:

- Make Anaphylactic Food Allergies Guidelines accessible on its website www.hcps.org.
- Support use and access of systemwide forms and communication tools.
- Provide information about 504 Plans and food allergies on www.hcps.org.
- Coordinate and support educational tools for anaphylaxis awareness for all staff.
- Provide guidance for food distribution by outside public or private individuals, groups, and entities utilizing school building/grounds using the Use of Facilities forms.
- Provide access to school day anaphylactic food allergy guidelines and education resources for PTAs.

PARENT/GUARDIAN RESPONSIBILITIES

The parent/guardian shall:

- Notify the school nurse of the child's allergy and provide the school with complete and accurate medical information related to the student's allergies, anaphylaxis history and other diagnoses including asthma.
- Supply the required number of non-expired properly labeled epinephrine autoinjector device(s) to meet student needs and complete health care provider orders.
- Provide the school with emergency contact information that is accurate and updated as needed.
- Collaborate with the school nurse to develop the plan of care for the student at risk for anaphylaxis.
- Monitor the proper storage (e.g., away from light and elevated temperatures) and routinely check the expiration date of the epinephrine autoinjectors for students who have self-carry orders.
- Educate the child in self-management of food allergy including:
    - Safe and unsafe foods
    - Strategies for avoiding exposure to unsafe foods.
    - Symptoms of allergic reactions
    - How and when to tell an adult they may be having an allergic reaction.
    - How to read food labels (age appropriate).
- Provide a medical identification bracelet/necklace indicating allergic condition.
- Alert the school nurse as soon as possible about any school sponsored after-school activities for their child.

STUDENT RESPONSIBILITIES

Student participation in planning and health management responsibilities must be age, condition, and developmentally appropriate. The student shall:

- Avoid known allergens and triggers.
- Not trade or accept food from other students.

- Inform school staff immediately of any exposures and/or symptoms.
- Responsibly self-carry and self-administer medication when appropriate and in accordance with Md. Code Ann., Educ. § 7-421.
- Inform the school nurse or designated school health services personnel in event emergency self-administration of medication is used according to the plan developed with the school nurse.

SCHOOL ADMINISTRATOR RESPONSIBLIITES

School administrators must be aware of students at risk for anaphylaxis and will contribute to the management of students at risk for anaphylaxis in ways that include, but are not limited to:

- Include food allergic students in all school day activities, school sponsored after school events and field trips; students will not be excluded from school activities solely based on their food allergy.
- Designate allergy aware tables in the cafeteria to be used by students at risk for anaphylaxis that are free of foods containing the major food allergens of the student users and guidelines for who may use or accompany students using tables free of major food allergens.
- Designate school area(s) that is food–free.
- Provide guidance for food distribution by outside public or private individuals, groups, and entities holding functions on school grounds using the Use of Facilities forms.
- Take threats, bullying or harassment against a child with food allergies seriously and follow HCPS Bullying policies.
- Enforce no food consumption inside school bus standard unless an exception is required within approved EAP, IEP or 504 Plan.
- Work with the school nurse to support the implementation of student specific health care plans and the necessary training, education, and awareness activities to create and maintain a healthy school environment, which includes but is not limited to staff professional development and training.
- Plan for the implementation of a student's Emergency Action Plans (EAP) including participation in school events, school sponsored after-school activities, and field trips.
- Identify and support the school designee for 504 Plan coordination to ensure appropriate information is communicated to parent/guardian.
- Follow the HCPS Wellness Policy including no food rewards and guidance for celebrations with food.
- Ensure that cafeteria volunteers are aware of these anaphylaxis guidelines.
- Provide parents/guardians with two-week advanced notice of any food event [other than the breakfast, lunch and snack programs provided by the Department of Food and Nutrition Services], foods served and the major food allergens contained in the foods.
- Promote adherence to these guidelines by all parties.

SCHOOL NURSE RESPONSIBILITIES:

The school nurse shall:

- Review all health records and medication orders submitted by parents and physicians.
- Assess student's independence who have self-carry medication orders; complete and have student sign self-carry contract if they are assessed to be competent and safe in self-administration.

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- Create Emergency Action Plans (EAP) for all students with food allergies and distribute plans to teachers and bus drivers. A copy of the EAP must be housed in substitute plans for teachers and bus drivers.
- Notify Department of Food and Nutrition Services designated staff member(s) of student food allergies and share appropriate medical documentation.
- Prior to school sponsored activity and field trip, the school nurse will verify the school personnel in charge have a copy of the student's EAP and has been trained to implement and respond to the plan.
- Educate all staff about anaphylaxis awareness.
- Provide specific education based on EAP to staff working with the student with food allergies including allergy food avoidance, signs and symptoms of anaphylaxis and how to administer an epinephrine autoinjector device.
- Conduct any training using the HCPS training forms and secure forms in the health suite; require a return demonstration using epinephrine autoinjector trainers.
- Safely store and secure epinephrine autoinjector devices in accordance with manufacturer guidelines and HCPS protocols.
- Check stock doses of epinephrine autoinjector devices located in labeled AED boxes weekly for expiration dates and particulates, document on AED checklist.
- Participate in 504 and IEP meetings for students with food allergies.
- Complete required follow up and documentation and follow up after any incidents in which epinephrine is administered.

TEACHERS (INCLUDING SUBSTITUTE TEACHERS), PARAEDUCATORS AND INCLUSION HELPERS:

- Follow the Emergency Action Plan for students with food allergies. Respond when student reports all potential reaction symptoms seriously and immediately inform school nurse.
- Modify class materials as needed.
- Inform the school nurse about any field trips at least 2 weeks in advance.
- Promote hand washing for all students with soap and water after eating.
- Follow guidance for food handling and desk cleaning for "Breakfast in the Classroom" schools or approved food events (e.g. SNAP-Ed lessons).
- Provide up-to-date student EAPs and information in Substitute Teacher information.
- Support student self-advocacy efforts.

TRANSPORTATION PERSONNEL:

- Food may not be consumed while inside an HCPS or contractor school bus unless an exception is required within approved EAP, IEP or 504 plan. Follow guidance for transporting food on school–provided transportation and cleaning any food debris or spills.
- Participate in training from the school nurse and secure the Emergency Action Plan with seating assignments.
- Respond to the student with anaphylaxis as trained by the school nurse; call 911 if epinephrine is administered.
- Communicate problems or concerns with the transportation office, school nurse and school administrator.

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COACHES, ATHLETIC TRAINERS, AND ADVISORS FOR SCHOOL-SPONSORED ACTIVITIES:

- Communicate with the school nurse those students with a history of allergies or anaphylaxis indicated on a sport physical or parent permission forms.
- Allow time (2 weeks whenever possible) for the school nurse to create a plan for after school activities and provide EAP to school personnel in charge of the event.
- Communicate problems or concerns to the school nurse and school administrator.
- Respond to the student with anaphylaxis during athletic or other activities as directed in the EAP.

REGISTERED DIETITIAN AND FOOD SERVICES STAFF:

- Provide advanced online access to menus for School Breakfast Programs, National School Lunch Program, and USDA supported Snack programs. The major 9 food allergens will be identified for all foods served.
- Read and understand the student's health care management plan provided by the school nurse.
- Provide meal or food substitution or modification per requirement of the U.S. Department of Agriculture's (USDA) Child Nutrition Programs as applicable.
- Follow Department of Food and Nutrition Services processes for safely serving students with food allergies.
- Follow cleaning and sanitation procedures in cafeteria or other food service areas (e.g., handwashing, methods for the safe handling of food to prevent cross contact with food allergens).
- Keep current contact information for vendors and suppliers to quickly obtain food ingredient information.

OPERATIONS STAFF

- Provide orientation and annual training to custodial service staff about cleaning and sanitation in the cafeteria or any area where food is served.
- Clean floors, surfaces, and food-handling areas with approved soap and water or all-purpose cleaning products
- Work with school administrator to identify and provide allergy aware tables in the cafeteria.
- Provide this guidance to outside parties using facilities (UOF) forms.