

FOOD ALLERGIES

POLICY

The Fitzgerald Public School District takes food allergies seriously. We understand food allergies can be life threatening. Recognizing the risk of accidental exposure to foods can be reduced in the school setting, we are committed to working with students, parent(s)/guardian(s), and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Accordingly, the Superintendent shall direct the administrator in charge of food service programs to act affirmatively and work closely with parent(s)/guardian(s) to assure the dietary needs of food-allergic students are taken into consideration in menu planning for the District's food service program.

PROCEDURE

In order to help assure the needs of food-allergic students are met in the District's food service program, the Superintendent and administrator in charge of the District's food service program will:

1. Notify parent(s)/guardian(s) of their own responsibility to:
 - A. Notify the school of their child's allergies.
 - B. Provide written medical documentation, instructions, and medication as directed by a physician. Include a photo of the child on the written form.
 - C. Work with the school team to develop a plan to accommodate the child's needs to include time in the classroom and cafeteria, as well as emergency action plan.
 - D. Replace medications after use or upon expiration.
 - E. Educate the child in the self-management of their food allergy including:
 1. Safe and unsafe foods.
 2. Strategies for avoidance of exposure to unsafe foods.
 3. Symptoms of allergic reactions.
 4. How and when to tell an adult they may be having an allergy-related problem.
 5. How to read food labels (if age appropriate).
 - F. Review policies after a reaction has occurred.
2. Assure that the District has taken all necessary steps to:
 - A. Review the health records submitted by parent(s)/guardian(s) and physicians.
 - B. Not exclude students from school activities solely based on the child's food allergy.
 - C. Identify a core team of, but not limited to, school nurse*, teacher, principal, food service director, cafeteria manager, and counselor* to work with parent(s)/guardian(s) to establish prevention policies. All policy decisions about food allergy management should be made with core team participation. (* if available)

- D. See to it that everyone who interacts with the student on a regular basis understands food allergies, can recognize common symptoms, knows what to do in an emergency, and works with other District personnel to work toward eliminating the use of food allergens in the allergic student's classroom as educational tools, arts and crafts projects, or incentives.
 - E. Cooperate with the school nurse* to be sure if medications are appropriately stored, see that an emergency kit is available, that contains a physician's standing order and epinephrine, and that medications are kept easily accessible to designated staff. (* if available)
 - F. Designate school personnel who can administer medications.
 - 1. Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student.
 - 2. All staff authorized to administer medication or treatment will receive training on this policy and the superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.
 - G. Always be prepared to handle a reaction and ensure that a staff member is available who can administer medications during the school day regardless of time or location.
 - H. Review policies after a reaction has occurred.
 - I. Work with administrator in charge of transportation to see that school bus driver training includes symptoms awareness and what to do if a reaction occurs.
 - J. Recommend that all buses have communication devices in case of an emergency.
 - K. School Buses:
 - 1. Discuss field trips with family to decide how to handle them.
 - 2. Follow State/District guidelines regarding sharing medical information about the student.
 - L. Notification posted in classroom of allergy and items allergic to.
3. The superintendent or designee will inform parent(s)/guardian(s) and District staff in a class where a food allergic student exists that:
- A. Parent(s)/Guardian(s) shall be encouraged to bring or offer non-food "treats" or "prizes."
 - B. Teachers are to avoid using food items such as candy, cookies, or other snack items as a "reward" for classroom behavior or accomplishments. Reward items other than food are to be used in such instances.

Adopted: 6/01/06