



## **JISD Food Allergy Management Plan**

### **Care of the Student with Food Allergies at Risk for Anaphylaxis**

#### **Purpose:**

JISD will provide guidance in managing students with food allergies at risk for anaphylaxis at school.

#### **Introduction:**

A food allergy is an abnormal response to a food, triggered by the body's immune system. Symptoms of a food induced allergic reaction may range from mild to severe and may become life-threatening. Reactions vary with each person. The severity of an allergic reaction to each exposure is not predictable. Eight foods account for over 90 percent of allergic reactions in affected individuals: *milk, eggs, peanuts, tree nuts, fish, shellfish, soy and wheat* (Sampson, 2004 & Sicherer S., 2002). Although most allergic reactions are attributed to these eight foods, any food has the potential of causing a reaction. There is no cure for a food allergy. Strict avoidance of allergens and early recognition and management of allergic reactions are important to the safety of children with food allergies at risk for anaphylaxis.

Children spend up to 50 percent of their waking hours in school, and foods containing allergens are commonly found in schools. Thus, the likelihood of allergic reactions occurring in schools is high (Sheetz, 2004). Studies show that 16-18 percent of children with food allergies have had allergic reactions to accidental ingestion of food allergens while in school. Moreover, food-induced anaphylaxis data reveals that 25 percent of anaphylactic reactions in schools occur among students without a previous food allergy diagnosis (Sicherer, 2010 & Nowak-Wegrzyn, 2001).

#### **Background:**

In response to the increase in students with diagnosed food allergies at risk for anaphylaxis, Senate Bill 27 (2011, 82nd Legislative Session) amends Chapter 38 of the Texas Education Code by adding Section 38.0151. This section requires the Board of Trustees of each school district to adopt and administer a policy for the care of students with diagnosed food allergies at risk for anaphylaxis. This policy requires each school district to develop and implement a student food allergy management plan which includes training for employees on allergies and anaphylaxis, general strategies to reduce the risk of exposure to common food allergies, methods for requesting specific food allergy information from parents of students with diagnosed food allergies, implementation of food allergy action plans and an annual review of the district's management plan.

**Anaphylaxis** is defined as “a serious allergic reaction that is rapid in onset and may cause death” (Simons, 2008). Anaphylaxis includes a wide range of symptoms that can occur in many combinations and is highly unpredictable. The signs and symptoms of an allergic reaction (anaphylaxis) usually involve more than one system of the body. The mouth, throat, nose, eyes, ears, lung, stomach, skin, heart, and brain can all be affected. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, which is potentially fatal.

**Treatment of Anaphylaxis** - Epinephrine (Adrenaline) is the first-line treatment in cases of anaphylaxis. Other medications have a delayed onset of action. Epinephrine is a quick acting hormone that helps to reverse symptoms of an allergic reaction by opening the airways, improving blood pressure, and accelerating heart rate. In approximately one third of anaphylactic reactions, the initial symptoms are followed by a delayed wave of symptoms two to four hours later. Therefore, it is imperative that following the administration of epinephrine, the student must be transported to a hospital even if the symptoms appear to have resolved.

With the increasing prevalence of food allergies in the past two decades, care of students with life-threatening allergies has become a major issue for school personnel (Sheetz, 2004). Currently, management of food allergies consists of educating children, parents, care givers, and school personnel in strict avoidance of the food allergen. Education also includes recognizing the signs and symptoms of an allergic reaction, and initiating emergency treatment in case of an unintended ingestion or exposure. In order to address the complexities of food allergy management in schools, it is important that students, parents/caregivers, and school personnel work cooperatively to create a safe and supportive learning environment (National School Boards Association, 2011).

### **Identification of a Student with Food Allergies at Risk for Anaphylaxis**

1. Notification of a food allergy:
  - ✓ In accordance with Texas Education Code Chapter 25, Section 25.0022, JISD requests annual disclosure of all food allergies by the parent or guardian on the *Food Allergy Information* form and/or on the online Health History Form. This form will be available online, in enrollment packets and from the school nurse. This form requests disclosure of a student’s food allergies, risk of anaphylaxis and/or prescribed injectable epinephrine (Epi-pen) in order for the district to take precautions regarding the student’s safety.
  - ✓ When a student’s severe food allergy, risk of anaphylaxis and/or prescribed Epi-pen is disclosed by the parent or guardian, then a *Severe Allergy Action Plan* should be completed by the parent and student’s physician and be submitted to the school nurse. Parents and guardians will receive this documentation from the school nurse at the beginning of each school year, or it may be obtained on the Health Services website.
  
2. Upon receipt of the completed *Severe Allergy Action Plan*, the school nurse will:
  - ✓ Develop an IHP for management of the student’s food allergy.
  - ✓ Enter the disclosed allergy as a Health Condition in Skyward Health Record and add an electronic alert in the “Alert box” area as needed.
  - ✓ Notify the campus cafeteria manager of disclosed food allergies and an alert will be posted on the child’s meal account.

## **Creating an Allergen-Safe School Environment District Wide Procedures**

1. All campus staff will complete Level I- "*Awareness Training for Food Allergies.*" This training will cover the following subjects:
  - ✓ Most common food allergens
  - ✓ Importance of environmental controls
  - ✓ Signs and symptoms of an anaphylactic reaction
  - ✓ How to administer an Epi-pen
  - ✓ How to use a *Severe Allergy Action Plan*
  
2. "Designated staff" will complete "Level II-*Training*". "Designated staff" includes all nurses and any personnel that will have frequent contact with a student with a food allergy that may require assistance using an epi pen. Training will cover the following subjects:
  - ✓ More comprehensive Level I information
  - ✓ Identifying signs and symptoms of anaphylaxis
  - ✓ How to administer an Epi-pen
  - ✓ Implementation of emergency procedures
  - ✓ Implementation of *Severe Allergy Action Plan*
  - ✓ Environmental control factors including hand washing and correct disposal of an auto-injector
  - ✓ Working with EMS
  
3. Appropriate cleaning protocols will be followed on campuses, with special attention to identified high-risk food allergy areas (i.e. cafeteria tables).
  
4. *Only student prescribed Epi-pens will be taken on field trips and school sponsored off-campus activities.* Emergency 911 procedures will be followed during these activities.
  
5. Any principal-designated staff plus Level II trained staff on each campus will be trained in Emergency medication administration for anaphylaxis in the nurse's absence. Only student prescribed Epi-pens can be used for the child/person for whom they are prescribed.
  
6. A debriefing will be held after each anaphylactic event occurs to insure the ongoing safety of the students.
  
7. Information concerning the JISD Food Allergy Management Plan will be included in the student handbook and will be available on the website.

## Actions for Anaphylaxis

Students with life-threatening allergies may require emergency assistance from any staff member!

### Possible Symptoms of an Allergic Reaction:

#### Severe Symptoms

1. Lung: Short of breath, wheeze, repetitive coughing
2. Heart: pale, blue, faint, weak pulse, dizzy, confused
3. Throat: Tight, hoarse, trouble breathing or swallowing repetitive clearing of throat
4. Mouth: Obstructive swelling, on tongue or lips
5. Skin: Many hives over the body
6. Combination of Symptoms—from different body areas  
Skin: Hives, itchy rashes, swelling of eyes/lips  
Gut: Vomiting, cramps and abdominal pain

#### Mild Symptoms

1. Mouth: Itchy mouth
2. Skin: A few hives around the mouth or on the face, mild itch
3. Gut: Mild Nausea/discomfort

### Response to an Allergic Reaction:

Any staff member who becomes aware that a student is having an allergic reaction should:

1. Stay with the student Never Leave Student Unattended
2. Administer prescribed Epi-pen. (call for school nurse or trained personnel immediately). It is important not to delay the administration of the Epi-pen.
3. Contact 911
4. Contact the parents
5. If the student is not conscious, turn student on his/her side to keep the airway clear and prevent aspiration of fluids into the lungs.
6. Allow the student to sit upright (or ease student to the floor, if necessary)
7. Loosen tight clothing and place something soft and flat under head
8. Move other students away from the area, if possible
9. Document incident and give to school nurse

**Note:** Effects of Epi-Pen last only 10 to 20 minutes. Emergency medical care (911) must be obtained immediately.

## **Responsibilities of Family and Student**

1. Notify the campus nurse of the student's allergies in accordance with TEC, Section 25.022. Use of the JISD *Food Allergy Information* form is the preferred method of notification, in accordance with completion of the *Severe Allergy Action Plan*. Both forms are available online at the Health Services website, or from the school nurse.
2. Contact the school nurse to review the *Severe Allergy Action Plan* and develop the IHP. Discuss accommodations the student may need throughout the school day or during school-sponsored activities.
3. Inform the school nurse of all school sponsored before/after school activities your student participates in (Club eXcel, homework haven, marching band, etc.) Collaborate with the school nurse regarding any needed accommodations the student may need during these before/after school activities.
4. Provide properly labeled medications and replace medications after use or upon expiration.
5. Continue to educate your child in the self-management of their 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 allergy-related problem
  - ✓ How to read food labels (age appropriate)
  - ✓ If age appropriate, the importance of keeping their emergency medication on them and administering their personal asthma and anaphylaxis medications as prescribed
  - ✓ Importance of not sharing their medications with anyone (i.e. inhalers)
6. Parent attendance on elementary field trips is strongly encouraged, but is not required.
7. Provide emergency contact information and update as needed.

## **Responsibilities of Student**

1. No trading of food with others.
2. Avoid eating anything with unknown ingredients or known to contain any allergen.
3. Be proactive in the care and management of their food allergy and reactions (as developmentally appropriate.)
4. Immediately notify an adult if they eat something they believe may contain a food to which they are allergic.

## **Responsibilities of the School District**

1. Coordinate the management of food allergies within the district.
2. Serve as the point of contact for allergy management for parents, staff and healthcare providers, etc.
3. Coordinate training of administrators, staff and departments on food allergy management.
4. Assist and support campus staff with implementing food allergy management strategies.
5. Review JISD Food Allergy Management Plan annually and recommend any changes needed to ensure that the most current information is utilized in providing care for food allergic students and align with current statutes, rules and evidence-based practice.
6. Coordinate post anaphylaxis debriefing and implement any needed changes to the JISD Food Allergy Management Plan to increase student safety.

## **Responsibilities of Campus Administrators**

1. Oversee the administration of the JISD Food Allergy Management Plan on the campus.
2. Provide an opportunity for Level I and Level II Food Allergy Training for staff annually.
3. Ensure that designated staff complete Level I and Level II Food Allergy Training annually.
4. Offer professional development for staff regarding confidentiality and compliance with FERPA to prevent open discussion of specific students.
5. Communicate expectations to staff regarding treatment of students with food or other allergies. A food-allergic student should not be called names indicating his/her condition.
6. Ensure that administrative staff, school nurse, After School Program administrative staff, athletic coaches/sponsors, PE teachers, marching band directors, cheerleading coaches, athletic trainers, and student athletic trainers are current in CPR/AED certification.
7. Designate staff who will be trained by the school nurse to respond to exposure or allergic reactions, and/or administer Epi-pens or medications when a school nurse is not available (i.e. person who gives medications while nurse is at lunch)
8. Ensure that a food-allergic student is included in all school activities (students should not be excluded from school activities solely based on their food allergy).
9. Ensure that teachers have a plan in place and it is adhered to in notifying substitute teachers that they have a student with food allergies who is at-risk for anaphylaxis in their classroom.

## **Responsibilities of Campus Nurse**

1. Implement the administration of the JISD Food Allergy Management Plan on the campus in consultation with the campus administrators, Assistant Superintendent, prescribing physicians, special education staff, and other staff, as appropriate.
2. Provide Level I and Level II Food Allergy Training annually for staff. Maintain documentation of trained staff including the Epinephrine Administration Training Checklists.
3. Review submitted Student Health History forms annually. Contact parents/guardians who have indicated their student has a food allergy and have not submitted a completed Severe Allergy Action Plan for their student. Request completion of the action plan.
4. Review submitted Severe Allergy Action Plans of students.
5. Collaborate with the parents/guardians in reviewing Severe Allergy Action Plan forms and creating IHPs.
6. Email teachers on the student's schedule, when a food allergy is indicated.
7. Notify Child Nutrition Director of a student with a severe food allergy as needed and provide a copy of the Food Allergy Information and Severe Allergy Action Plan forms as appropriate.
8. Review and modify IHPs annually and as needed.
9. May administer life-saving prescription Epinephrine (Epi-pen) if student has signs/symptoms of anaphylaxis, and/or nebulized Albuterol for wheezing, anaphylaxis or respiratory distress pursuant with student's action plan or JISD's standing orders.
10. Train principal-designated staff and Level II trained staff annually in responding to exposure or allergic reactions and administration of Epi-pen and/or medications when a

- school nurse is not available.
11. Ensure that emergency life-saving medication (Epi-pen) is properly labeled and stored in an accessible but unlocked area, and dates have not expired.
  12. Request a list of students participating in the After School Programs. Coordinate with ASP campus directors and parents for plans of care for students with severe allergies during the ASP.
  13. Request a list of students participating in athletics. Coordinate with coaches/trainers on plans for care for students with severe allergies and access to any life-saving medications for students.
  14. Ensure that a Level II trained staff member attends field trips or school outings if parents are not in attendance.
  15. Participate in campus post anaphylaxis debriefings.

### **Responsibilities of the Classroom Teacher/Specialist**

1. Complete Level I and/or Level II Food Allergy Training annually.
2. View student's Severe Allergy Action Plan and/or IHP via hard copy from the campus nurse. Understand and implement the Severe Food Allergy Plan for your student. Ask school nurse for any clarification needed regarding the plan.
3. Ensure that all substitute individuals, pull out teachers, (Special education, etc.) are informed of the student's food allergy.
4. Eliminate identified allergens in classroom of student with food allergies at risk for anaphylaxis.
5. Send district letter to parents/guardians of classmates of a food-allergic student who is at risk for anaphylaxis, explaining any restricted allergen foods in the classroom.
6. Inform parents and campus nurse of any events where food will be served.
7. Enforce district policy on bullying related to food or other allergens.
8. Know the campus communication plan with the front office and/or campus nurse.
9. Ensure that student suspected of having an allergic reaction is accompanied by an adult (preferably) or student to the nurse's office.
10. Do not put a student on the bus if there are any signs or symptoms of an allergic reaction.
11. Ensure that a food-allergic student is included in all school activities. Students should not be excluded from school activities solely based on their food allergy.
12. Promote and monitor good hand washing practices before and after snacks and lunch and anytime potential allergens may have been touched. Alcohol-based hand sanitizers are not effective in removing allergens from hands.
13. Encourage parents/guardians to send a box of "safe" snacks for their child.

## **Field Trips**

1. Give the nurse at least a TWO day notice prior to field trips for necessary preparation.
2. Ensure that the Severe Allergy Action Plan and the student's prescribed Epi-pen are taken on field trips. (District supplied Epi-pens will not be taken on field trips) Call 911 if an allergic reaction occurs and/or and Epi-pen is administered.
3. Collaborate with parents of student with food allergies when planning field trips.
4. Consider eating on field trips and plan for reduction of exposure to a student's life threatening food allergy.
5. Invite parents of students at risk for anaphylaxis to accompany their child on school trips, and/or to act as a chaperone. However, the student's safety or attendance must not be a condition of the parent's presence on the trip.
6. Collaborate with the school nurse to ensure that at least one level II trained staff member is on the field trip and trained in recognizing signs and symptoms of life-threatening allergic reactions and are trained to use an Epi-pen.

## **Responsibilities of the Child Nutrition Director**

1. Provide Level I and Level II Food Allergy Training to food service staff annually. Maintain documentation of trained staff.
2. Upon receipt of diagnosis of a severe allergy from a healthcare provider, make appropriate modifications for meals served to students with food allergies, as specified by the healthcare provider/prescribing physician. (IHP)
3. Train all food service staff and their substitutes to read product food labels and recognize food allergens.
4. Review and follow sound food handling practices to avoid cross-contamination with potential food allergens.
5. Follow cleaning and sanitation protocol to avoid cross-contamination.
6. Maintain current menus via the website. Provide specific ingredient lists to parents upon request.
7. Be prepared to take emergency action for a student in the cafeteria in the event of an allergic reaction.

## **Responsibilities of After School Program Director and Campus Managers**

1. Conduct the program in accordance with JISD policies and procedures regarding students with food allergies who are at risk for anaphylaxis.
2. Provide Level I and Level II Food Allergy Training for all ASP staff annually. Maintain documentation of trained staff.
3. Provide the school nurse with a list of students who are participating in the After School Program.
4. Collaborate with school nurse to identify students in your care who have a Severe Allergy Action Plan. Ask school nurse for any clarification needed regarding implementation of plan.
5. Ensure staff members have been designated and trained to administer emergency medication (Epi-pen) if students with life-threatening allergies attend the program.
6. Restrict the use of foods that are known allergens to students with food allergies at risk for anaphylaxis.
7. Promote and monitor good hand washing practices before and after snacks and any time potential allergens may have been touched. Alcohol-based hand sanitizers are not

effective in removing allergens from hands.

### **Responsibilities of Head Coaches, Trainers, Sponsors, and Other Persons in Charge of School-Sponsored Activities**

1. Conduct the program or school sponsored activity in accordance with JISD policies and procedures regarding students with food allergies who are at-risk for anaphylaxis.
2. Provide Level I and Level II Food Allergy Training for all coaches and other key staff annually. Maintain documentation of trained staff.
3. Ensure all coaches, trainers, and student trainers are current in CPR/AED certification.
4. Consult with school nurse to identify students in your care who have Severe Allergy Action Plans. Obtain a copy of the Severe Allergy Action Plans of students in your care and ask campus nurse for any clarification needed regarding plans.
5. Ensure all Coaches/Sponsors know if the student is self-carrying an Epi-pen and/or where the student's Epi-pen is located on the campus.
6. Restrict the use of foods that are known allergens to students with food allergies at risk for anaphylaxis.

### **Responsibilities of Transportation Department**

1. Provide Level I Food Allergy Training to all bus drivers annually. Maintain documentation of trained staff.
2. Ensure that bus drivers know how to contact EMS in the event of an emergency
3. Enforce no consumption of food/drink (other than water).
  - ✓ Special considerations may be given for trips of extended duration or unique circumstances involving meal schedules.
  - ✓ Special considerations may be given to students with medical accommodations (i.e. students with diabetes). Work with Assistant Superintendent on plan for all students' safety if this issue occurs.

### **Responsibilities of Custodial Staff**

When a student or students are identified as having food allergies at risk for anaphylaxis on the campus, designated custodial staff will be provided the appropriate training, by campus administration or the school nurse, to ensure student safety.