



## **JISD Food Allergy Management Plan Procedures**

### **Registration and Enrollment Process**

- The Student Health History and Food Allergy Information forms included in all registration packets—students cannot register until they are complete.
- Returning students—parents fill out yearly online when providing proof of residency to enroll each year—again, student cannot enroll until they are complete.
- Elementary & Secondary office staff/registrar collect and give to the campus nurse.
- This ensures that every student has either completed the health history form on-line or has turned a hard copy into the nurse.

### **Campus Nurse Responsibilities**

- The campus nurse will list the allergy as a health condition for each student in skyward.
- The campus nurse will then in the emergency alert box in skyward document the allergy and make sure that the box is checked that states “This student has critical alert information”
- The campus nurse at the beginning of each school year will submit a report of all the students that have severe food allergies to the campus cafeteria manager and the Director of Food Services
- Any new students enrolled throughout the year will be entered the same way and the campus cafeteria manager and the Director of Food Services will be notified.
- Director of Food Services will input allergy information for students into Nutri-Kids program.
- The campus nurse sends the district-provided letter, with the Severe Allergy Action Plan to the parents/guardians of each student that indicated any food allergies and will submit a copy of all action plans once received to the campus cafeteria manager and Food Services Director

### **Annual Training**

- All staff must have annual Level I Food Allergy Training and designated staff must have Level II Training.
  - ✓ Documentation for all campus Level I trainings are kept with the campus Principal
  - ✓ Documentation for all campus Level II trainings are kept in the nurse’s office.
  - ✓ Documentation for food services staff trainings are kept with Director of Food Services.
  - ✓ Documentation for transportation staff are kept with the Assistant Superintendent.