

GLENDALE SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: June 25, 2013

REVISED:

209.2-AR-4. FOOD ALLERGY CHECKLIST

The food allergy checklist is designed to help users identify areas that need attention and specific actions that can be taken for improvement. This tool allows for a systematic approach to managing food allergies by tracking implementation of the elements into district practice, whether already established or being considered for development.

It is optimal for these elements to be implemented at both the school district and school building levels. The checklist contains a space for notes where users can add comments about specific actions needed for improvement with respect to these elements.

ESSENTIAL COMPONENT A

Identification of students with severe or life-threatening food allergy and provision of school health services.

Develop, implement, monitor, and update a school health services plan for students with food allergies in accordance with privacy/confidentiality laws.

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
1. Collect information on students with severe or life-threatening food allergies.			
2. Coordinate a process to acquire current student information from healthcare providers and parents/guardians.			
3. Document and keep current parental consent for medication administration.			

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
4. Define appropriate health service for student with food allergies and train school personnel in the provision of services.			
5. Implement and follow procedures for self-administration of medication.			
6. Maintain and update student health records.			
7. Review standard operating procedures to identify students and revise as needed.			

ESSENTIAL COMPONENT B

Individual written management plans.

When notified of a student’s food allergy diagnosis, each district or school should develop and implement individual written management plans, including an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP), to address the healthcare needs of the student. The plans should be developed in collaboration with the registered school nurse or designee, student’s healthcare provider, student’s parents/guardians, district or school nutrition staff, the student, if appropriate, and other outside providers appointed by the district, revised as needed according to the the student’s age and developmental level, and be consistent with state and federal laws regarding confidentiality.

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
1. Develop and maintain Individualized Healthcare Plan (IHP) to include student’s medical needs and accommodations.			

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
2. Develop and maintain an Emergency Care Plan (ECP) and identify and coordinate a food allergy management team to assure a comprehensive and coordinated approach to addressing student's needs.			
3. Designate an individual to establish and monitor plan implementation.			
4. Maintain incident reports and follow up.			
5. Develop medication storage policies, on a case-by-case basis, to support a student's rights to self-carry and self-administer prescribed medications.			

ESSENTIAL COMPONENT C

Medication protocols: storage, access, and administration.

Medications should be managed to allow for quick access when needed and to protect the safety of students and the medications. The details for storage, access, and administration are outlined in state laws.

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
1. Maintain written medication orders for students, including permissions for students to carry and self-administer medications.			
2. Identify authorized personnel to administer medications, who will:			
a. Store medications appropriately.			
b. Request multiple (at least two (2)) epinephrine auto-injectors from parents/guardians.			
c. Monitor expiration dates on medications.			
d. Refill/Restock medications as necessary.			
e. Obtain standing order for epinephrine for emergency use, as permitted by law.			

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
f. Include epinephrine auto-injectors in emergency first aid treatment kits.			
g. Document any medication that is administered and notify parent/guardian/caregiver when medication is administered.			

ESSENTIAL COMPONENT D

Healthy school environment: comprehensive and coordinated approach.

Each and every environment within a school requires special attention to protect the safety of students with food allergies and prevent allergic reactions, thus, it is important to develop a comprehensive and coordinated approach for the management of food allergies across the school system. Although there are commonalities across school environments, some of the specific environments are identified below.

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
<p>1. CLASSROOM</p> <ul style="list-style-type: none"> • Limit or reduce allergens in classroom or identify specific areas/desks that will be allergen safe. • Limit or reduce the use of potential food allergens in classroom projects/activities. • Allow only pre-packaged food items with complete ingredient lists. 			

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
<ul style="list-style-type: none"> • Implement appropriate hand washing procedures. • Communicate rules and expectations about bullying related to food allergies. • Train classroom teachers and other staff on food allergies. • Train classroom teachers and other staff on food handling and cleaning procedures to prevent cross-contamination. 			
<p>2. CAFETERIA</p> <ul style="list-style-type: none"> • Enforce responsibilities of school nutrition staff and contracted food service staff. • Develop procedures to identify students with severe or life-threatening food allergies. • Identify specific areas/tables that will be allergen safe. • Promote hand washing before and after meals. • Encourage and enforce no trading of food or sharing utensils. • Be vigilant of “food bullying.” • Monitor and enforce strict cleaning and sanitation policies and procedures. 			

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
<p>3. BUSES</p> <ul style="list-style-type: none"> • Enforce no eating policies. • Store epinephrine in a safe, appropriate, secure, yet accessible location. • Equip all school vehicles with functional two-way communication devices. • Include bus drivers as members of the food allergy management team. 			
<ul style="list-style-type: none"> • Train bus drivers in allergy awareness. • Require bus companies/personnel to be trained on local EMS procedures. • Assign seating to support safety of students. <p>4. EXTRACURRICULAR ACTIVITIES, BEFORE-AND-AFTER-SCHOOL, FIELD TRIPS, AND COMMUNITY USE OF SCHOOL FACILITIES</p> <ul style="list-style-type: none"> • Notify food allergy management team members of scheduled field trips for necessary preparation. 			

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
<ul style="list-style-type: none"> • Delegate responsibilities for carrying necessary medications (epinephrine); provide a copy of the student's individual written management plan and contact information of parent/guardian/caregiver, the licensed healthcare provider, and the nearest hospital(s). 			
<ul style="list-style-type: none"> • Provide access to functioning two-way communication devices. • Discourage trading of food and sharing of utensils. 			
<ul style="list-style-type: none"> • Promote and monitor good hand washing practices. • Restrict the use of foods that are known allergens. • Train before-and-after-school coordinators in allergy awareness. • Train before-and-after-school coordinators in basic food handling procedures. 			

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
<ul style="list-style-type: none"> • Communicate with and permit parents/guardians of students with food allergies opportunities to attend field trips/activities and include information on the provisions for food. • Promote allergy policy awareness and compliance with outside community members and organizations authorized to use school facilities. 			

ESSENTIAL COMPONENT E

Communication and confidentiality.

Policies and communication plans must comply with state and federal privacy and confidentiality laws and accommodate parent/guardian requests, as feasible (U.S. Department of Education, 2007). Communication plans should be developed with the intent to:

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
<p>1. Inform personnel of student's individual written management plan, being aware of confidentiality concerns.</p>			
<p>2. Inform parents/guardians and students of their rights regarding food allergy policies and procedures.</p>			

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
3. In contractual relationships, establish that buses and transportation companies are an extension of a safe environment for students with food allergies.			
4. In contractual relationships, establish that kitchens and cafeterias are extensions of a safe environment for students with food allergies.			
5. Increase awareness of severe or life-threatening food allergies throughout the school environment.			
6. Create, maintain, and implement communication systems among school personnel and between school and student's parents/guardians in the event of a food allergy reaction.			

ESSENTIAL COMPONENT F

Emergency Response.

A school district's development of a comprehensive emergency management plan is essential to protect the safety of students, school personnel, and others. The U.S. Department of Education recommends that such protocols, developed in collaboration with community partners, focus on the following phases of emergency management: prevention, mitigation, preparedness, response, and recovery. Managing a life-threatening allergic reaction should be included as part of an "all-hazards approach," which addresses a wide array of situations including health, fire, weather, terrorist, and other emergencies.

Each food allergy reaction has the potential to be life-threatening, and schools are at highest risk for accidental ingestion of a food allergen (Massachusetts Department of Education, 2002). A school should anticipate and plan for any emergency, including a food allergy reaction or other emergency related to a chronic health condition. An emergency response to address food allergy includes:

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
1. Written individualized healthcare and emergency care plans that outline emergency procedures for managing severe or life-threatening allergic reactions.			
2. Roles and responsibilities of adults identified to respond to an allergic reaction, including those of students not identified as having food allergies.			
3. Responding to a life-threatening allergic reaction as part of an "all-hazards" approach.			

ESSENTIAL COMPONENT G

Professional development and training for school personnel.

Professional development and training are needed for school personnel to be effective in supporting students with severe or life-threatening food allergies and responding to an emergency. Annual training regarding the following topics should be provided.

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
1. Board policies and district procedures and plans for managing students with chronic health conditions, including food allergy.			
2. Bullying prevention and responsibility to address any harassment, hazing, or bullying, and enforce consequences.			
3. Basic information associated with food allergy and anaphylaxis, including recognizing a student not identified as having food allergies.			
4. Awareness of food and non-food items that are potential risks.			
5. Strategies to reduce exposure to identified allergens in the school environment.			

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
6. Communication procedures for initiating emergency protocols.			
7. Proper storage and administration of medications.			
8. Access to local EMS/911.			
9. Strategies to manage individual student privacy/confidentiality.			
10. Basic food handling procedures to reduce or eliminate exposure to allergens.			
11. Additional skill instruction and practice for those assigned to administer epinephrine or likely to be present during an allergic reaction.			

ESSENTIAL COMPONENT H

Awareness education for students.

Food allergy awareness education should be a part of a district’s health education curriculum. Consider incorporating lessons into family and consumer sciences, science, health, and/or physical education courses. Lessons on food allergies should emphasize:

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
1. Support for classmates with chronic health conditions, such as food allergy.			
2. Bullying prevention, including reporting any harassment, hazing, or bullying to appropriate personal, and consequences for bullying.			
3. Knowledge of potential allergens and signs, symptoms, and potential of a severe or life-threatening reaction.			
4. Differences between severe or life-threatening food allergy and food intolerance.			
5. Emergency response actions.			
6. Developmentally-appropriate self-management of food allergy.			

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
7. Importance of following health and wellness policies and guidelines such as hand washing, food sharing, allergenic safe zones, and student conduct.			

ESSENTIAL COMPONENT I

Awareness education and resources for parents/guardians/caregivers.

To increase understanding of the special needs of students with food allergies, parental education should be provided by qualified personnel, such as the registered nurse or designee, or an appropriate licensed healthcare provider. As feasible, in-person education is desirable, but written communications can also be effective. Parents/Guardians of a food allergic student might provide useful information and support in addition to that provided by qualified personnel.

Parent/Guardian/Caregiver education and resources should foster:

- Trusting and collaborative relationships among district/school personnel, families, and community members, particularly licensed healthcare providers.
- Clear communication channels between parents/guardians/caregivers and the school system.
- Recognition and respect for the needs of both individuals and the larger student population.
- Parent/Guardian/Caregiver responsibility for educating their children about the seriousness of food allergies and how to be supportive of fellow students with food allergies.
- Realistic expectations and commitments about how food allergies can be managed in school settings.
- Knowledge of district/school policies, procedures, and plans for managing students with chronic health conditions (including food allergy and promoting their safety through all-hazard response plans and no-bullying policies).

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
1. Basic information associated with food allergy and anaphylaxis.			
2. District/School policies and procedures for managing students with food allergies.			
3. Parental responsibility to provide information and medications for their child.			
4. Access to informational resources on food allergy for credible resources.			
5. Restrictions to reduce the presence of foods and non-food items in classrooms that have a student with a food allergy.			

ESSENTIAL COMPONENT J

Monitoring and Evaluation.

Food allergy policy and practices should be reviewed and updated at least annually to:

Elements	Implemented (Date/Initials)	Not Implemented (Date/Initials)	Notes: Specify what is needed of this element to be included and/or implemented
1. Collect and review data on when and where medication was used and the impact on the affected individual.			
2. Incorporate lessons learned by food allergy management teams.			
3. Align with current science on food allergies.			
4. Comply with current state and federal legislation, recommendations, and/or guidelines.			
5. Verify that health records submitted by parents/guardians and licensed healthcare providers are current.			
6. Determine whether the appropriate personnel received allergy awareness training and are adequately informed, competent, and confident in performing assigned responsibilities.			

OTHER IMPORTANT DETAILS:

Checklist completed on _____
(Date)

NAMES OF TEAM MEMBERS COMPLETING CHECKLIST:

RESOURCES OR ADDITIONAL ASSISTANCE NEEDED TO IMPROVE FOOD ALLERGY POLICY AND PRACTICE:

1.

2.

3.

4.

5.

NEXT STEPS:

1.

2.

3.

4.

5.
