

MONONA GROVE SCHOOL DISTRICT

ADMINISTRATIVE RULES 453.5

**Managing Students with Life Threatening Allergies  
Parent/Guardian (\*and health care provider) Responsibility**

- Inform the principal, school nurse, the Monona Grove School District director of transportation and the director of food service in writing of your child's allergies prior to school (preferably at or before registration or before the student returns to school following a new diagnosis) by:
  1. Providing medication(s) and medication orders with signatures from parent/guardian and your child's health care provider by the start of school, annually, or if changes are made thereafter. Monona Grove School District policies regarding the administration of medication to students must be followed. For example: provide properly labeled medications and replace medications after use or upon expiration (these policies can be found at <http://www.mononagrove.org/resources/parents.htm>).
  2. Providing an Emergency/Food Allergy Action Plan for your child that includes documentation, instructions and medications as directed by the physician. Include a small photo of the child on the written form. These forms are available in the school office and at <http://www.mononagrove.org/resources/parents.htm>
- Provide on-going education to your child in the self-management of their allergy including:
  - Safe and unsafe foods
  - Strategies for avoiding exposure to unsafe foods/the offending allergen including to never share food/drinks
  - Symptoms of allergic reactions
  - How and when to tell a teacher or other supervising adult they may be having an allergy-related problem
  - How to check food labels (age appropriate)
  - How and when to use/store the Epi-pen and call EMS (if able and when age appropriate)
- Provide a medic-alert bracelet for your child (optional if appropriate for your child)
- Introduce your child to the bus driver if appropriate and explain the allergy prior to riding the bus.
- Notify your child's after school activity clubs of your child's allergy and provide medication and your child's Emergency/Food Allergy Action Plan with picture.
- If your child will be keeping an Epi-pen with them such as in a back pack or purse or on their person, notify all supervising adults in writing of it's location and also provide a back-up in the school office. Epi-pens should not be kept in cars, or lockers or other non-accessible locations. Students younger than 6<sup>th</sup> grade may keep an Epi-pen/and Benadryl in their backpack and or in the classroom under the supervision of staff such as bus drivers and teachers. Medication in the classroom will be kept in a secure location that is not accessible to other children (but not locked!). These students (younger than 6<sup>th</sup> grade) who have an Epi-pen in their back pack on the bus will keep the back pack next to the bus driver during the bus ride and will sit in or near the front seat of the bus.
- If your child is allergic to peanut/nut, advise them to sit at the designated "peanut/nut-free" table in the school cafeteria or other area with their friends who do not have peanut/nuts in their lunches. All students K-5 who have a LTA to peanut/nut (i.e. an Epi-pen is prescribed) will be required to sit at the designated peanut/nut-free table/area unless it is indicated in the student's Emergency/Food Allergy Action Plan that this is not required and the parent/guardian and physician agrees to this in writing. (In the school cafeterias for grades K-8, a peanut/nut free table is available for any students without peanut/nuts to sit at).

- **FOOD at School:**

If your child is allergic to peanut and/ or tree nuts, peanut/nut free classroom guidelines will be implemented in your child's classroom. Discuss this with the teacher. (See addendum A)

Provide a container/supply of safe snacks for your child

Preview your child's classroom supply of snacks and label OK for your child to eat. Your child will not be allowed to have home baked or foods without a label unless you give the teacher prior approval.

Your child may choose an alternative snack from their container of safe snacks. (School staff will not be responsible for determining safe ingredients for your child at snack times. Except as stated in the peanut/nut free classroom guidelines).

Preview the monthly lunch menu to determine safe ingredients for your child at lunchtime

### **Student's Responsibility**

- Should not trade food with others
- Should not eat anything with unknown ingredients or known to contain the offending allergen(s)
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic
- Should be proactive in the management of their allergies based on their developmental level
- Are expected to act responsibly with any medication they are keeping with them including not sharing the medication with others, and keeping the medication in the designated place.

### **School's Responsibility**

- Review the health records submitted by the parents/physicians. The school nurse will use this information to develop an individual health care plan which will include an emergency action plan (including student's picture provided by parent/guardian) before the start of school
- Provide the written health care plan to all staff that interacts with the student on a regular basis. The plan will include the usual symptoms of a reaction to watch for and steps to take in case of a reaction. All staff that may have interaction with the student is expected to adhere to the plan and the district's LTA policies/guidelines.
- Arrange for the school nurse (RN) to provide training to designated school personnel on the administration of an Epi-pen in accordance with State Nursing and Good Samaritan laws governing the administration of emergency medications as well as the Monona Grove School District's medication policies.
- Arrange for the school nurse (RN or LPN) to provide additional in-service to school personnel and students about life threatening allergies.
- Work with the school district transportation administrator to provide awareness to bus drivers of student's with life threatening allergies, the possible symptoms of a reaction and the emergency action plan for the bus.
- Enforce a "no eating" policy on daily school bus trips to and from school/home with the exception to accommodate other students with special health needs who may need fast-acting sugar + carbohydrates to prevent a low blood sugar emergency. Fast-acting sugar/carbohydrates should be peanut/nut free if possible.
- Strive to provide a peanut/nut-free classroom where students who have peanut/nut allergies have classes (includes classrooms that are not the student's primary class). (See addendum A for guidelines on peanut/nut-free classrooms).
- Review closely and modify lesson plans so that the student's offending allergen is not part of the lesson or project (i.e. use skittles math instead of M&Ms' math). This will require additional teacher planning so that all allergic students can be included safely and comfortably in all classroom projects.

- Staff planning field trips must make a concerted effort to ensure that these trips are safe for students with life-threatening allergies. Contact the site in advance and explain the situation so that projects/activities snacks etc are safe.
- Provide a peanut/nut free table or area (or other allergen –free, if deemed necessary) for peanut/nut allergic students to eat. The lunchroom supervisors (under direction from their supervisor) will designate and maintain this table daily. The same table will be designated each day. The designated table will be cleaned with separate cleaning supplies that are not used to clean other tables. Any student who does not have peanut/nut products may be allowed to sit at this table. At elementary schools all school food service hot lunches are peanut/nut free. Therefore, any elementary student eating a school hot lunch may sit at the peanut/nut free table. An elementary school student who has a lunch brought from home may be allowed to sit at the peanut/nut free table if the lunch is inspected by a lunchroom supervisor to ensure no peanut or nut products are in it.
- Work with the district director of food service to maintain cafeteria clean up and food preparation practices that eliminate or minimize the potential for cross contamination of potential food allergens. The director will provide training to school food service staff.
- School hot lunch menus will indicate foods that may contain peanut, nut, pork, and eggs. PBJ (peanut butter and jelly) grab-n-go sandwiches are available as an option. PBJ grab-n-go sandwiches are prepackaged (“Uncrustables”) to prevent cross contamination in the cafeterias.
- If classrooms or sports/activity teams have someone known to have a peanut/nut allergy, then lunches provided by school food service for field trips/bus trips will not contain peanut or nut products. Teachers, coaches or the activity advisor of the peanut/nut allergic student should plan ahead with the director of food service to provide peanut/nut-free options for the trip. Also they should remind parents before each trip that lunches/snacks with peanut/nut are not allowed on field trips/or other team/activity bus trips.
- Students will be encouraged to wash their hands after snacks and lunch or after using materials that may contain peanut or nut.
- Classroom tables or desks should be washed after consumption or use of any peanut/nut products especially if the area may be used by a peanut/nut allergic person.
- Implement latex precautions including:
  - Use only latex-free gloves in any area of school including, health offices, food service, and custodial, special education
  - Latex-free first aid materials available (such as band aids, tape) for persons with an identified allergy to NRL (natural rubber latex).
  - Permit only Mylar balloons in school buildings (no latex balloons)
  - Use alternative latex-free supplies in science, PE, music and art projects

BOARD APPROVAL:            May 14, 2008

## ADDENDUM A – GUIDELINES FOR A PEANUT/NUT-FREE CLASSROOM

1. All food eaten in a peanut/nut free classroom should not contain peanut or nuts.
2. The classroom teacher will send a letter home to all parents in the classroom explaining the rules of a peanut/nut free classroom before the start of school as well as reminder letters at various times of the year when treats are likely to be brought to school such as: holidays, Halloween, Valentine's day, classroom parties, field trips.
3. Any food brought in to the classroom must have a complete ingredient label, or it will not be served to any students in the classroom. Home baked or bakery bought foods will not be allowed due to the potential for cross contamination.
4. Daily snacks: Parents will provide labeled snacks for all students to share once a week or at the teacher's request. Parents of a student with peanut/nut allergy may provide and maintain a list of safe snacks and will check the classroom snack labels once a week and mark OK on the package if it does not contain peanut/nut products. The list of safe snacks provided by the parents of the peanut/nut allergic student will be shared with the parents of students in the classroom.
5. Unplanned, special occasion snacks are discouraged. If this happens, the food must have an ingredient label, must not be home-baked, or bakery bought and the label must be checked and OK'd by the school nurse or parent of a student with the peanut/nut allergy. The teacher or school nurse may choose to contact the parent of the peanut/nut allergic child and read the ingredients label. If this is not possible then the food will not be served to any students.
6. Bird and animal food is also not allowed in the classroom as it may contain peanut/nut products.
7. Lessons/projects should be planned and modified so that peanut/nut products are not a part of the project. This includes foods that may contain peanut/nut such as plain M&Ms.
8. A Peanut/Nut Free Classroom poster should be posted in the classroom (preferably near the entrance) and should include a list of these guidelines.
9. Students in this classroom should wash their hands with soap and water upon the return from lunch/lunch recess. This will be made part of the daily routine.