

Rochester Memorial School

Protocols to accompany  
the  
Life Threatening Allergy Policy

## The education of school staff about LTAs is critical because...

- ▶ *90% of all food allergies are one of the following 8 foods:*
  - *peanuts*
  - *tree nuts*
  - *milk*
  - *egg*
  - *soy*
  - *wheat*
  - *fish*
  - *shellfish*
  
- ▶ *Accidental ingestion occurs most often at school.*
  
- ▶ *1 in 5 children with food allergies will have a reaction at school.*
  
- ▶ *Children with undiagnosed food allergies could have their first reaction at school.*

\*Protocols written based on the Massachusetts Department of Education recommendations.

### **Protocols to be Accomplished Prior to Student's Entry to School**

- Classroom assignments will be completed prior to June 30<sup>th</sup> each year.
- School Nurse: will meet with Parents/Guardians to develop an Allergy Action Plan (AAP) and will determine if additional plans are required. See attachment A.
  - Discussion will be inclusive of a description of the students past reactions including triggers, warning signs, a description of the student's emotional response to the condition, needs for support and an assessment for self administration of epinephrine or self carry.
  - Parents are required to supply the school nurse with the following:
    - Documentation of allergy by a licensed physician
    - Photograph for use on AAP
    - Written consent to administer emergency medicine
    - Written consent to share information with school staff
    - If required, 2 up to date EpiPens prescribed by a licensed provider
    - Any additional medications as needed (for ex. Benadryl, inhalers)
    - Name and telephone number of primary care physician and allergist
    - Emergency contact information
  - The school nurse will initiate the AAP, review with the classroom teacher and locate copies in the nurse's office, classroom and cafeteria. A copy should be with the student at all times.
  - The school nurse with the parents will determine if additional EpiPens should be located in the classroom as well as the nurse's office. EpiPens will always be stored in an unlocked cabinet.
  - The school nurse will meet with necessary staff members (teacher, principal) and parents to determine plan for the student in the classroom to ensure safety and inclusion. Other team members may include the Food Service Director, specialist teachers, school counselor, coaches, physical education teachers, custodians, bus drivers, other support staff, aids and the student, if appropriate.

### **Parent Communication Protocols**

- A communication letter will be sent home to every student in classrooms with students that have a life threatening allergy (LTA) prohibiting the specific allergen from the classroom. Parents/Guardians will be required to sign and return the acknowledgement portion of this letter. (See attachment B.)
- If a parent/guardian breaks this commitment by sending in the prohibited allergen, they will receive a written reminder from the teacher and the principal will be informed. (See attachment C.)
- If a parent/guardian breaks the commitment for a second time they will receive a reminder phone call from the principal.
- If a parent/guardian breaks the commitment for a third time they will be required to meet with the principal for a one on one discussion.

### **Classroom Protocols for Students with Life Threatening Allergies**

- Teacher must be familiar with the student's AAP and any other accompanying plans.
- Copies of plans will be located in classroom yellow emergency medical folder and always left available for subs.
- Teacher will always have direct communication with the nurse through intercom, phone, walkie-talkie or cell phone.
- For peanut, tree nut and other LTAs, the identified allergic foods will not be used for class projects, celebrations, arts, crafts, science experiments, cooking, snacks or other purposes.
- If a food-containing activity is planned in a classroom with a student with an LTA, the activity must be closely tied to the curriculum and have prior approval from the Principal using the Field Trip Request Form, Attachment D. Parents must be informed.
- All lunchboxes in the classrooms with students that have an LTA will be dropped off in the cafeteria (bins will be labeled by grade) in the morning before entering the classroom.
- All snacks consumed in the classroom will be checked daily for the identified allergen.
- If a student inadvertently brings a restricted food into the classroom for snack, he/she will not be allowed to eat that snack in the classroom and must wash his/her hands before returning to the room.
- Custodians to ensure surfaces will be washed with soap and water in the morning if an event has been held in the classroom the night before.
- Sharing or trading food or drink is prohibited.
- Proper hand washing will be taught and required upon arrival to school and after lunch.

### **Fieldtrip Protocols**

- The school nurse and the principal are responsible for determining the appropriateness of each field trip with consideration for the safety of the student with LTA's.
- No student should be excluded from a field trip due to risk of allergic exposure.
- Teachers must notify the nurse, principal and parents of the student with LTA's at least 2 weeks in advance.
- The name, phone number and the address for the nearest hospital must accompany the teacher on the fieldtrip.

- Emergency medication, copy of the student's AAP must accompany the student on the fieldtrip.
- Cell phone or other communication device must be available for the fieldtrip.
- Parents of the student with LTA's will be allowed to accompany their child.
- In the absence of a parent or nurse, another individual must be trained to administer an EpiPen and assigned to watch out for the child's welfare. The adult carrying emergency medication should be identified to the student and other chaperones.
- Food on the field trip must be free of the life threatening allergen.
- Hand wipes should be used by the students and staff before and after consuming food.

### **School Bus Protocols**

- Eating and drinking is prohibited on all buses unless medically required.
- The nurse will inform the school bus company/driver of students with LTA's and provide copies of their AAP.
- The school bus will have a method of communication for emergency calls.
- The school will make every effort to require school bus drivers to be trained in risk reduction procedures, recognition of an allergic reaction and implementation of emergency plan procedures.

### **Gym and Recess Protocols**

- Teachers and staff responsible for gym and recess will be trained to recognize anaphylaxis.
- Staff in the gym and playgrounds will have a communication device for emergencies.
- Proper hand washing is required for all students who leave the cafeteria and go directly out for gym or recess to eliminate the possibility of cross contamination on activity and playground items.

### **Cafeteria Protocols:**

- Cafeteria Aids will be knowledgeable of all students with LTA's.
- Cafeteria Aids will be trained on the signs of anaphylaxis and how to administer an EpiPen.
- Students will wash their hands prior to returning to class.

### *The Peanut/Nut-Free Table*

- Students with an LTA to peanuts or tree nuts will safely be able to eat their lunch at designated peanut/tree nut free tables.
- These tables will be clearly identified and closely monitored.
- The table will be cleaned thoroughly with disposable cloths after each meal.

### *LTA-free Flanking*

- If a student is eating along at the peanut/tree nut-free table or expresses social or psychological discomfort with the isolation of the peanut/tree nut-free table, the nurse and the LTA student's parents may choose to allow the student to participate in LTA-free "flanking".

- “Flanking” is when a child with an LTA is able to sit at any table and be flanked on either side by students with purchased lunches or students whose parents have agreed to supply a peanut/tree nut-free lunch.
- These tables will be closely monitored.
- The table will be cleaned thoroughly with disposable cloths after each meal.

#### **Protocols for After School Activities**

- After school activities sponsored by the school will be consistent with school policies and protocols regarding LTA’s.
- If not school sponsored, the parents have responsibility to inform the adult in charge of the student’s LTA, provide AAP, and make appropriate judgment if the activity is safe for their child.